

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

**Meeting Date:** June 16, 2026

**Call to Order:** 6:59 pm

**Prayer:** Father Paul Ruwe

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

**Previous PPC Meeting Minutes:** May Meeting Minutes have been approved and distributed. Motion to approve: Motion: L. Montgomery; 2<sup>nd</sup> R. Rybolt

**Staff Report:** Teresa Palmer – Pastoral Associate Minister – She began by stating there was one First Eucharist and Confirmation for OCIA that had been delayed (due to sickness) and was held on 5-9 at the 4 pm Mass. She also talked about the new OCIA class which began on 5-20 with three people. They will receive the Sacraments in November. She has been busy helping J. Siemer and staff with the various needs of the Parish Festival either on social media or the Parish Website. //She continues working on the conversion off of Publisher to Canva/Affinity programs. //She also reported the Love in Action Community Garden was not planted this year. The team could not find anyone to coordinate this ministry. //M. Ostertag has stepped down from the Homebound Ministry as coordinator. She thanked her for the many years she has served this ministry. The coordination of this ministry has been moved into the office and will be scheduled using the Ministry Scheduler Pro application. The first schedule went into effect on 5-31.

**Pastor's Report:** Father Paul shared that although school is out and one might hope things would be slowing down, they are busy due to the festival planning, etc. He thanked festival volunteers behind the scenes and especially L. Kelhoffer, J. Siemer and A. Land for all their background work with contacting people and coordination. // He talked about the good weekend trip he recently took to Cleveland with his brothers and is looking forward to more vacation time in July/August. He thanked Fathers Tom DiFolco; Tom Nolker and Bill Dorrman for their handling Masses and Confession during his absence He reminded PPC there will be no PPC Meeting in July.

**Business Manager Report:** J. Siemer submitted the financial report for April. He began by explaining that he discovered a problem with the reporting used for the FY 2026 budget resulting in lower-than- expected revenue for school tuition. They have identified the issue and have made appropriate changes to this year and next year's budgets. L. Egbert asked if the changes were large. J. Siemer stated that it did make a significant difference in the amounts budgeted. // J. Siemer then went into detail for the April FY 2026/Year-end financials that have been reconciled: Church: April collections were more budgeted. Other Income is above budget. April expenses are favorable to the budget. The monthly surplus was favorable to the budget. Year-to-Date (YTD) collections are also favorable to the budget. YTD Other Income is more than budgeted. YTD expenses are below budget. The church's YTD surplus is favorable to the budget. //School: April revenue is below budget. April expenses are favorable to the budget. The school's April deficit is unfavorable to the budget. YTD school income is less than budgeted. YTD expenses are favorable to budget. The YTD school deficit is unfavorable to the budget due to the issue with the budget mentioned above. //Total Church, School and Cafeteria: There is a surplus which is favorable to the budget. YTD surplus is also favorable to the budget. // Statement of Financial Position: Cash and Investments on the balance sheet increased largely due to the monthly surplus. Other: Church: finalizing budget for FY 2027. //Building and Grounds: Getting Archdiocese approval on Rectory gutter replacement. Getting quotes on partitions for restrooms in school. //At this point, J. Siemer requested the PPC

to approve the proposed replacement of gutters on the Rectory. The estimated cost will be \$35,000. The plan is to have this work finished before winter. R. Rybolt made a motion that PPC approve the proposed \$35,000 to replace the gutters on the Rectory; L. Egbert seconded. S. Ruthven called for a vote. All agreed to the proposal. // R. Rybolt then asked for a percentage of students using EdChoice. J. Siemer stated about 55% receive full EdChoice and 21% receive partial EdChoice. There are 20 students from Indiana who are not eligible for EdChoice, although they receive assistance from St. John. There are some students who are not eligible for EdChoice because they receive the Jon Peterson scholarship. //J. Siemer continued with items needing work. School: Year ending processing. Financial aid awards. Budget modification for FY 2027. //Other: Preparations continue for 2026 festival. Still need a coordinator for the festival's Jaquar Jungle. J. Siemer states if no one is found for coordinator, it is doubtful there will be a Jaquar Jungle for the 2027 festival. D. Haller asked if the Jaquar Jungle was a break-even function. J. Siemer stated it is profitable and does draw families. **Near-Term Activities (Underway/Planned):** Finance: May reconciliation; Church: Review security. Clean carpets; Buildings and Grounds: Paint the exterior of the parish office. Gutter replacement on the Rectory. Repair roof leak in elementary school. Repair broken slate on old church; School: Bathroom partitions replacement. // **How has he impacted the STJB Vision this month? (Bring People – Body, Mind and Soul – to Christ)?** By continuous focus on maintaining a financially stable parish through adequate collections, expense control, balance sheet management and budgetary accuracy. Enhancing our infrastructure through the effective use of donated funds.

**Pastoral Associate Minister:** See above report

**Music Director:** Patrick Wickliffe reports the choir season is concluded. //Liturgical planning sheet for this part of liturgical year is concluded. // Substitutes and cantors for June absence have been determined. // New cantors are working well and he thanks them. // Appointments for instrument maintenance for piano and organ tuning, etc. are in process. // Working on conversion from Publisher to Canva. **Near Term Activities Underway/Planned):** The use of accompaniment techniques gained from current study, designed to clarify congregational participation, will continue to develop the process of vital worship. // Developing materials appropriately designed for promotional use during SJB Festival. // Continued availability for funerals and weddings – with few currently in pipeline. // Continuing Microsoft Publisher conversion process. **How have I/we implemented the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** Let us go the extra mile for a community that is worthy of our best and our dedication.

