

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

**Meeting Date:** November 21, 2023

**Call to Order:** 7:00 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

**Previous PPC Meeting Minutes:** October Meeting Minutes have been approved and distributed. Motion to approve: 1st H. Meninger; 2<sup>nd</sup> D. Heuser

**Staff Report:** Nichole Herrmann – Principal: She began by talking about the walk-a-thon which raised \$20,000 to support PTC, students and staff. //The first quarter ended in October and they recognized student achievement with an Awards Assembly. Students in Kdg – 2<sup>nd</sup> grade sang Halloween songs. There were three students from each grade level with teacher nominated awards and recognized student who earned Honor roll. New this year, they gave parents the opportunity to nominate students for their achievements outside of school hours. This was a success and they were able to show support to students who won a jiu-jitsu, mountain biking and dance competition outside activities, to name a few. //They made arrangements so a retired teacher, Shirley Bihr, was able to come back to St. John's and visit teachers and see her former classroom. It was a special day for Shirley. //She completed a grant for a second opportunity to receive funds for additional security upgrades for the school. //She also hired Melissa Welter as a part-time office assistant to manage the Ed Choice scholarship program which has grown. D. Haller asked about Ed Choice and would she explain it. N. Herrmann took a few minutes to explain how this has grown and is a very good thing for our school and students. M. White asked if the Ed Choice scholarship program was only going to be a benefit for two years. N. Herrmann stated she has heard it is ongoing. //L. Egbert asked about MAP testing and how it works. She explained the difference between the IOWA test which are no longer being give and MAP. The MAP tests are taken three times a year instead of once and measure progress and growth the children have made during the school year. L. Egbert then asked if she could explain the point system that goes along with MAP testing. She took a little time to explain it is a complicated system that would be time consuming to explain in detail. She also talked a bit about how well SJB students did on the MAP tests. The students outperformed the AOC area as well as state students in all categories. She was quite proud of this point. K. Nocks asked if Ed Choice also applied to High School and if the state would dictate what SJB would have to teach. N. Hermann stated Ed Choice does apply to High School and there are boundaries for private schools the state cannot cross when it comes to class room curricula.

**Pastor's Report:** Father Paul began affirming SJB now has a new Music Director, Patrick Wickliff, who will begin with us on 12-4-23. There were questions about his age, etc. Father stated he was younger than him and older than L. Montgomery. //Father then stat4ed the parish Penance service will be Wednesday, 12-6, beginning at 7 pm. There will be 10 priests helping with Confessions. //Immaculate Conception's Holy Day of Obligation Masses are on 12-8; at 7 am, noon and 7 pm. Father will celebrate a school Mass at 9 am. //He discussed the short time frame between the fourth Sunday of Advent and Christmas Masses, leading to less than a three-hour gap between our last Mass for Advent and the first Christmas Mass at 3 pm that same Sunday afternoon. //D. Lohman asked father to explain the Presentation of Mary (liturgical memorial held this week). Father explained this is not in the canonical Gospels; however, it has been celebrated in the life of the Church since at least the 5<sup>th</sup> Century with the dedication of a church to Mary in Jerusalem that Mary's mother and father presented her to the temple to be raised and educated.

