

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

**Meeting Date:** October 15, 2024

**Call to Order:** 7:02 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 (excused); Logan Montgomery; Pete Hebauf (excused); Raymond Roll (excused)

D. Haller introduced Joe Siemer, St. John the Baptist's new Business Manager, to PPC. We then had some refreshments before the full meeting began.

**Previous PPC Meeting Minutes:** September 2024 Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> L. Montgomery; 2<sup>nd</sup> H. Menninger

**Staff Report:** Dr. P. Wickliffe. He began talking about the first schola Mass was held 9-14 and first choir rehearsal after summer break was 9-5. He stated there were three weddings in September and some changes will be made for future weddings. // He has been working on the Harrison Trail and Shawneesprings nursing home worship aids making certain they are printed and ready ahead of time. //He is also working ahead on all schedules and especially cantor and musician schedules for school Masses and all weekend Masses. He is adding Patty Schultz, who plays the harp, to the schedule. //The OCIA statutes at the 8:30 am Mass was successful. He also reported the Blessing of the Animals after 10-3 6 pm Mass was successful. // He has incorporated an Organ Corner at the music ministry tab of the parish website. He will plan an average of four week in advance for all prelude and postlude repertoire, plus some background music. // He is considering other music ministry possibilities moving forward depending on budget which include: Children's ensemble for Friday school Mass (once a month); concert ministry (3 to 4 events per year); bell choir (depending on interest and equipment). H. Menninger commented on how well the Saturday 4 pm choir sounded and how many people are enjoying the music before and after Masses. Father complimented P. Wickliffe on his ideas.

**Pastor's Report:** Father talked a bit about the All-Saints Day, Friday, November 1. The Mass schedules are 7 am; 12 Noon; and 7 pm; he will also celebrate Mass for the school children. Since All Souls Day is Saturday, November 2, our usual presentation of candles and reading of the names of those who have passed this past year, will be held at the 4 pm Saturday Mass vigil Mass rather than the 7:30 am Saturday morning Mass in commemoration of All Souls. //First Reconciliation for school children is scheduled for 7 pm on Wednesday, 11-13. // The Immaculate Conception has been moved to Monday, December 9, due to its usual date falling on Sunday in Advent. Parishes were first informed that the Holy Day would not be obligatory, therefore initial plans were for our usual 12 Noon parish Mass. However, on Thursday, October 17, pastors were informed by the Archbishop that the Holy See has instructed the US Bishops to hold the Solemnity as obligatory. Therefore, we will again use our normal Holy Day schedule, same as All Saints Day. However, the schedule for the Solemnity of Mary, the Mother of God, on January 1, 2025, will be like our weekend Mass schedule, with the Vigil celebrated at 4 pm on New Year's Eve and the New Year's Day Masses at 8:30 am and 11:15 am.

**Business Manager Report:** M. Newton talked about how we are into the second month of the fiscal year. He stated the month of August figures are a bit misleading due to timing of spending some of the Luebbe Foundation monies and when they were scheduled and expensed. He then gave his report on the August financials. Church: August collections were slightly below budget. Other Income was better than budget due to

