

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

**Meeting Date:** August 20, 2024

**Call to Order:** 7:00 pm

**Prayer:** Father Paul Ruwe

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

**Previous PPC Meeting Minutes:** June 2024 Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> K. Nocks; 2<sup>nd</sup> R. Rybolt

Dave talked a bit about the process of having the three-year term become a four-year term and discussed the reasons. He then introduced R. Roll (newest member of PPC) to everyone and had everyone introduce themselves to him.

**Pastor's Report:** Father talked a bit about the recent announcement before Weekend and Holy Day Masses in reminder of our Cry Room and the gathering space being available to those parents with children who are expressive during Mass. He explained the necessity of making such an announcement, with input received from parishioners, but that it was not going to be an on-going announcement. He also talked about how the announcement is a reminder about Christian cooperation and courtesy to one another, especially during worship. There was some PPC discussion concerning signage of the Cry Room because maybe some parents were not aware, but it was felt awareness of its presence is generally known; especially after it being pointed out in prior bulletin columns. Others asked if the Mass can be heard in those rooms. Both the Cry Room and the gathering space are equipped with speakers. L. Egbert asked how PPC should respond, if people say they feel unwelcomed. Father asked they share that this is not true. He said they should let anyone expressing this know, as well as affirm the welcome, as well as a desire for consideration on the part of all, both toward families with small children and from families with small children. Some PPC members asked if people with children should go directly to the Cry Room or gathering space to begin Mass. Father stated, "No, they should come into church and sit in a pew." //He then switched the subject to the on-going search for a new Business Manager and how this is a unique position. He explained that M. Newton is willing to stay until a new Business Manager is hired. L. Egbert asked when M. Newton was planning to retire, it was shared that the hope is for November. //Finally, Father talked a bit about the beginning of the school year and how it is an exciting time and he will be happy to see the children back on 8-21-24.

**Business Manager Report:** M. Newton submitted the financial report for June and stated that the final 2024/25 Budget and 2023/24 full year's results will be in Bulletin and presented to PPC when the Financial Committee has approved. He then went into some detail about the June financials. // H. Menninger asked if the finances stay positive will SJB make another prepayment on the loan. M. Newton stated he is looking into this. K. Nocks asked if the church was still supporting the school financially. M. Newton stated yes. The financial support for school by the church is under 30% which is very good. R. Roll asked if SJB has seen an increase in enrollment due to EdChoice. M. Newton stated the school has not seen an increase. Father said many Catholic and private schools have not seen an increase. The hypothesis is because most people have heard this EdChoice program could be for only two years and they do not want to take their children out of public school to enroll in private or Catholic school only to have to return them to public school in two years. //M. Newton then spoke about the

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Luebbe Foundation donation and how it is being spent. He also spoke a bit about the Security Grant and how it is being implemented throughout the school. L. Egbert asked if some of the Security money was spent on bullet proof glass for the school. M. Newton stated it is not bullet-proof glass, but a bullet proof film that is on school doors, windows, etc.//M. Newton then went on to discuss the June financials. Church: June collections were below budget. Other income was below budget due to a shortfall in festival revenue (some of it is timing and some is not). June expenses were below budget due to the timing of the loan interest payment (most paid in April due to a prepayment) and the festival. YTD revenue was favorable as collections were above budget and other income, led by two Luebbe foundation donations was above budget. YTD expenses were below budget due to a favorable wages and benefits, scrips, and utility costs. //School: June revenue was above budget due to favorable EdChoice receipts. June expenses were unfavorable due to the decision to spend some of the unbudgeted Luebbe donation in this fiscal year, and the timing of the security grant spend. YTD revenue was favorable as EdChoice revenue net of a tuition shortfall was above budget. YTD expenses were above budget due to the use of the unbudgeted Luebbe donations in this fiscal year, offsetting favorable wages and benefits. //Total Church, School Cafeteria: June revenue and expenses were worse than budget resulting in an unfavorable variance. Results very favorable for the full fiscal year 2024, driven by significant revenue in excess of the budget (Luebbe donations, strong collections, EdChoice). //Statement of Financial Position: Cash on the balance sheet decreased due to primarily the monthly loss. //The festival results were solid although revenue was a little lower than budget due to a shortfall in booth revenue. The booth sales were low due to the weather. However, they were partially offset by strong sponsor revenue. The super raffle did sell out. //Other items: Church: Chapel door entry system problem was repaired. //Building & Grounds: preparation for school, church parking lot refurbishment (including addition of new handicapped spots). //School: Everyone learning the new FACTS system (Enrollment, Tuition Management, SIS). M. White asked how much the parking lot refurbishment cost. M. Newton stated \$30,000. M. Newton then talked a bit about the ground breaking ceremony for the Athletic Fields being successful. D. Haller asked if FACTS was cheaper than the old system for enrollment, tuition and SIS. M. Newton stated we paid for the old system as well and FACTS is easier and a better system. //Other: Athletic Fields groundbreaking and hoping to finish by spring of 2025. //Near Term **Activities (Underway/Planned)**: Finance: FY 2024 financial summary for Parish, allocation of FY 2025 expenses by month, July reconciliation. // Church: quantifying cost of pew kneeler improvements, Scrips shutdown implementation. // Building & Grounds: Rectory plumbing work reconstruction, building improvement projects, e.g. concrete work, school prep. // School: FACTS Cafeteria fee program implementation, tuition and lunch money delinquencies. // Other: Business Manager hiring, athletic field construction and Luebbe donation spend 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 Minister:** T. Palmer reported the Parish Booth at the Festival had great traffic more than in past years. //Feed the Children began summer distribution and ran throughout the summer. //Social Action Committee changed the name to Love in Action. This aligns the group with the Beacons of Light Love in Action Principle. //Technology: She managed the parish website and social media for the festival. The festival weekend FB user reached 1,789 on Friday, Saturday was 2,863, Sunday was 3,281. She reported that the average daily use of FB on parish social media is 750. //School Switch Upgrade: and recabling project went well and were completed in one day. // Near **Term Activities (Underway/Planned)**: Activities for Young Adults, summer activities for the parish, they also had a Jesus is Here event on Fountain Square and kayaking trip. She is planning Wednesday night next Adult Study. Helped plan El Salvador zoom calls between sponsors and children and helped with

