

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

Meeting Date: February 20, 2024

Call to Order: 7 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; Roxann Rybolt; Logan Montgomery; Pete Hebauf (excused)

Previous PPC Meeting Minutes: January 2024 Meeting Minutes have been approved and distributed. Motion to approve: 1st R. Rybolt; 2nd L. Montgomery

Staff Report: N. Hermann, School Principal: She began by explaining how busy it's been planning and holding Preschool/Kindergarten information nights and Open House for Catholic Schools Week. She said there was a great turnout for both activities. More than 35 new families attended, which consisted mostly of Kindergarten/Preschool, but there were several families looking to enroll their children in 1st to 8th grade too. This was an increase from previous years. She then moved on explain how the launch of the FACTS program in February, has required a great deal of training. //A lot of time has also been spent in making final preparations for the External Accreditation visit at the end of February. The Archdiocese will be at SJB for examining and evaluating the school, reports, etc. D. Lohman asked how long the Archdiocese team will be here. She stated four days. After that, SJB will receive their results and will adjust to their suggestions and it will be a few months before SJB learns results on its Accreditation. //Students completed the Winter MAP testing. The next MAP testing window will take place after Spring break. //She then stated the 8th grade students have received the sacrament of Confirmation. // L. Egbert asked about Ed Choice and how long it will last. N. Herrmann stated currently, there is no firm plan for Ed Choice to end and some rumors have indicated the budget would increase. L. Egbert then asked if it is a federal or a state program. She stated it is a state program in the state budget. M. White asked if the Ed Choice money can be used anyway the school directs. N. Herrmann stated yes. // N. Herrmann also reported on Near Term Activities (Underway/planned): She is working on the 2024/25 school calendar; External Accreditation 2-29 to 3-1; and reports there will be no school on 2-12, 2-16, 2-19. //In her report she expressed how she believes she has impacted the STJB Vision this month: We believe by the students and staff celebrating Catholic School Week it helped everyone understand the most profound reason why our school exists is our Catholic faith.

Pastor's Report: Father Paul stated the Ash Wednesday Masses were well attended. //The OCIA (formally RCIA) Rites of Acceptance/Welcome and Rite of Sending also went well. // Lenten Wednesday Soup/Supper with either Stations of the Cross, Penance Liturgy or talk are set and underway. // He also stated he and T. Palmer are working along with Dr. P. Wickliffe on the Easter Triduum liturgies and OCIA rites. M. White asked if SJB's services are the same as where Dr. P. Wickliffe came from. Father indicated yes, however; there are some minor differences from parish to parish. // Father then stated the Archdiocese Vitality had asked for a mid-year. Beacons of Light report. He believes SJB is on the right path with the help from the Archdiocese liaison. //Father also believes that after some meetings, the staff and leadership vision is also headed in the correct direction. // D. Haller asked Father if he had heard or watched the latest local news media report on Beacons of Light. Father stated he had seen it on WCPO and as far as he was concerned, the media did not bring out anything new. There was a small discussion concerning the media and the way it reports on the activities of the Catholic Church as a whole. //K. Nocks asked about the change in announcement procedures for Masses from Dr. P. Wickliffe's report. She requested a copy of the changes. Father stated he will make final decisions about what gets announced and the content of announcements for all weekend Masses. // H. Menninger

mentioned he was very pleased with Dr. P. Wickliffe's chants during the preparation of gifts for Sunday Masses. Father stated he had approved with P. Wickliffe's recommendation and agreed it is a good addition. // Father concluded his discussion noting that he plans to take a retreat the Monday through Friday week after Easter.