## SJB PPC Meeting Minutes – 10-15-24

some final Scrips deposits. August expenses were above budget due to the payment of two large Luebbe-funded projects (new church parking lot, parish office steps and other school campus concrete work) that were budgeted for July, but paid in August. YTD revenue was better than plan due to strong July collections exceeding revenue was above budget due to the timing of tuition payments. August expenses were favorable due primarily to favorable teacher wages attributable to the lower cost of new teachers versus the budget. YTD revenue was favorable due to favorable timing of tuition payments. YTD expenses were favorable due to favorable wages and building project costs resulting from FY 2025 budgeted projects that were completed in FY 2024. //Total Church, School, Cafeteria: Favorable August revenue offset by unfavorable expenses resulting in an unfavorable variance. Most of the negative variance was due to timing of maintenance projects. //Statement of Financial Position: Cash on the balance sheet decreased primarily due to the monthly loss. //A decision was made to make another church bank loan prepayment of \$134,666.30 which nets to a \$125,000 reduction in the bank loan after interest is paid. He talked about how these prepayments have helped the church reduce the debt and saved thousands in interest. //Church: He worked through some entry door issues. B&G: Made some decisions concerning allocation of Luebbe donation funds for building projects. Active projects include school locker painting, rectory flat roof replacement, parish office exterior trim and carport painting, school door lock cylinder replacements and new playground equipment. School: School startup activities, school fan gear contract with Queen City Revolt (replacing Jagwear). Other: Significant new Business Manager onboarding. //Near Term Activities (Underway/Planned): Finance: September reconciliation; Church: Quantifying cost of pew kneeler improvements; Building and Grounds: rectory plumbing work completion, building improvement projects funded by Luebe donations. School: Tuition and lunch money delinquencies. Other: Business Manager onboarding, athletic field construction, turkey dinner & 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 Minister:** T. Palmer attended the annual Archdiocese Communicators Workshop on 9-5. //She also attended a Zoom meeting on 9-24 concerning upcoming OCIA changes which are to take effect beginning Ash Wednesday 2025. //She attended Zoom meeting with Father Ruwe about Together Sunday on 9-26. //She assisted Father Ruwe with three weddings in September. //A Catechism Corner has been established in the Bulletin beginning in September. Each week will highlight different paragraphs of the Catechism. //OCIA: Fall OCIA began 9-5. There are three inquirers and one catechized Catholic in the adult sessions. Two Spring OCIA candidates for full communion participated in the Penitential Rite on Sunday 9-26 at the 8:30 am Mass. Currently, four adults and one child will receive Sacraments on November 10. //Technology: She coordinated with Nextstep for the configuring of a new laptop for Joe Siemer (Business Manager). She also set up his access to Microsoft 365, Flocknote, Hikvision, Zoom Phone and SRFax. She updated the parish website with a new “Organ Corner Page” and a Schola section on the Music Ministry page. // Near **Term Activities Underway/Planned):** Glow Volleyball Young adults versus High School Youth Group is set for October; Milestone Anniversary Mass and Luncheon are set for 10-13; Coordinate Bethlehem Christian sale weekend of 10-20. //Technology: Coordinate configuration of new laptop for Music Director. //How has she impacted the STJB Vision this month: **Bring People – Body, Mind and Soul – to Christ):** She has been focusing on her son’s and her own body, mind and soul to Christ through her vacation to Yellowstone and Grand Tetons. The beauty of nature shines God’s love for us all. She stated it was a blessing to be disconnected from technology on this trip. She realized a person cannot share Christ with others unless we take care of our own spiritual needs.

**Director of Music Ministry:** See Staff Report above

**Principal:** N. Herrmann completed first of three MAP testing for students. Students are assessed in Reading, Math and Science (5<sup>th</sup> and 8<sup>th</sup>). SJB students continue, on average, to perform higher than national and AOC norms. //Completed first of three lockdown drills for the school year, as well as, a bus evacuation and required fire drills. // Attended AOC principal meeting, Southwest principal deanery meeting and PACTS (principal advisory committee on Superintendent) meeting. // SJB honored the “little ways” of St. Therese the last week of September. They raised enough money to provide food for more than 160 children for thirty days in mission countries. //All after school clubs are up and running for students – Art, Yearbook, Math, Student Council, Power of the Pen, and Drama. // Scheduled Professional development for staff to assist in completing our Catholic Identity accreditation goal. //Scheduled Catholic book author to talk to Kdg – 4<sup>th</sup> grade about being living saints. //Scheduled Pregnancy Center West to present to 5<sup>th</sup> through 8<sup>th</sup> Grades “the Body Matters” program. //**Near Term Activities (Underway/Planned):** End of first quarter (10-11); Walk-a-thon (10-11); Fall break (10-14 – 16); First Quarter Awards ceremony (10-25); Work on several state reports due in October; Work on Safety grant due 11-1; Circle of Grace curriculum (safe environment program for students) to be taught in Religion Classes in October. **How has she impacted the STJB Vision this Month: Bring People – Body, Mind and Soul – to Christ?** By inviting several speakers to talk to students and staff about aspects of the Catholic Faith.

**Director of Religious Education:** J. Schaefer reports PSR has begun with 149 students signed up. // He has finished setup and praying the Rosary for the rally with Confirmation students. //Planned school Masses and practiced with student volunteers. //Youth Group had Lifeline meeting announced for October, began collecting paper. // Pizza and Game night opening meeting or grades 6 – 12 was successful with more than 50 students attending. //Attended CREA meeting in archdiocese. // Attended Youth volunteer NET training with Laura and Chris for Youth Ministry. // Invited students to become a lector or server for the school Masses. // Updated youth Facebook page and Instagram. // Organized and led the Confirmation Parent/Candidate Night in September. // Brought a group of 8<sup>th</sup> graders to volunteer at Bountiful Heart Meal in September and planned one for January with same group. // Continue to plan school adoration dates and times, met with students to talk about adoration and answer questions. //Helped plan and kick-off the OCIC classes for children wanting to receive the sacraments at Easter. // Led a Rosary with students in the PSR classes and Youth Group //**Near Term Activities (Underway/Planned):** He’s involved in organizing and advertising or Lifeline Youth Event at St. John’s in West Chester; Planning and prepping for school Mass schedule to help new servers and lectors in their ministry. // Planning the pizza and game youth night and upcoming Confirmation Retreat; Planning for Babysitting Fundraiser in November with Youth Group. // Planning First Reconciliation and Penance services for school. // Planning upcoming youth group meetings. // **How have I impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ?):** By leading the teens to encounter God in guiding them to serve the poor at Bountiful Hearts meal and through encountering God in prayer. Talking with Youth about the Paschal Mystery and how it relates to our daily life.