donation drive for El Salvador. Technology: She is reviewing laptops that need replaced for the parish office and updating phones for new school staff. **How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ):** She helps through Baptism workshops by helping parents understand the beauty of the Sacrament and their role as primary educators of the faith. A family went through the workshop and followed up with baptism of their children in June. After Baptism the mother decided to work toward finishing her Sacraments of Initiation. This is one of those times where she got to see God at work.

**Director of Music Ministry:** Dr. P. Wickliffe reported he has all substitutes organized and coordinated for vacation absences; all worship aids are done in advance. //He communicated about a congregational strategy for a new communion song the weekend of 8-4 and will use in the future. // SJB Schola Cantorum is finalized, all materials will be scanned and organized on OneDrive for download and advance preparation. // Still awaiting on finalized organ recordings from Joel Crawford for use on parish website. // The LaSalle Alumni Vocal Ensemble is not available for participation in SJB music ministry on a regular basis. However, they are available for small activities. // He finished SJB School Mass schedule. D. Keller will cantor most Masses. // He completed the revised (rolling basis) Cantor and Musician Schedule and will enter in MSP. //The OCIA Rite of Welcoming in August went well. He will be working with Pastoral Minister to transfer to a new updated work laptop. //Brass ensembles (two quintets) finalized for Christmas 2024, Confirmation 2025 and Easter 2025. // **Near Term Activities (Underway/Planned):** Completion of music plans for SJB Parish liturgies beginning 9-1; Continuing to balance working office hours with medical and other appointments; Planning ahead for summer 2025 convention season (American Guild of Organists, NPM, or other professional development opportunities) and possibly getting involved in leadership of a local chapter. NOTE: AGO National conventions are held every even year. Therefore, there may be another professional development activities planned. // **How has he impacted the STJB Vision this month: Bring people, body, mind and soul – to Christ?** He accelerated work process, revealing many supportive people and opportunities to enrich the liturgical life of the community and offer hope for the future.

**Principal:** Nichole Herrmann reported the school office was closed the month of July. She handled administrative tasks as they developed. // **Near Term Activities (Underway/Planned):** Planning events for school year: opening staff meeting; back to school movie night; meet the teacher night; first day of school. // **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 continuing to prepare school community for the start of another school year.

**Director of Religious Education:** J. Schaefer finished updating paperwork and began collection for 24/25 school year. // Gathered paperwork and supplies for the Steubenville Youth Conference in July. // Planned dates for school Masses. // Youth Group had Slam Fest Wiffle ball game; Youth group had frisbee golf outing at Miami Whitewater; Youth group meets on Sunday evenings normally. // Finished prep work for Vacation Bible School and worked with Kelly Ante to coordinate the week of activities and volunteers; Helped as a floater doing various duties at VBS. // Updating website and youth FB page and Instagram. // Went to end of year CREA lunch. // Had meeting with NET representative to talk about the y-disciple youth ministry materials. // Attended Steubenville Youth Conference at Franciscan University. // Finished plans for school years calendar of events. // Led Steubenville youth meeting the week before and wrap up two weeks after to talk with students about the conference. // Organized and attended a Youth Group trip to Kings Island. **Near Tern Activities (Underway/Planned):** Organizing and advertising the opening PSR and Youth Ministry Kick-offs; Planning and prepping for the school start up and Mass practice to set up; Organize a way to reach out to families in the parish and invite them to join us for PSR; Planning for service opportunities for the next year; Planning Confirmation evenings for 8<sup>th</sup> graders. // **How have I impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?:** Leading the teens to encounter God in taking them to a Youth Conference where a thousand youth draw closer to God. Showing them there is a bigger church they are part of.

