

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

Meeting Date: May 21, 2024

Call to Order: 7:03 pm

Prayer: Father Paul Ruwe

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

Previous PPC Meeting Minutes: April 2024 Meeting Minutes have been approved and distributed. Motion to approve: 1st C. Nocks; 2nd L. Montgomery

Pastor's Report: Father Paul stated the graduation Mass will be held on Tuesday, May 28, at 7 pm. There are 15 graduating; who will attend LaSalle, Seton, Badin, Oldenburg Academy and East Central for high school. //He then noted his upcoming absence from parish Masses on the weekend of June 1 and 2, due to celebrating his niece's wedding. Retired priest of the Archdiocese, Father Tom Nolker, will be here celebrating Masses with us. //Finally, he updated us on the continued Beacons of Light work of the parish with Archdiocesan Liaison, Ricky Matthews, who is assisting SJB staff development and visioning and how this will be ongoing through the year.

Business Manager Report: M. Newton submitted the financial report for March. He talked about a new service CMPP (Client Manage and Payment Protection) which was partially implemented a few months ago and is now implemented on all SJB 5/3 accounts. This helps with fraud on checks. He then went into some detail about March financials. Church: Although March collections were below budget, he was not concerned because of previous collections. Other income was above budget due to strong new church donations. March expenses were below budget due to many small positive variances. YTD revenue was favorable as collections were above budget and Other Income, led by a Luebbe Foundation donation, was above budget. New church donations also exceeded budget. YTD expenses were below budget due to favorable wages and benefits and utility costs. // School: March revenue was below budget due to an expected shortfall in tuition that was only partially offset by higher EdChoice revenue. March expenses were unfavorable due to timing of the quarterly Butler County teacher payment (paid in March, budgeted in February) and the security grant spend. YTD revenue was significantly favorable, as EdChoice revenue was above budget, more than offsetting a tuition shortfall; both expected. YTD expenses were below budget due to favorable wages and benefits and a current underspend of the security grant funds. //Total Church, School, Cafeteria: Revenue and expenses were worse than budget resulting in an unfavorable variance. //Statement of Financial Position: Cash on the balance sheet increased slightly due primarily to earnings on the external cemetery investment account. A transfer of money from the parish 5/3 account to AOC Green Certificates occurred due to a higher offered interest rate. //He talked about the carpet and tile cleaning that had been done at the church. Also, there were some handicapped door repairs. //Building & Grounds – significant grounds work outside church and school. //School: Teacher and Principal Contracts are underway as well as financial aid decisions. //Other Festival Super Raffle mailing completed and many other festival preparation activities are underway. //He then talked about the preliminary 2024/25 budget and reviewed it at the meeting. //He explained the biggest changes for the 24/25 budget are the spending of the most recent Luebbe Foundation donation, partially offset by a 7.5% increase in the budget for collections. Some reduction in church revenue will occur from less new church donations and the elimination of the Scrips program. A school revenue increase will be driven by EdChoice due to a full year of the program, while expenses will decrease due to a reduction in security grant expenses. //As for the cafeteria there are

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fewer free lunches and reduced students negatively effecting revenue. C. Nocks asked about the teacher pay and if it has been raised to bring SJB into a higher level. M. Newton stated SJB teachers' pay is now at or above the Archdiocese minimum recommendation. // He then explained there has been another Luebbe Foundation donation of \$250,000 which will be in the 2024/25 Budget. This one will have no constraints and can be used in the school and church. C. Nocks asked about the total amount the Luebbe Foundation has donated to SJB. M. Newton stated in the area of \$650,000, with the first donations to be used strictly for the school and youth group. // L. Egbert asked if the church has money invested in the stock market. M. Newton stated there is no money in the stock market from the church except amount of cemetery money which is managed by a private investment group. // **Near Term Activities (Underway/Planned):** Finance: April reconciliation, FY 2025 budget completion, AOC audit action items. // Church: Quantifying cost of pew kneeler improvements, Scrips sale implementation. // Buildings & Grounds: Continue rectory plumbing work, summer maintenance projects plan and schedule. // School: FACTS Cafeteria fee program implementation, Butler County outsourced teacher contract. // Other: Planning for festival, athletic field construction, new Luebbe donation spend plan, Athletic Association craft show preparation. // **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 has recruited volunteers to assist with First Communion Mass. // Spring OCIA started on 4-11 with three adults and two teens in the program. // Young Adults began an Introduction to the Theology of the Body: Discovering the Master Plan for Your Life from Ascension Press on 4-8. // Wednesday Night adult study group began the study "Explaining the Faith" by Fr. Chris Alar, MIC on 4-3. //The Spanish Lenten study was completed. The group will continue to meet through the month of May learning more about our Blessed Mother. The group will take a break for the summer. //Technology: Website: Assisted the Music Director with updates to music pages; Updated the Festival page with 2024 Festival Information; she continues to complete daily activities including Funerals, ministry scheduling and maintaining social media as well as attending and assisting weekend Masses. // **Near Term Activities (Underway/Planned):** She is recruiting volunteers for the Graduation Mass on 5-28 at 7 pm. // Working on plans for Parish Booth for Festival. // Planning Summer and Fall activities in the parish. //Technology: Upgrade Wi-Fi devices in the parish office with new firmware on 5-6; School switch Upgrade scheduled for 6-10. // **How has she impacted the STJB vision this month: Bring People – Body, Mind and Soul – to Christ?** Through Body, Mind and Soul – through the Baptism Workshop on 4-28 where she helped seven couples understand their role as primary educators of the Faith to their children.

