

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

**Meeting Date:** September 19, 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 (excused)

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

D. Heuser (Vice Chair) chaired the meeting until D. Haller arrived.

**Pastor's Report:** Father Paul talked about Visio Day which is a continuation of the Beacons of Light year two. As he stated before, the focus is leadership teams: internal leadership teams of the parish staff then team leadership in parishes and family of parishes. During the Visio Day, each family of parishes talked about their own vision and ideas for implementation in conjunction with their Archdiocese liaisons. SJB, being a parish family itself, is also looking at the staff focus and other Beacons of Light processes. D. Heuser asked if the priests who retired this year have caused any problems in other parishes and are they still helping with other family of parishes. Father stated they are helping all parishes in the area, not just their original family of parishes. The positive being they are very willing to help; the negative we still have to rely on them for so much help. The next three to five years of Beacons of Light will be looking overall at families of parishes to see if there is the proper number of Masses being held due to retirements. D. Heuser also asked if the Beacons of Light was on schedule. Father stated it is with some families ahead of schedule because they saw what was needed and prepared ahead of time. // Father then stated SJB is still looking for a Music Minister. The opening has been reactivated with postings on the websites of the Archdiocese of Cincinnati and the Archdiocese of Indianapolis as well as the National Pastoral Musicians website and National Organ Guild website. K. Nocks asked if the pay scale was the problem. M. Newton and Father stated it is not a money issue. D. Lohman asked if people from Indiana are allowed to apply for the job. Father stated they are along with many other areas nationwide. Father also mentioned T. Palmer has been doing a great job of keeping weekend Mass music on target. He also thanked the SJB musicians for their help at all Masses.

**Business Manager Report:** M. Newton included a Year-end financial report 2022/2023 as well as the Parish Financial Summary for July 2023. He stated the Year-end report will be included in the Bulletin for all Parishioners. // He began to detail the July financials. Church: July collections were above budget assisted by a \$7.5K donation. Other income was below budget due to a shortfall in new church donations. July expenses were below budget due to favorable wages & benefits and the timing of utility payments. //School: July revenue was favorable due to the timing of tuition payments. July expenses are favorable due to a large FY 2023 Luebbe accrual (for new Geil HVAC) not yet paid and the delay in contractual services billing from NextStep, due to the delayed completion of contract negotiations. //Total Church, School, Cafeteria: Positive July revenue and expenses resulted in a favorable income. //Statement of Financial Position: The July cash balance decreased due to the expected increase in prepaid expenses and reduction accrued salaries (both reversals of June accruals) offsetting the monthly income. //The approval of the 2024 calendar year second collection dates is complete. //Church: Athletic Association athletic fields fundraising kicked off the weekend of 9-10. They have received one \$20K corporate contribution. L. Montgomery asked if the corporate donor could be named. M. Newton stated the donors have not stated they wanted their name posted. L. Montgomery also asked why