**Parish Life:** D. Haller will ask P. Dean to offer information concerning this group in September.

**Athletic Association:** A guest Lauren White (Athletic trainer at Taylor High School) was introduced. New program for St. John Athletics called Take 10 Cincinnati was introduced. The purpose is to promote AED awareness and guide people through what is to be done when someone collapses. She also works with Mangingine Organization that aids in the process for getting grants for AED equipment. They strongly recommend the coaches and coordinator attend each session. // President Update: Looking for interest in softball in Spring of 2026. // Safe Parish – several coaches and Athletic Associations officers are behind on training. // Athletics will now send items to T. Palmer for posting on social media. // Queen City Revolt will be the supplier going forward for spirit ware. // Since M. Newton is retiring in November, a new liaison needs to be appointed for Athletics. // Volleyball Update: Tryouts in August, 63 sign ups; 7/8 three teams; 5/6 - 2 teams; 3/4 - 1 team and one high school team. // Basketball Update: Boys: signups all month. Girls: no date. // Soccer Update: Season is in session. Soccer Camp; very successful. // Uniform Update: Basketball uniforms arriving; Soccer uniforms will need Youth Large (a shirt fundraiser is suggested). // **How has this group impacted the STJB Vision (Bring People – Body, Mind and Soul – to Christ?) this Month:** Athletics hosted a groundbreaking ceremony for the new fields celebrating the collaboration of parishioners and the community donors who made this possible.

**Building and Grounds:** See M. Newton's Business Manager report – there is a B&G Meeting on 8-22

**Festival:** See M. Newton's Business Manager Report

**Love in Action Committee:** K. Nocks reported the garden is successful and food is delivered to the local pantries or Senior Citizen Centers. They also have flowers that were planted and encourage parishioners and the Homebound Group to gather and take flowers when they deliver Communion. They are needing new workers for next year and ask that you contact K. Nocks. // Bountiful Hearts: June was sponsored by Monk's Kitchen. The Wednesday Morning Bible Study served. K. Nocks states they are averaging 100 to 110 guests. // Feed the Children: The summer is finished with delivery of groceries every two weeks. They helped 11 families and 37 children while school was not in session. // Hopes Journey: The golf outing was very successful with more golfers than last year. // El Salvador: All the letters for sponsors of school children in El Salvador were mailed to parishioners. // SVdP: The pantry is making improvements with grant money. New shelves; two fire extinguishers; sign for the building; new phone; cameras. The pantry and furniture remain busy. M. Newton asked SVdP to let him know where the fire extinguishers were so they can be added to the Annual Fire Extinguisher inspection list which is done yearly. // R. Rybolt asked about donating clothing to SVdP. Currently there is a bin outside the Pantry close to the dumpsters which is for clothing. R. Roll stated the clothing is very successful for SVdP and vouchers are given to people in need after emergencies, etc.

**Old Business:** The Meet and Greet for PPC will be held in September the weekend 9-7-8. D. Haller asked for volunteers: Saturday 4 pm Mass: T. Meyer; R. Roll; Sunday 8:30 am Mass: M White; L. Montgomery; D. Haller; H. Menninger; Sunday 11:15 AM Mass: R. Rybolt; L. Egbert. The only questions brought up at the August meeting concerned disturbances at Mass which have been addressed.

**New Business:** D. Haller began by calling for nominations to the Chairman; Vice Chair and Secretary for PPC. K. Nocks nominated D. Haller for Chair and H. Menninger 2nd. All PPC agreed. D. Haller is the Chair. Vice Chair: all nominated D. Heuser. All agreed. D. Heuser is the Vice Chair. Nominations for Secretary. S. Ruthven was nominated. All agreed. S. Ruthven is Secretary. // D. Haller and Father gave a brief explanation of PPC's roll at SJB and the two months there is no meeting for R. Roll (newest PPC member).

**Adjourn:** Motion: 1<sup>st</sup> M. White: 2<sup>nd</sup> L. Egbert/ **Prayer:** Fr Ruwe/**Submitted by:** S. Ruthven 8-20-24