Director of Music Ministry: Dr. P. Wickliffe reported he has completed the Music schedule to include cantors and additional musicians planned well in advance of special feast days. //He has updated the website to include comprehensive information on current music ministry offerings, worship aids, responsorial psalm, and other supporting materials as well as curating Marian Music Tab under Worship/Music Ministry & Sunday Liturgy. // Discussed and finalized music budget focusing on current and anticipated parish priorities and needs. //Drafted an SJB choir recruitment flyer for website, in bulletin, and elsewhere. Drafted an SJB Schola Cantorum recruitment flyer with input from potential member, considering scheduling, programming and fees. // Debriefing of Triduum using "Triduum Book" with favorable results and future vision. //Planned and executed May Crowning with collaboration of pastor and DRE, need scripts. //Acquired new cantor from SJB Choir and provided materials for training. //Completed Clifton Strengths assessment with staff for future vision. // **Near Term Activities (Underway/Planned):** Advance planning strategies for identifying, training and scheduling substitutes in Musician Schedule. // Continue advocating/ recruiting for SJB choir; particularly T/B incorporating one or two members of possible schola for next fall as section leaders. //Completion of new Mass setting: Mass

of St. John the Baptist – incorporating new material (Hymns and service music) into congregational repertoire while striving for balance with the familiar. C. Nocks asked what the meaning of “new Mass Setting” is? Father explained it is the correct musical settings for the Liturgical seasons and he is going to add some new music along with familiar. It is done on a regular basis at each Liturgical Season. //Planning and executing 8th Grade Mass, the remainder of school masses up to 5-29 and Baptism within Mass on 5-26 and in future. // **How has he impacted the STJB Vision this month: Bring people, body, mind and soul – to Christ?** He continues to communicate, build and think creatively to uplift the minds and prayers of the entire community through the best music we can make.

Principal: Nichole Herrmann reports the 2nd grade students received the Sacrament of First Communion. // Students celebrated Yellow Week which focused on spreading kindness throughout the school and community. // She attended AOC principal meeting and the Southwest principal deanery meeting. She continues to field enrollment inquiries/tours for next school year. // The students had the opportunity to listen to Nick Philpot speak about losing both of his legs and how his prosthetic legs work. Nick’s faith and determination helped him overcome the numerous medical complications that led to his legs being amputated. // Mrs. Furney and Mrs. Wallace will not be returning next year to SJB. SJB will be hiring for these positions. Mrs. Knoop (speech pathologist) will not be returning next year and OptimALL has already assigned a new speech pathologist for next year. **Near Term Activities (Underway/Planned):** She is planning and executing the end of year activities such as MAP testing, Goodwill Games; 8th grade Awards dinner; Relay for Life; Kindergarten Ceremony; 4th Quarter Awards; 8th Grade Mass and Graduation; Last day of school – 5-29. // **How has she impacted the STJB Vision This month: Bring People – Body, Mind and Soul – to Christ?** By providing opportunities to the students to hear others speak about the faith and the impact faith has made on their life.