**Principal:** Nichole Hermann reported she held year end celebrations: Preschool circus, Kindergarten ceremony, 3<sup>rd</sup> Trimester award assembly, 8<sup>th</sup> grade awards ceremony and 8<sup>th</sup> grade graduation. // 8<sup>th</sup> grade students earned more than \$235,000 in scholarships to high schools. Students will attend: Oldenburg, LaSalle; Elder; Roger Bacon; Mercy McAuley and Seton. // Held Relay for Life event and raised more than \$1,600 for the American Cancer Society. // Celebrated the retirements of Mrs. Anneken and Mr. Hoeffler with school staff. // Miss Walter will be moving to Jr. High next year and she has hired Ms. Grace Frame as a 3<sup>rd</sup> Grade teacher for next year. // Mrs. Ernst will be the new 4<sup>th</sup> Grade teacher next year. // Mrs. Pavek will be an additional 2<sup>nd</sup> grade teacher next year. **Near Term Activities (Underway/Planned):** She will be hiring a part-time preschool aide and part-time elementary aide. // End of year school reports. // Finish year book. // Order materials for 2026/27 school year. // Onboard new school families. **How has she Impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ):** The vision this month has been impacted by celebrating the 8<sup>th</sup> Grade students and families at the graduation Mass and ceremony.

**Director of Religious Education:** Johnathan Schaefer reported the PSR classes are finished. // He planned the Vacation Bible School (VBS) which was a success. //Recruiting volunteers for PSR and SJB Festival. //Organizing Steubenville Youth Conference trip. //Attending the Spirit Youth Leadership Conference. // Invited 8<sup>th</sup> grade graduating class to join the youth ministry program. **Near Tern Activities (Underway/Planned):** Organizing and

advertising Youth Group Small Group meetings; Planning for Youth Conference in July; Planning summer youth events; Recruiting for PSR; Planning grill out, wiffle ball and trip to Kings Island. **How has he impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** We led students in volunteering at VBS to learn and grow in their faith by learning about the Nature of God.

**Parish Life:** J. Losekamp reports Parish life has the usual ROMEOs, JULIETS and Breakfast Club meetings. They have begun planning for their Skyline fundraiser scheduled for September.

**Building and Grounds:** See J. Siemer's report.

**Love in Action:** K. Nocks reported Feed the Children second summer grocery delivery was on 6-16. Because of the generosity of parishioners 51 children in the Southwest local district including SJB will not go hungry this summer. This summer we are able to provide fresh fruits, milk and vegetables. Bountiful Hearts May meal was provided by the Bible study group. 138 neighbors enjoyed a delicious meal. The next Bountiful Hearts meal will be on the Saturday of the Festival and will be sponsored by the Love in Action group.

SVdP: In R. Roll's absence K. Nocks reported they have eight new members and are working on an outdoor picnic to be held in July. //She also stated the American Legion donated \$2,000 to the SVdP.

**Old Business:** At the June PPC Meet and Greet a question came about concerning increasing the number of missalettes available. Father Ruwe explained the number has been increased by two boxes. However, it is not intended every parishioner is to have a missalette. Parishioners should be listening to the liturgy and watching the activity at the altar. Reading the Sunday Liturgy should be done prior to attending Mass. Also, if parishioners arrive early enough there are plenty of missalettes. Father also stated if someone would like to purchase a missalette or other type of Liturgy aid, they may do so or can look on the internet for different Catholic aids. //D. Haller then stated since PPC will not meet in July, there will not be a PPC Meet and Greet until August. He will send out an e mail asking for volunteers. // Next, P. Hebauf talked about the New Member Event activities. They had a short "stand up" meeting and are going to place an article in the Bulletin looking for a video person to make a video to be shown at the dinner event. L. Montgomery is trying to make contacts with video people he knows; however, they are booked for the time frame. P. Hebauf also stated they are going to go back to 2019 to invite new members to the event in hopes no one will feel left out. Another thought P. Hebauf had was to somehow create a database of names of people with special talents that will be available when special functions are planned. //The subject then switched to the chicken dinner for the festival. There is a need for volunteers to help with the drive through. It was asked if the pre orders were going well. J. Siemer stated more than 100 have been pre ordered. The dinner will begin at 12 Noon on Sunday, June 28. //Next on the agenda was the drawing of names for new PPC Members. Three PPC members are leaving: Louis Egbert; Teresa Meyer and Mary White. Names were placed into a container and L. Egbert drew three names. The new PPC Members are: John Wood; Patrick Simmons and John Fohl. D. Haller will contact them, get their phone numbers and e mail addresses for the Bulletin and Parish website. D. Haller then thanked the three leaving members for their time and work on PPC.

**New Business:** K. Nocks stated Parish Life has requested PPC switch dates for Bountiful Hearts Meal. Parish Life sponsors the meal in March and PPC has April. There were no objections to switching, so from now on PPC will sponsor the Bountiful Hearts Meal in March instead of April.

**Adjournment:** Motion: L. Egbert; 2<sup>nd</sup> T. Meyer

**Prayer: Fr. Ruwe/Submitted: S. Ruthven 6-16-26**