AOC counts attendance in October. Father stated it is mainly because school is in session with no extra off dates, vacations are usually over, and there are the least days off in the month. D. Lohman asked if other Diocese do their count in October. Father stated most do for same reason. //Building & Grounds: Modular unit refurbishment is completed. He thanked T. Hoefffer for a significant effort. //School: Tuition changes resulting from Ed Choice Scholarship changes was sent to all school families – there have been minimal issues and good Ed Choice submissions. //Other: NextStep contract is completed. //Near Term Activities (Underway/Planned): Finance: August reconciliation, delinquent tuition accounts, exploration of Employee Retention Tax Credit. //Church: October Mass attendance count; SVdP Building construction. //Building & Grounds: Response to AOC Gallagher Bassett Risk Control Evaluation Project. // School: Rollout of the Ed Choice program changes; planning \$100K security grant spending and alternative fee payment platform (K12), alternative tuition management platform (FACTS) //Other: Parish Picnic 9/22; Music Ministry search and hire; Athletic fields fundraising; Cemetery Board meeting. // **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 8-12/13 was a “thank you” weekend for all volunteers who helped with the weekend Masses. She believes SJB is blessed to have volunteer Lectors, Extraordinary Ministers of Holy Communion, Ushers, Greeters, Sacristans, Mass Coordinators, Alter Servers, Camera Operators, Cantors and Musicians. //She and J. Hollerman attended the Archdiocese Communicators workshop on 8-17. The workshop gave them information on upcoming campaigns as well as giving them tools that are available for them to better communicate as parish and staff. //Hoxworth Blood Drive was on 8-22 with 40 volunteers. The Hoxworth people did collect 34 units of blood which allows 102 potential lives to be saved. //On 8-24 the young adults attended Thursday night Mass followed with a grill out and game night. //On 8-29 lector training was held and was successful. R. Burwinkel presented on the Ministry of Lector and E. Schute assisted with the review of lector procedures at SJB. //OCIA began on 8-31. There are five adults in the program. T. Palmer reports there are some children and teens who are being handled by J. Schaefer. // D. Meyer and D. Brockman sent a letter to parishioners about the annual El Salvador fundraising effort. There is also a trip to El Salvador planned for February of 2024. //T. Palmer has been planning music for weekend Masses as well as scheduling Musicians and cantors. //She updated Zoom for new school staff and staff who moved to different rooms. // Near Term Activities (Underway/Planned): Spanish small faith group is scheduled to begin mid-September. //She is actively supporting the music ministry while SJB is in transition to hire a new music director. This includes coordinating items such as musicians, pulling music for services and worship aids. She is also planning for the winter months activities. //**How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** She impacted the Vision through Body, mind and Soul while Hoxworth was on site, a non-Catholic young adult was asking about the differences between the Catholic Church and other Christian denominations. She was able to help her understand the misconceptions many people have about Catholicism. She encouraged her to explore more in the parish closer to her home (the East side of Cincinnati).

**Music Director:** No report (looking for new Music Director)

**Principal:** Nichole Herrmann reports she successfully began the school year with the Meet the Teacher evening and 1<sup>st</sup> day of school. //She received five new tables and 30 stools for the new Markerspace area. // Staff received training on the new standardized testing, the MAP Growth test. This will replace the IOWA test given in the Spring. Students will take the MAP test three times per year. //Staff received professional development from OptimALL on special education and inclusion. Three more sessions will be held this year. Near Term Activities (Underway/Planned): The submission of ED Choice applications is ongoing with exception of completion of mid-September. // First session of MAP testing to be completed mid-September. //Participation in monthly PACTS and Principal deanery meeting. // Participation in principal professional development day by

AOC. // Meetings to determine projects for School Safety grant funds. // Internal Accreditation is ongoing with exception of completion in December. // Bus evaluations on 9-21. // Picture Day on 9-13. //PTC Meeting on 9-20. **How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** She believes she impacted the vision by welcoming the students back for the 23/24 school year.

**Director of Religious Education:** J. Schaefer has been advertising for PSR Registrations and following up with OCIC students to receive sacraments at Easter. //He met with Father and staff from Ruah Woods about TOB classroom materials being updated. // He followed up with teens that went to Steubenville Youth Conference. There are Youth group meetings on Sundays to keep them engaged. // Opening PSR Catechist meeting, recruiting new catechists. //Planning for school Masses and getting materials for the school religion teachers. // Had a high school shaving cream wiffle ball night which included pizza. // The Youth Group and Confirmation candidates worked at Bountiful Hearts meal in August. // School and PSR classes began for the year. School Masses and practices began. He recruited new school lectors. // Organized a Parent meeting for PSR families and updated the flock note information for PSR. // New Religion Textbooks in school and PSR this year. // Organizing and planning for Confirmation folders and planning. // Begin helping with school accreditation process with Mrs. Walter. //Near Term Activities (Underway/Planned): Begin OCIC for seven youth wanting to receive the sacraments on 9-6; // Planning Service opportunities for Confirmation candidates and youth group. // Organizing Frisbee Golf outing with discussion on Prayer following the games. // Planning for Pizza and Game night in October for grades 6 thru 12. // Planning Rosary Rally in October for Youth to lead. // **How has he impacted the STJB Vision this month: Bring people – Body, Mind and Soul – to Christ?** He has impacted the Vision through having the youth in meetings and having them help with Bountiful Hearts Meal and by holding PSR Classes beginning for the year for students to learn more about the church.

