

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

Meeting Date: September 17, 2024

Call to Order: 6:58 pm

Prayer: Father Paul Ruwe

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

Previous PPC Meeting Minutes: August 2024 Meeting Minutes have been approved and distributed. Motion to approve: 1st D. Heuser; 2nd M. White

Staff Report: N. Herrmann, Principal. She reported they had a great Meet the Teacher evening on 8-21. // Began school year with new School Information System FACTS. Teachers and staff were trained this summer and she believes it is better than the old system. // New families (Preschool through 8th grade) received Welcome yard signs. // Installation of Clevertouch board in Makerspace room and a 75-inch Clevertouch board installed on a moveable cart are complete. // She has also completed several AOC beginning of the year reports.

Near Term Activities (Underway/Planned): Fall MAP testing (Reading, Math, Science) is happening in September. She reported that in previous MAP tests, SJB has had better results than other schools in Archdiocese; Picture Day 9-11; Bus evacuations 9-18. D. Haller asked about the various safety drills and if they are evaluated by the state. N. Herrmann stated yes. M. White asked if they have active shooter drills. N. Herrmann stated yes and talked about the various drills which happen throughout the year. M. Newton stated the school now has bullet proof film on all doors and adjacent windows as well as special locks. H. Menninger asked if the first responders are there during drills. She stated yes, the fire and police are present. She also talked about the new safety improvements which were done this year. R. Rybolt asked how many students were enrolled. N. Herrmann stated 230 including preschool. K. Nocks asked if 40 was a good number for new students. N. Herrmann stated yes and that number does include the preschool and kindergarten. // **How has she impacted the STJB Vision this Month (Bring People – Body, Mind and Soul – to Christ)?:** She stated the vision has been impacted by welcoming and bringing the students back for the new school year.

Pastor's Report: Father began by mentioning the Parish Picnic scheduled for Friday, 9-20-24; beginning at 6 pm. // He then stated Joe Siemer, our new Business Manager, began working in the parish office this week. Mike Newton continues with us until his early November retirement, aiding Joe in his orientation to the position. // Father is also working on the second annual Beacons of Light report to the Archdiocese due in early October. The parish's Year-2 Vision focus has been on Leadership and Staff and will proceed into Year-3's Culture. This phase, when incorporated into parish life, will enable the staff and leadership to align their strategies and activities on education and formation of Ecclesial Culture. It also provides an assessment tool to help evaluate the Culture as well as tools and methods to purposefully manage the Culture of SJB staff and leadership. The search for a new business manager, understandably, slowed the staff development efforts, but will be re-engaged with Joe's presence. There is also a discipleship formation for parish staff and lay leadership. Father believes this Culture phase will be helpful for the parish when the time is right to expand its outreach from the staff.

Business Manager Report: M. Newton submitted the July 2024 Financial Summary as well as the Financial Report for July 2023 through June 30, 2024; including a column for the 2024/25 budget. It includes the current year versus the prior year and also a variance between both years. // He then explained the July FY 2024 financials. Church: July collections were above budget due to a few large contributions. Other Income was