Director of Religious Education: Jonathan Schafer reported Youth Group hosting babysitting night fundraiser for youth conference. // PSR Classes met on Sunday morning and evening each week. // Continues planning for school Masses, servers and Lectors. // Youth group had its Sunday night meetings with Connect small group and normal gatherings. // Held the First Communion Picture and Practice Night on Wednesday this year. // Prepared and helped organize the First Communion Mass on 4-13. // Finished paperwork for sacraments and making certain they are recorded. // Put together school adoration for students to spend time in adoration. // Continued planning and paperwork for Summer Steubenville Youth Conference. // Planned and organized the school Field trip to the Holy Spirit Center to learn about Religious Life. // Finished going through the Living Joy book with youth group. // Updating website and youth Facebook page and trying Instagram. //Went to month CREA meeting. // Organized and planned with volunteers the May Crowning with school children. // Attended the last OCIC meeting to tell them about ways to get active in the parish. **Near Term Activities (Underway/Planned):** Organized new servers from 4th grade to try out serving at school Mass; Planning Pizza and Game Night for grades 6 through 12 on 5-5; Starting planning next year’s calendars; Planning for summer events with Youth; VBS planning; Planning for PSR for next year; talking about and inviting people to volunteer at festival// **How has he impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ)?** Body, mind and soul – leading the students to encounter and receive their First Communion for the 2nd graders. // Through helping the teens to live the joy of the faith offers them and share that invitation with others in their life. //Offering a time for others to come together and build a faith community through small groups.

Parish Life: D. Lohman pointed out various luncheons, breakfasts, etc. are ongoing. He also stated the Juliettes were meeting and that summer would be slow.

Athletic Association: They introduced Susan Stricker, new Treasurer. She has two children at SJB. //They are trying to confirm soccer camp date in July. // Volleyball Update: Girls: registration opening 6-15 through 7-15. Tryouts 8-16 and 18. Boys: finishing season. //New Fields Update: D. Losekamp has been moving dirt. They are waiting for some drier weather to really get moving. They are also looking into mandatory volunteer schedule

for concession program. All Athletics families are required to work x-number of shifts. //Basketball Update: Boys: some new end of the year money from tournaments to be given to M. Newton. //Baseball Update: Season is underway. League meeting 5-13. //Soccer Update: Registration closes 5-31. Drop files due mid-June to SAY. //Soccer Camp – Lilli Flannery will do again. Looking to pick date. //Coordinators must let coaches know they are responsible for collecting any uniforms. Uniforms are the Athletic Association's largest expense. There will be a \$30 fee for any player who does not return a uniform. //Social Media Update: Still posting to FB, etc. // Fundraiser: Craft show update: 22 vendors. Foot traffic was light. Profit estimated at \$1,000. Florence Y'all: Still waiting to hear back on firm date. //Board Positions: VP and Treasurer are up in May. Anne Losekamp to become VP. Susan Stricker to become Treasurer. //**How has this group impacted the STJB Vision (Bring People – Body, Mind and Soul – to Christ?) this Month:** They hosted a craft show with more than 22 vendors from the parish and community that continues to reinforce STJB and its community connection.

Building and Grounds: There was a B&G Meeting on 5-23 and they have begun mowing and preparing for summer maintenance activities. They are also discussing the air condition situation at old church.

Festival: Raffle letters and tickets mailed to parishioners.

Social Action Committee: K. Nocks reported the April Bountiful Hearts meal was provided by PPC. There were 118 meals served. //The Men's CRHP will be providing the May meal. // June 11 will be the first of four every other week grocery deliveries for the summer "Feed the Children" program. There are 36 children in this program. //The church garden should be up and growing soon. // She continues to report SVdP is serving record numbers and are still receiving more requests for help with rent and electric payments from those in need.

Old Business: D. Haller began by asking for volunteers for the June PPC Meet and Greet meetings after all Masses. June 1: 4 pm Mass: to be announced; June 2: 8:30 am Mass: M. White; D. Haller. He then stated last month there was a question from a parishioner about the safety/security of the new church during mass times. M. Newton stated there are some security measures; however; with the new security grant, they plan on implementing more especially with one- button door locks, cameras, etc. // D. Haller also discussed PPC's participation in the Bountiful Hearts Meal. He thanked everyone and handed out a list of expenses that included some money left over. The remaining money from Bountiful Hearts Meal will be held over for next year. which will go into the Bountiful Hearts Meal needs. C. Nocks also talked about the friendly atmosphere that the attendees receive when we all sit and talk with them. //D. Haller then talked about the PPC drawing and that three new PPC members are needed. He stated not that many people have filled out the form to have their name included in the drawing which is to be held at the June PPC Meeting. Father suggested a pulpit announcement be made at all masses. D. Haller would write this and make certain Dr. P. Whitcliffe received it to be announced at Sunday Masses.

New Business: There has been a request for PPC to provide a basket to be raffled at the festival. D. Haller asked if anyone had any ideas. His suggestion was some type of tote for Bengals game with items related to the Bengal's. D. Lohman suggested D. Haller collect \$20 from each PPC member to purchase these items.

Adjournment: Motion to adjourn: 1st L. Egbert: 2nd C. Nocks

Prayer: Father Ruwe

Submitted by: S. Ruthven 5-21-24