**Business Manager Report:** M. Newton submitted the financial report for September 2023. Church: September collections were above budget. Other income was below budget due to low Scrips sales. He stated they were meeting on Scrips to evaluate the program. September expenses were below budget due to favorable wages and benefits and the timing of utility payments. // YTD revenue was favorable as strong collections were above budget, offsetting a new church donations shortfall. He explained that not as many people are donating to the church as in the past. YTD expenses were favorable due to favorable wages and benefits and utility costs offsetting high maintenance costs (rectory plumbing repair). //School: September revenue was favorable due to unbudgeted student fee income (no budget due to equal expenses during school year). September expenses were unfavorable due to the quarterly Butler County teacher payment which was paid in September, but budgeted in August and the timing of Luebbe expenses. YTD revenue was favorable as a favorable student fee income offset a shortfall in preschool tuition, the latter being timing. YTD expenses were favorable due primarily to a small favorable variance in wages and benefits. //Total Church, School, Cafeteria: While revenue was slightly better than plan, unfavorable expenses which were all timing, resulted in a small unfavorable income. //Statement of Financial Position: The September cash balance decreased due to the monthly loss. // H. Menninger asked if pledges were being paid and the percentage who follow through. M. Newton stated SJB has been very fortunate with 97% following through paying pledges. //Other items to report: Turkey dinner revenue was up slightly from 2022 with 847 meals served. Net profit after expenses was \$8,400. He thanked all volunteers and was complimentary to all who helped during the Turkey Dinner. //Church: October average weekly attendance of 1,143 was down slightly from 2022 of 1,149. D. Lohman asked if the other families of parishes are grouped together for their attendance count. Father explained each parish counts their own attendance. It is not grouped by family of parishes. //Building and Grounds: There is an issue with the font granite. M. Newton talked about the font being drained and that it would be drained again due to granite flaking problems. Also, there is some plumbing work being done at the rectory. //School: Completed agreement to change school IT platforms from Option C and Parish Data Systems to FACTS (Student Information System, Enrollment, Tuition Management). There was a little discussion about how these will work. // Other: New Music Minister has been hired and will begin 12-4-23. //Near Term Activities (Underway/Planned): Finance: October reconciliation; 24/25 school tuition, exploration of Employee Retention Tax Credit. Church: Advent post card mailing. Building & Grounds: Continue rectory plumbing work; response to AOC Gallagher Bassett Risk Control Evaluation Project. School: Rollout of Ed Choice program changes. M. White asked if Ed Choice is available to Indiana students attending SJB school. M. Newton stated there is no crossing of state lines with Ed Choice for Ohio. //He is planning \$100K security grant spend, FACTS implementation, 24/25 school year registration documents. Other: Athletic fields fundraising. // **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 reports the November music and musicians have been scheduled. The Wednesday night study group began Symbolon on 10-19; The Pet Blessing was held on 10-4; Young Adult Red River Gorge trip was successful on 10-7; The internet conversion from Spectrum to Altrafiber has been completed on 10-16. They also changed the IP address scheme at the parish offices; Parish Life celebrated Milestone Anniversaries with lunch on 10-9 and also held a Trunk or Treat on 10-29; She represented the parish at the Reach Out Pregnancy Center dinner on 10-3; She added materials related to Issue 1 on website and social media platforms. // Near Term Activities (Underway/Planned): Preparing for All Saints and All Souls Masses. Preparing for entrance of OCIA candidates into the church on 11-12; Planning trip to St. Peter in Chains Cathedral Basilica with Young Adults; Preparing for Advent; Continuing to support the parish and school music ministry waiting for the new music minister; design of parish Christmas card; Adding new Music Director and part time office support for the school to Microsoft 365 accounts as well as other IT updates related to their onboarding. // **How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul –**

**to Christ?** Though keeping SJB music and liturgies stable. She believes she has been able to help the Lord provide a prayerful experience for parishioners and gifts thus bringing them closer to our Lord.

**Music Director:** No report

**Principal:** See above staff report

**Director of Religious Education:** Jonathan Schafer reports he continues to sign up students for PSR and order materials for classes. He is helping teachers with new textbooks this year. He had the Youth Ministry Pizza and Game night for grades 6 - 12. He attended the CREA meeting. He planned for school Masses and started to recruit new student lectors and servers. He took some 8<sup>th</sup> grade students to volunteer at the Reach Out Pregnancy Banquet. He attended a few of the OCIC meetings for kids preparing to come into the Church at Easter. School and PSR classes continue on Sunday mornings and evenings. He organized and talked at the First Comm/Rec. Parent Meeting. He organized and helped the 8<sup>th</sup> graders lead the school in praying the Rosary. He attended a Parish Council Meeting. Confirmation candidate/Sponsor Night went well. This helped the candidates draw closer to their sponsors and share their faith with each other. Offered School Adoration time. Youth Group had the 2<sup>nd</sup> Small Group Meeting called CONNECT. Attended a meeting with School office downtown about Religion in schools. Youth group pumpkin carving night was on 10-29. Prepared material for folders of sacrament meeting. Near Term Activities (Underway/Planned): Confirmation NET retreat in November. Planned and visit classrooms about schools first Exposition and Benediction with Father Paul. Planning 1<sup>st</sup> Rec. Retreat and Reconciliation Night. Looking for more volunteers. Putting together Youth Group Babysitting Night. Preparing for Advent Catechist study with teachers. **How has he impacted the STJB Vision this month:** (Bring people – Body, Mind and Soul – to Christ)? He believes through helping the students and teens to learn and lead others in prayer and service and by using Body, Mind and Soul to draw closer to Jesus.

**Parish Life:** D. Lohman stated the Trunk or Treat held on 10-29 was successful and did not get rained out. He also stated there has been a valve placed in the font control room which should keep the font from shutting down when there is a power outage. Other Parish Life items are reported in Pastoral Associate report.