Business Manager Report: M. Newton submitted the financial report for December. L. Montgomery began by asking when SJB's fiscal year ends. M. Newton stated it ends in June and begins in July, so we currently have six months in financial results. M. Newton then stated SJB has had a positive six months. His summary is as follows: Church: December collections were above budget. Other Income is above budget due to strong church donations and scrips sales. December expenses were below budget due to many small favorable variances. YTD revenue is favorable as collections were above budget and Other Income, led by Lubbe Foundation donation was above budget. YTD expenses were favorable due to favorable wages and benefits and utility costs. //School: December revenue was above budget due to the expected EdChoice receipts. YTD EdChoice revenue was \$162.9K vs budget of \$45.8K. December expenses were unfavorable due to the timing of the Butler County teacher payment in December versus a November budget. YTD revenue was significantly favorable due to the EdChoice revenue. YTD expenses were slightly favorable due to favorable wages and benefits. //Total Church, School, Cafeteria: Revenue, driven by high contributions and EdChoice revenue, was significantly above budget while expenses were at budget, resulting in a favorable profit. //Statement of Financial Position: Despite a high monthly profit the December cash balance increased only slightly due to two negative balance sheet cash flow factors: tuition refunds to families who received EdChoice greater than tuition already paid and the first wire to El Salvador. //Decisions made on how to use the remaining Luebbe Foundation donations were made to remaining HVAC units in grade school, internal school door security, church cameras/video surveillance. //Given the strong financial performance these past six months, a decision was made to make another bank loan prepayment of \$125,000. // Church: took over new church payment management from AOC (One, Faith, One Hope, One Love). //Building & Grounds: replaced pressure valve that was affecting nave temperatures in church. // School: 24/25 school year registration documents have been completed. // Other: locked in festival hours, bands and stage reservation. //Near Term Activities (Underway/Planned): Finance: January reconciliation, prep for AOC financial audit, BMPP on remaining four 5/3 bank accounts. Church: solving of external lighting issues, determine if new pew improvements are needed and Scrips plan. Buildings & Grounds: continue rectory plumbing work, font granite repair, summer maintenance plan/schedule. School: FACTS implementation, 2024 Erate planning. Other: preparation for Lent, planning for festival, planning or athletic field construction. M. White asked if the funds had been raised for the athletic fields. M. Newton explained they had been and plans are to begin when weather is better. //H. Menninger asked about the prepayment of loan. M. Newton stated how the five prepayments have saved SJB more than \$70,000 in interest. //There was some discussion about the EdChoice money and the timing of refunds to families. // D. Lohman asked if the cameras used for Mass inside the church could also be used for security. M. Newton explained they cannot because they are not made for that purpose and are not connected to any type of security system. //**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 four new servers have been trained in January. //Seven Extraordinary Ministers of Holy Communion have been trained. //She scheduled the ministry's that assisted with Confirmation on 1-24. //Three Catechumens and two Candidates participated in the Rite of Acceptance and Rite of Welcome on 1-21. //Lenten Schedule for 2024 is complete. Stations of the Cross will be 2-21, 3-6, 3-20.

Parish Reconciliation Service is 2-28 and a talk given by David Kissel is scheduled for 3-13. //Journals for the Parish program on Monday morning/evenings – “Follow Jesus to Jerusalem” and for the parish Spanish Tuesday evening community group “Made for Heaven” were ordered. Both programs will run through Lent. **Near Term Activities (Underway/Planned):** She has coordinated Ministry positions for Ash Wednesday, Stations of the Cross and Holy Week Services; She is preparing for OCIA Rites of Sending/Election on 2-18 and the Penitential Rite (2-25 and Scrutiny 3-10; She is also facilitating the two Monday sessions for “Follow Jesus to Jerusalem. **How has she impacted the STJB vision this month: Bring People – Body, Mind and Soul – to Christ?** She has assisted a Catholic who had not practiced in many years prepare for his return to the Sacraments of Reconciliation and Holy Communion.

Music Director: Dr. Patrick Wickliffe reported he has continued Adult Choir rehearsals on Thursdays at 7 pm. //He has made some adjustments to liturgy planning to incorporate formerly unused selections of settings in the congregation’s repertoire. //Pastoral Minister, Pastor and he are meeting to discuss Triduum and combined rites which need Pastor’s oversight. // Several new and returning members of choir have joined as cantors/instrumentalists and choir members. He reports, however, the choir still needs more, especially men and tenors. //He met with Luke from Schantz who provided pointers concerning the pipe organ. Great relay board was replaced and several stops were adjusted. The organ is now playing well. //Church policy has been updated with guidance for Mass announcements, particularly collections. He will share any announcements with Father in the future. Father Ruwe has final say about Mass announcements. //**Near Term Activities (Underway/Planned):** A couple ensembles are currently being considered, may need budget clearance. // Instruments need amplified when with organ: general balance need addressed. // Liturgy planning in phases from Easter, etc. //Continue advocating/recruiting for choir and ensemble. //Bell Choir: Debbie Keller brought possible collab and/or bell borrowing to his attention from Lady of Lords. She also shared Mike Lienesch’s contact for help, if needed. //Discuss SJB Music Ministry Budget with M. Newton. //Discuss upcoming feasts and observances and other liturgical requirements: scrutiny’s still need written, but may be available on One Drive from prior years. Easter Vigil Baptism needs a plan. (Father Ruwe will provide). //**How has he impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ)?** A few important lessons in communication and learning how “it takes a village” to create a community example of Christ and how this builds effective staff.