**Athletic Association:** The Girls' Volleyball registration is finished. K. Nocks asked about the non-parishioners playing volley ball. M. Newton stated the GWAC is fine with non-parishioners playing as long as the school is covered from a liability standpoint, which SJB is. This impacts nine registrations. M. Newton stated it was a league rule and all players signed the same document which provides liability coverage for them all the same. H. Menninger asked why this even mattered for non-parishioners. M. Newton again stated it is just a league rule and all is fine. //Girl's volleyball games are scheduled with St. Johns and Harrison Junior High facilities. //New field update: M. Newton will create a We Share listing for online donations from parishioners. There will be more information in Flock note, Jaguar Journal as well as the Athletics social media channels about donations and how to donate. //Baseball Update: League meetings begin in October. //Soccer Update. Some new soccer balls need to be ordered as well as first aid kits. //Basketball Update: Boys: Registration is closed and teams are being formed. Ben Cofman who is interested in coaching the boys middle school basketball was introduced. //Social Media: Keep sending information to be posted. //**How has this group impacted the STJB Vision: (Bring People – Body, Mind and Soul – to Christ)?** They kicked off the "Fund the Fields" imitative within the community and the parish. They will be working over the next few months to spread the word about the fields. They closed their meeting with a prayer.

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

**Social Action Committee:** K. Nocks reported the Garden is closed for this year. It was very successful and they had an abundant amount of zucchini plants to deliver to hundreds of people in the area. K. Nocks wanted to thank the four families who keep the garden going all spring and summer. //The Feed the Children is doing well and next time for delivery will be during winter vacation. // She wanted to also mention the Transportation Ministry. They help people go to the grocery, to pick up prescriptions, go to and from doctor appointments. Currently, there are two drivers and they also work with SVdP. This is a vital service to the elderly who cannot

drive. // D. Lohman asked when the new SVdP Building will be open. K. Nocks believes it will be in October. She stated half the building will hold furniture and the other half will hold food. D. Lohman asked if it was air conditioned and heated. K. Nocks stated yes there is climate control. //Parish Life sponsored the Bountiful Hearts meal. There were 47 deliveries and 51 people either dined in or carried out their meal.

**Parish Life:** D. Lohman stated the ROMEOs will meet 10-3; the JULIETS will meet 9-28; Junk in the Trunk is being held 9-23. He also stated they are sponsoring a child in El Salvador.

**Old Business:** H. Menninger had some follow-up from his offer to help get the message out about Issue 1. He provided some flyers and articles from the Archdiocese about defeating Issue 1. He stated the Archdiocese is heavily involved in the defeat. He asked about yard signs. Father stated he had not been informed of any yard signs available through the Archdiocese, although he had seen some around town. H. Menninger also asked if it were possible SJB could hold some type of Town Hall with special speakers concerning this issue, similar to that at Saint Gertrude on 9-26. Father stated it had been discussed and is not possible due to timing and space issues. Father also stated Archbishop Schnurr is preparing a Sunday homily about the issue to be shared in parishes of the Archdiocese on Respect Life Sunday, 10-1. He stated there would be further news about materials parishioners could pick up and use if and when they are available. // D. Heuser then asked for volunteers for the PPC Meet and Greet October weekend of 9-30 and 10-1. Volunteers are: 4 pm Saturday Mass: K. Nocks; T. Meyer. 8:30 am Sunday Mass: M. White, D. Heuser; D. Haller. 11:15 am Sunday Mass: R. Rybolt; L. Egbert; D. Lohman.

**New Business:** Father was pleased to announce that SJB had received a prestigious award from Shaker Farms Garden Club. The award is a Beautification Award for Best Landscape Design and Maintenance for a non-residential garden. The letter stated the SJB islands have such wonderful and diverse plants with a variety of color, texture and contrasts. Father and D. Lohman will attend the meeting and accept the award. //K. Nocks stated she had received a request from a bike rider to church for a bike rack outside the church. There are two parishioners who ride bikes to and from church and need to secure their bikes. Father and M. Newton will discuss this issue.

**Adjournment:** Motion: H. Menninger; 2nd D. Lohman

**Prayer:** Father Ruwe

**Submitted by:** S. Ruthven 9-19-23