

St. John the Baptist Catholic Parish
SJB Parish Pastoral Council Committee Meeting Minutes
BRING PEOPLE - BODY, MIND AND SOUL - TO CHRIST

Meeting Date: January 16, 2024

Call to Order: 6:59 pm

Prayer: Father Paul Ruwe

PPC Members: Dave Haller; Doreen Heuser; Sylvia Ruthven; Louis Egbert; Kathy Nocks; Teresa Meyer; Doug Lohman; Hank Menninger; Mary White (excused); Roxann Rybolt; Logan Montgomery; Pete Hebauf

Previous PPC Meeting Minutes: December Meeting Minutes have been approved and distributed. Motion to approve: 1st L. Egbert; 2nd D. Lohman

Staff Report: Dr. Patrick Wickliffe – Music Minister: He began by explaining where he came from, the Cleveland, Ohio area, and how he got to Harrison SJB. His first six weeks has been a journey from funerals to Advent immediately. He talked about the hectic Christmas schedule (including some prior commitments to Cleveland) and how everyone helped him get organized. //D. Haller asked about his comment in report concerning the Bell Choir. He stated this would be discussed at another time. //Currently, he is focused on rebuilding the choir. He has called for members to return and asked for new members. The Choir Anthem planning is completed through the remainder of 2023 through June of 2024. He has established contact with Cantor Guild and met all current cantors. He has established contacts with those handling the maintenance and different instruments. **Near Term Activities (underway/planned):** Working on microphone configuration with possibility of meeting with M. Johnson. Continue advocating and recruiting for Choir. Working on Music Ministry Budget (current/projected for needs. He's also discussing upcoming feasts and observances and their liturgical requirements (Confirmation, OCIA Lenten Rites & Scrutinies, etc.). **How has he impacted the STJB Vision this month (Bring People – Body, Mind and Soul – to Christ)?** By getting to know people, their preferences and their needs. He hopes for expansion of the Music Ministry to the “next level”.

Pastor's Report: Father Paul thanked PPC for his thoughtful, generous Christmas gift. //He stated this Christmas was a challenge due to Christmas being on a Monday (which occurs every seven years) and only allows hours for the fourth Sunday of Advent before Midnight Christmas Mass. He thanked all volunteers for their help in making the Christmas celebration beautiful. // He stated the number of funerals before and after Christmas has been heavy. //He stated that Ash Wednesday, February 14, 2024; Masses will be 7 am; Noon; and 7 pm (as well as 9 am Mass at the school). The Lenten Soup/Supper will again be held on Wednesday's beginning at 6 pm; followed at 7 pm for all parishioners, by either Stations of the Cross (2-21, 3-6 & 3-20), Penance Liturgy (2-28) or a talk (3-13). //He then talked about Confirmation on Wednesday, February 24, 2024; at 7 pm. There will be 28 young men and women receiving the Sacrament of Initiation from Father Tom Mannebach, our dean and pastor of Saint Ignatius parish. //He moved on to the Catholic School Week beginning on 1-28-24 and how N. Herrmann has been planning with staff for this week's activities. //D. Lohman asked if he would explain why New Year's Day (Mary, the Mother of God), was not a Holy Day of Obligation this year. Father explained that normally it is an obligatory Holy Day except when falling on a Monday or Saturday. This also applies to the Assumption of the BVW (August 15) and All Saints Day (November 1). The U.S. Bishops Conference has given permission for these not to be obligatory when occurring as noted above. However, in some dioceses they may continue to be obligatory. Christmas and Easter are always obligatory Holy Days of Obligation.

Business Manager Report: M. Newton submitted the financial report for November. As he stated before, November was an excellent month for collections. He stated that several single-family donations helped.