Principal: See above report

Director of Religious Education: Jonathan Schafer reported Youth Group and Connect meetings are ongoing. //All school had a time for adoration and prayer. // Planned for school Masses and training for servers and new student lectors. // Finished study group with teachers for Vocare certification. // Finished preparing for Confirmation Practice and Confirmation. // Met with 8th Grade students to talk about Confirmation and give a gift from the parish. // Going through paperwork recording sacraments. // Organized a group of teens to help at Bountiful Hearts Meals and then went bowling afterward. // Started planning and getting sign-ups for Summer Steubenville Youth Conference. // Planned the Minute to Win It at February Meeting for 7th to 12th Grade students. // Encouraged the youth to read the “Living Joy” book handed out at Christmas – discussion will be during Lent in Youth group meetings. //**Near Term Activities (Underway/Planned):** Preparing for school stations of the Cross during Lent. //Finishing Minute to Win It for HS Youth event. // OCIC getting ready for Rites for sacraments at Easter Time. // Putting together another Youth Group Babysitting Night. // VBS Planning. // Penance Service planning (attaining priests). // Planning Lenten study for schoolteachers (In His Image by Edward Sri). //**How has he impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ)?** Body, Mind and Soul – Youth were able to help the poor and grow in community by helping with Bountiful Hearts and Social activities. Body, Mind and Soul activity: through living day to day life with joy (Living Joy Book Study with Youth).

Parish Life: Various luncheons, breakfasts, etc. are ongoing. Bountiful Hearts Meal will be in June and they provided a basket to raffle for the ROPC which netted \$200.

Athletic Association: They reported more visitors this year for the Open House. //St. Nicholas Sunman, Indiana wants to do scrimmages this fall. Bountiful Hearts Meal had more than they thought. //Need Jagshop/Jagwear volunteer. // Safe Parish --- need baseball coach on list // Moving all emails to school email format. They are in process of notifying all those who have emailed on old account. //Volleyball Update: Girls: Thinking about camp ideas for 1-2nd grades and coming 3rd-4th and then hosting open gym week before tryouts for older grades. //Triple Ball meeting at the end of February with coordinators from GWAC. //GWAC Update: GWAC board has requested all communication with them include name of person sending the email. //New Field Update: \$67,000 is in the account for the fields. //Basketball update: Boys: Season ending. Hosting tournament games weekend of 2-25 and 2-28. Looking for basketball camp options. //Social media update: Keep everything current. //Fundraiser: Researching potentially hosting a craft show. //Board Positions: VP and Treasurer are up in May. //How has this group impacted the STJB Vision: (Bring People – Body, Mind and Soul – to Christ)? They hosted the Bountiful Hearts meal in January and served about 130 people in the community.

Building and Grounds: See M. Newton's report.

Festival: See M. Newton's report.

Social Action Committee: K. Nocks reports The Athletics Community hosted the Bountiful Hearts meal with more than 127 meals served. She reports the numbers have returned to pre-Covid numbers attending meals. SJB hosted a meeting with the other four churches who provide Bountiful Hearts Meals each month. More than 20 attended. The meeting was informative. //Feed the Children: Students at SJB had an out of uniform day and raised more than \$160 for this program. //Social Action Committee voted to donate \$500 worth of groceries for the SVdP pantry. The Pantry food is low and the funds are also low. //SVdP: They are having record numbers of neighbors at the pantry each time. She reported that on 1-29 more than 90 families were served. //On 3-9/10, there will be a Stuff the Tent weekend at the church (partnered with the Boy Scouts). They are in hopes this will help fill the Pantry shelves.

Old Business: D. Haller stated PPC Meet and Greet for February went well. He asked for volunteers for March 2/3: Saturday 4pm: H. Menninger; Sunday 8:30 am: M. White, L. Montgomery; Sunday 11:15 am: D. Lohman; L. Egbert; R. Rybolt. //D. Haller then discussed PPC's turn to provide soup for the Lenten Soup/Supper which is Wednesday, March 13. He was told they need eight crock pots of soup and he asked for volunteers: S. Ruthven, M. White, D. Haller; H. Menninger (will check with wife); L. Montgomery, R. Rybot; K. Nocks (2); T. Meyer. PPC should also remain there and help clear tables and chairs after the Soup/Supper is finished. //There was some discussion concerning the terms time table for PPC members who want to stay on and those who leave and how long they have to wait before they can submit their name into hat to serve on PPC again. From the Constitution: "A member may serve two full terms. After a two-year absence from PPC, an individual is eligible to serve again." There was also some discussion about those PPC members who would stay on one more year. //D. Haller then talked about the Bountiful Hearts meal PPC is hosting in April. He reminded those who have not donated their money to see him after the meeting since we will not have a meeting in March. There will be an April meeting before the Bountiful Hearts Meal. D. Haller stated details would be handled at that meeting. He finished by reminding all there will be no March PPC Meeting.

New Business: nothing

Adjournment: Motion to adjourn: 1st Mary White: 2nd D. Heuser

Prayer: Father Ruwe/**Submitted by:** S. Ruthven