**Parish Life:** J. Losekamp reports the monthly Romeos luncheon and by-monthly J.U.L.I.E.T.S. luncheon and breakfast gatherings are ongoing events. They approved and continue support the El Salvador student. Upcoming events: 10-13 Milestone Anniversary Celebration luncheon after 11:15 am Mass; 10-19/20 helping with the Lohman food booth at Weber Pumpkin Festival.; 10-27 Sponsoring Trunk or Treat in school parking lot from 3:30 pm to 4:30 pm.

**Love in Action:** K. Nocks reports the Bountiful Hearts meal was provided by the liturgical ministers at St. Johns. More than 119 neighbors were served. She wanted to thank everyone who contributed time, goods or made monetary donations. The Knights of Columbus will be providing the October meal.

**Athletic Association:** They welcomed Joe Siemer to the group. They thanked M. Newton for all he has done to guide them these past years and wished him the best of luck in his retirement. //All current practice and game schedules have been submitted. //Safe Parish people need to get up to date before they are allowed to coach.

SJB PPC Meeting Minutes – 10-15-24

//Volleyball Update: Girls: Pictures are on 10-10 including banners and the game schedule is out. //Boys: Looking to coordinate with St. James to build a team. //GWAC Update: Some interest in bowling. More details forthcoming. There is someone who will coordinate. //Existing sports coordinator will need to manage new committee roles; more information and further details are coming. There will be a difficult time scheduling gym time for girls' basketball if it is moved up a week, since boys' basketball schedule is set. //New Field Update: Seeding will be this year and may need to be done again in spring. //Getting few bids on fences. // Identify additional expense items, upkeep of fields, etc. and plan for additional fundraisers. // Field committee meetings are needed. It is recommended they meet before or after the Athletic Committee Meetings. //Basketball Update: Boys: one team for each grade 2 thru 6 and one 7/8 combination team. Girls: Registrations will be opening soon// Soccer Update: Season is wrapping up; 5/6 and 7/8 girls qualified for tournament; Boys' 5/6 strikers will join St. Dominic/Victory end of season tournament. //Uniform Update: Basketball uniforms have arrived. Soccer uniforms need to be turned in to coaches (in a bag and labeled with child's name). //Social Media update: Keep sending information to proper person. //Fundraisers: Looking into Wiffle ball tournament logistics. //How has this group impacted the STJB Vision (Bring People – Body, Mind and Soul – to Christ?) **this Month:** They are going to market the Athletics programs to all parishioners and include a Spanish version to encourage parishioners to join our programs as we strive to build programs of inclusivity and community.

**Building and Grounds:** See M. Newton's Business Manager Report

**Old Business:** D. Haller gave M. Newton a gift card from PPC and congratulated him on his retirement. We all wish him well in his retirement. It was noted how he has helped us all understand the finances of the church much better. //The Meet and Greet for PPC will be held on November 2 and 3. D. Haller asked for volunteers: Saturday 4 pm Mass: H. Menninger; K. Nocks; T. Meyer. Sunday 8:30 am Mass: M White; D. Heuser; L. Montgomery. Sunday 11:15 AM Mass: R. Rybolt; L. Egbert. // A question was asked about the SJB special collections and who authorizes them, in regard to the recent hurricanes. Father Ruwe said they are authorized by the Archdiocese, and SJB will follow the Archdiocese's lead, in addition to regular collections required annually by the Holy See (e.g. Catholic Relief Services) and US Bishops (e.g. Retirement Fund for Religious). The Archdiocese did not specify an extra collection for the first hurricane because two major collections were already scheduled in October (Respect Life and World Missions). However, parishes were encouraged to share the means to contribute to Hurricane Relief via Catholic Charities, USA, which we will continue to do in the bulletin and website.

**New Business:** No new business except meeting the new Business Manager, Joe Siemer which was done at beginning of meeting.

**Adjourn:** Motion: 1<sup>st</sup> M. White: 2<sup>nd</sup> L. Egbert

**Prayer:** Father Paul Ruwe

**Submitted by:** S. Ruthven 10-15-24