D. Haller asked him to explain what “Other Income” means. M. Newton explained it is everything collected other than contributions collections. //A question came up about making another prepayment on the bank loan. M. Newton said that decision will be made in the next 30 to 60 days. //H. Menninger then asked about where the Luebe Foundation came from. M. Newton explained it comes from a family inheritance who has let family members decide what Catholic schools etc. they want to donate their foundation funds to. SJB happens to be one of those recipients. SJB has met with the Luebbe family members and they are pleased with the spending of their foundation donations. //M. Newton then talked a bit more about Ed Choice and how it benefits both SJB and the families except in Indiana. K. Nocks asked if he thought the Indiana families would leave SJB due to not getting those benefits. M. Newton explained it will not affect them due to a SJB scholarship which has been set up for Indiana families to benefit them. //He also explained some of the changes FACTS implementation will affect various fees that will no longer be charged and new ones that will occur due to FACTS. //He then detailed the November reconciled financials. Church: November collections were above budget. Other income was below budget due to slow church donations and scrips sales. November expenses were below budget due to favorable wages and benefits. YTD revenue was favorable as collections were above budget and Other income, led by Luebbe Foundation donation, was above budget. YTD expenses were favorable due to favorable wages and benefits and utility costs. // School: November revenue was right at budget. November expenses were unfavorable due to a ESAP payment that will result in an award that is used for financial aid. YTD revenue is slightly favorable due to higher fees overcoming a shortfall in tuition payments, the latter is timing. YTD expenses are favorable as the ESAP payment was more than offset by favorable wages and benefits and not yet paying the Butler County quarterly teacher invoice (paid in Dec.). //Total Church, School, Cafeteria: Revenue, driven by high contributions, overcame a small negative expense variance, resulting in a favorable profit. //Statement of Financial Position: The November cash balance decreased due to the semi-annual new church loan principal payment. //Ed Choice Program: August/November cash intake \$178K, mailed tuition refunds \$161K. //Father Paul then thanked A. Land, N. Herrmann, M. Newton and J. Hollermann for their hard work on Ed Choice and the budget this year. It has required more thought and effort making certain the process works for all school families. //2024/25 School tuition and fees reviewed with the Finance Committee and was accepted. Bank Maintained Positive Pay (BMPP) has been implemented on the Fifth Third parish account. //Church: Preparation for Advent (December 2023). B & G: Miscellaneous repairs completed – nave amplification system, handicapped doors, external lights and now working on a heating problem in the nave. School: developed \$100K Security Grant expenditure plan, met with Luebbe family to review expenditures and thank them. Other: Athletic fields fundraising target of \$65K has been met. M. Newton states they will begin working on fields in spring of 2024. //R. Rybolt asked if the teachers are responsible for the before and after school care of the children. M. Newton explained that is handled by other than teachers now including, J. Hollerman. **Near Term Activities (Underway/Planned):** Finance: December reconciliation, exploration of Employee Retention Tax Credit, BMPP on remaining four fifth third bank accounts. //Church: determine if pew improvements are needed. // Buildings and Grounds: continue rectory plumbing work, font granite repair. // School: FACTS implementation, 24/25 school year registration documents, 2024 Erate planning. // Other Athletic fields implementation plan. // **How has he impacted the STJB Vision this month? (Bring People – Body, Mind and Soul – to Christ)?** M. Newton has impacted the vision with continuous focus on maintaining financially stable parish through adequate collections, expense control, balance sheet management and budgetary accuracy. Enhancing our infrastructure through effective use of donated funds.

Pastoral Associate Minister: T. Palmer reported she has completed the Ministry schedule for January through March 2024 for parish masses. //Christmas Masses were well attended. She thanked the volunteers who helped at multiple Masses throughout the Christmas weekend. // The Parish Penance Service was held on 12-6 with eight priests in attendance. // The Solemnity of the Immaculate Conception Masses were held on 12-8 and well

attended. //M. Davis had more than 100 attend his presentation on 12-12. //Young Adult Christmas Movie night was held on 12-15 and well attended. //She recruited five new servers for Masses in December and will train them in January. //She assisted P. Whitcliffe throughout December while he acclimated himself to his new position. **Near Term Activities (Underway/Planned):** Training of new servers and new Extraordinary Ministers of Holy Communion. Scheduling for Confirmation Mass on 1-24 at 7 pm. Rite of Acceptance and Rite of Welcome at 11:15 am Mass on 1-21-24. Complete Lent Schedule for 2024. Set up Schedule for new OCIA group which begins at end of January 2024. **How has she impacted the STJB vision this month: Bring People – Body, Mind and Soul – to Christ?** Through the Advent groups, parishioners learned to draw closer to Christ through moments of silence. Through the Christmas Mass book distribution, she hops touches at least one heart that did not understand the True Presence of Jesus in the Eucharist.

Music Director: See above

Principal: Nichole Herrmann reports she completed Internal Accreditation with our External Accreditation visit scheduled for end of February// First and Third graders performed the First Christmas. // Continued work with FACTS for SIS and Application and Enrollment. // End of Second Quarter. // Christmas Break. // Attending PACTS and Principal deanery meetings. // Makerspace room is fully functional and being used by teachers and students. She will continue to purchase items/supplies to build upon what they currently have. **Near Term Activities (Underway/Planned):** Marketing and planning of preschool/kindergarten info nights and Open House. // Planning for Catholic Schools Week. //Winter MAP testing to be completed in early January 2024. **How has she Impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ):** We have impacted the vision this month by our students sharing the true story of Christmas with families at their performance of The First Christmas.