**Athletic Association:** Matt Edmiston is stepping down from Girls Basketball coordinator role. Open registration and all paperwork are due on 12-10. Non-parishioners' topic – decision was made non-parishioners are no longer allowed to participate in STJB athletics unless otherwise approved by the Athletics board and parish liaison. Little Jags soccer is an exception to this ruling. //Athletics Association will host the Bountiful Hearts on 1-27-24. Donations will be needed and coordinators as well as six to eight volunteers. //VP and Treasurer positions are up in May of 2024. // Volleyball and Boys Basketball schedules have been submitted. // New Field update: about \$39k has been raised so far. They will send e mail through Sports Connect to all past sports families. They are thinking about sending out a mailer through the AOC. //Baseball Update: League meeting was held. Teams need to be submitted in January. Registration will open after Thanksgiving. Uniforms – pants are in the storage unit. //Soccer Update: Uniform collection email has been sent. //Volleyball Update: Girls: Season is underway; pictures are finished; 8<sup>th</sup> grade banners have been paid for and are on order. Boys: May need new Volleyball equipment. //Basketball Update: Boys Rosters need to be sent to coordinate uniforms; practices are underway; game schedules should be out at end of November. Girls: Open registration ongoing; paperwork due on 12-10; open coordinator role will be posted in Jaguar Journal. // GWAC Update: 3<sup>rd</sup>/4<sup>th</sup> grade girls' basketball will be playing man to man coverage. Will be addressed further in the coordinators meeting. //Social Media Update: Send items of interest to be posted to Lindsay. //Uniforms: Need rosters for basketball to get uniforms organized. Put another Warm up order form in folders. Coaches' shirts – Johnny to work on a design. //How has this group impacted the STJB Vision: (Bring People – Body, Mind and Soul – to Christ)? The

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warm-up attire is a way STJB tries to create a sense of unity and belonging through the Athletic Spirit Ware. They always close with a prayer.

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

**Social Action Committee:** K. Nocks reported that in October the Knights of Columbus provided the Bountiful Hearts meal for 127 neighbors. The Bountiful Hearts meal will be a drive through meal for December since it is on 12-23 (two days before Christmas). //The Sharing Tree will be up 12-2 and distribution of gifts will be 12-17 from 3 pm to 4 pm so far there are 46 families and 136 children. P. Hebauf asked how many families were on the giving tree last year. K. Nocks replied 42. // She reported 18 families received turkey boxes during Thanksgiving. //Food delivery for "Feed the Children" will be on 12-19. This will provide food during the Christmas break. //She also reported the SVdP pantry is up and running. In October they served 54 families, 111 people and 184 bags of groceries which was a record. The school just completed a successful pantry food drive. The coat drive is in progress and coat distribution will be 12-9 from 9 am to noon in the gym.

**Old Business:** There was some discussion on a parishioner's question about why SJB held Turkey Dinner same day as another parish. The answer is because SJB tries to get close to Thanksgiving without being week before Thanksgiving so there was a need to move date this year. There are always activities that conflict with other parishes. //D. Haller then asked for volunteers for the PPC Meet and Greet for December. 12- 2: 4 pm Mass: H. Menninger; T. Meyer; 12-3 8:30 am Mass: D. Haller; D. Heuser and L. Montgomery; 1:15 am Mass: D. Lohman and E. Lewis. // There was a follow-up question about the bike rack requested by a parishioner. Father stated that if it does occur, it would not be until after the winter months.

**New Business:** K. Nocks brought up a question about placing a bench near the Mary Rosary Garden for people to sit and pray the Rosary. There is a family who wants to donate it to the church. M. Newton stated this is fine; however, this issue should be brought to he and Father Ruwe because it concerns other projects that may be developing later. He also stated the bench would have to be something permanent and not be able to be stolen or moved. He stated this should be brought up with Church Leadership, Staff and Building and Grounds instead of PPC. There was some discussion about the proper channel to bring items such as this to attention. Father and M. Newton stated that anything dealing with the church or church grounds should always be brought to Father, M. Newton, Church Leadership and Building and Grounds attention. //D. Heuser then talked a bit about the Reach Out Pregnancy's Love and Laugh Auction to be held on 2-10-24. She stated she would like PPC to donate a basket for the auction. All agreed. PPC members should bring money to D. Heuser at the December meeting. //D. Haller then talked about having a small Christmas celebration at PPC next meeting on 12-19. He asked everyone to bring something to share before and after the meeting.

**Adjournment:** Motion: M. White; 2nd D. Heuser

**Prayer:** Father Ruwe

**Submitted by:** S. Ruthven 11-21-23