Director of Religious Education: Jonathan Schafer reported Youth Group meetings about Advent and Connect group during the month. // All of the school had a time for adoration and prayer. //Planned for school Masses and training for servers and new student lectors. // Youth Group and PSR made Christmas cards for Shawneesprings Nursing Home. // Prepared the Group picture and activities for Advent Day for PSR in morning. //Help organize a school penance service. //Going through paperwork for sacraments. // Leading an Advent Study group for the teachers at school interested in attending for certification credits. // High School had a Youth Group Christmas party before break and exchanged gifts. // Went through a FORMED training on how to use material for children. // Encouraged the Youth to complete their 30-day Bible reading challenge. //Prepared materials music at school Mass. // Making plans for Confirmation in January. // Beginning planning for last half of the year. //Starting preparation for the Steubenville Conference summer of 2024. // **Near Term Activities (Underway/Planned):** Preparing for Confirmation Liturgy. Finishing paperwork for First Communion and Confirmation. //OCIC getting ready for Rites for Sacraments at Easter time. // Putting together another Youth Group Babysitting night. // Bountiful Hearts meal for high school teens. **How has he impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ)?** By helping the students to encounter Jesus through Sacraments and sharing their faith with one another. By beginning a Bible challenge to listen to God in the sacred scriptures.

Parish Life: Various luncheons, etc. are ongoing.

Athletic Association: They are working with N. Herrmann helping with Open House and Catholic Schools week. //Erin Henz has agreed to be the girls' basketball coordinator. //They are working on the basketball schedule for the girl's team. //They still need coaches for girls' basketball and baseball teams to check for Safe Parish training status. //Volleyball Update: Season is over for the Girls. For the Boys' Registration closes 1-14. //GWAC Update: Girls' basketball all petitions have been approved for teams to play in lower B level. //GWAC working to determine how to structure 3rd/4th combo teams for correct level placement. //New Field update: Matching program brought in \$13,000 total donations \$8,000 plus the \$5,000 match from Brater-Winter Funeral Home.

//Basketball Update: Boys: Organized an opportunity for the 5th & 8th grade players to attend a LaSalle basketball game together on 1-23. //Petition the league to allow 6th grade B team to be allowed to play in the end of season 5th grade tournament. //Girls: Practices begin. Uniforms have been handed out. //Baseball Update: League Meeting begins and registration is closed. TCYO working on field practice schedule. They are working on jersey design. //**How has this group impacted the STJB Vision: (Bring People – Body, Mind and Soul – to Christ)?** They partnered with Brater-Winter funeral home to create a “Matching Campaign” for Fund the Fields. The campaign generated \$13,000 from 12-14 through 12-31 which surpassed their goal and they closed meeting with prayer.

Building and Grounds: See M. Newton’s report and they are ordering salt.

Festival: M. Newton reports the dates are set: Friday, June 21 from 6 pm to 11:30 pm. Saturday, June 22 from 5 pm to 11:30 pm. Sunday, June 23 from 2 pm to 6 pm

Social Action Committee: K. Nocks reports 116 meals were served to neighbors at the December drive through Bountiful Hearts Meal. She also thanked Patty Bochenek for preparing 65 boxes of homemade candy for the homebound deliveries. She indicated they were beautifully done and delicious. // SVdP: The pantry continues to serve record numbers of people. SVdP will host the next Bountiful Hearts Meal.

Old Business: D. Haller stated PPC would again begin the PPC Meet and Greet in February. Specifically, 2-3 and 2-4. He asked for volunteers. 2-3 4 pm Mass: T. Meyer; Sunday 8:30 am Mass: D. Heuser; D. Haller and possibly M. White; Sunday, 11:15 am Mass: D. Lohman, L. Egbert. //D. Haller and Father discussed what month PPC would eliminate a meeting. It was decided March 2024 there would be no PPC meeting. // D. Haller then discussed the Bountiful Hearts Meal we sponsor in April. It was decided to donate \$20 a piece to cover cost of ham, green beans, etc. We will discuss volunteers and details at the February meeting. K. Nocks noted that it seems people are coming back to the Bountiful Hearts Meals to sit inside and not just take meal and leave. //D. Haller also noted there seems to be a problem with PPC members receiving the agenda e-mailed each month. He is going to try a different method. If PPC member does not get the agenda before the meeting, they need to let D. Haller know.

New Business: nothing

Adjournment: Motion to adjourn: D. Heuser: 2nd K. Nocks

Prayer: Father Ruwe

Submitted by: S. Ruthven 1-16-24