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below budget due to a shortfall in bank account interest and new church donations, the former due to timing of receiving interest on the new green certificates (AOC investments). July expenses were below budget due primarily to the timing of building expenses using 2024 FY Luebbe donations. Some were budgeted in July for two large expenses (new church parking lot, old campus concrete work), but both were paid in August. // School: July revenue was above budget due to the timing of tuition payments. July expenses were favorable due primarily to two building projects expected to be completed in July, but were finished in June (Geil HVAC, school door security initiatives). //Total Church, School, cafeteria: July revenue and expenses were better than budget. Most of the positive variance was timing. //Statement of Financial Position: Cash on the balance sheet increased due primarily to gains on the third-party cemetery investment account. //Allocation of annual FY2025 budget is finished. // New “Stewardship Treasure” format was implemented in the Bulletin and will show monthly Sunday collections vs the budget (compared to the historic weekly communication). //R. Roll asked for a bit more detail on this and M. Newton stated the new format will show all collections, not just the weekly collections. M. White asked if M. Newton thought this was a better version. He stated it will give a more complete picture of church collections. //The 2025 calendar year envelope collection schedule is complete. // The new church camera installation is complete. H. Menninger asked if there had been any threats to the church. M. Newton stated no. //B&G: School campus concrete work. Hill St/alley corner reconstruction finished. // School: School start-up activities, e.g. building activities, tuition management, cafeteria fee management. // Other: Hired new Business Manager. // **Near Term Activities (Underway/Planned):** Finance: August reconciliation; Church: quantifying cost of pew kneeler improvements; B&G: rectory plumbing work completion, building improvement projects funded by Luebbe donations; School: school fan gear contract with Queen City Revolt (replacing Jagwear), tuition and lunch money delinquencies; Other: Business Manager onboarding, athletic field construction. H. Menninger asked if M. Newton had contacted the Reds Organization for possible finance help with fencing after fields are complete. M. Newton stated he was under impression Reds Organization no longer aids these projects. M. Newton finished his report with comments on the 2025 SJB Festival: It is set for Friday, June 20, 2025 from 6 pm to 11:30 pm; Saturday, June 21, 2025 from 5pm to 11:30 pm and Sunday, June 22, 2025 from 1pm to 7 pm. He also stated the chicken dinner (in some form) will be held outside. //K. Nocks asked if the Luebbe Foundation had been explained in the Bulletin. Father and M. Newton stated it has been explained in the Bulletin, in Parish Minutes as well as at the school. // **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 El Salvador zoom calls on 8-3 were successful. Parishioners who sponsor a child were able to talk to them through the interpreter. //Plans for the fall and winter activities for the parish are complete. This includes the OCIA (formerly RCIA) schedule. // Young adults: Began their next study on discipleship, an ice cream social was held on 8-22 and went well. ;// on 8-11 OCIA participated in the Rite of Welcome at the 8:30 am Mass. Two already baptized candidates stated their intentions to continue in the process to enter into Full Communion with the Catholic Church. // Coordinated volunteers for the Solemnity of the Assumption of the Blessed Virgin Mary Masses on 8-15. // Thanks to the Ladies Sodality, new Reserve pew signs were purchased and are being used. //Hoxworth blood drive was held 8-20. Twenty-one volunteers participated giving 19 pints of blood. She thanked Johnathan Schaefer for overseeing the event in her absence. //Technology: She reaffirmed with staff the importance of two-Factor authentication to protect information and assisted by overseeing the security camera installation at the church campus. // **Near Term Activities (Underway/Planned):** She attended an Archdiocese Communicators Workshop/ Fall OCIA began; She assisted

with weddings; on 9-29 Penitential Rite at Mass will be held; //Technology: she will be configuring new laptops for Business Manager and Music Director. // **How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** She assisted a parishioner who felt they were not doing enough by helping them reflect on what they were currently doing and what options they have open as well as keeping in mind the importance of balance in their life.

Director of Music Ministry: Dr. P. Wickliffe reported completion of liturgy planning with Rite of Welcome for 8-8-24. All weekend liturgy planning is completed through Holy Family 2024. //He had Blake Callahan tune piano and established relationship with him for all maintenance of keyboards. // Feast of the Assumption went well. //SJB school back in session with weekly Masses. He established priority contact with cell phone and Father Paul. //Several wedding plans are finished. //SJB Schola Cantorum is finalized. Further consultation has clarified the role of the ensemble. He will continue to find subs when there is a conflict of schedule. //He received organ recordings for use at the music ministry tab of the parish website. //He has finalized brass quintet for Christmas 2024, Confirmation 2025 and Easter 2025. // **Near Term Activities (Underway/Planned):** 2024-25 SJB choir rehearsals have begun; Planned three weddings in September. // Checking with Environment committee on budget for Advent. // He has been asked to sing in a choral group at St. Catherine of Siena in Westwood as well as networking with other musicians in the area. // **How has he impacted the STJB Vision this month: Bring people, body, mind and soul – to Christ?** Prayer and perseverance have yielded results in the faith. Flexibility and resourcefulness are supporting on-going efforts across the board to bring new ideas forward and establish new SJB traditions.

Principal: See Staff Report

Director of Religious Education: J. Schaefer reports PSR has begun with 149 students signed up. // He is beginning to get youth to sign up for Steubenville Youth Conference next July // Planned for school Masses and practiced with student volunteers. // Youth Group had High School Kickoff meeting. // Planning finished for the Pizza and Game night for grades 6 through 12. // Attended CREA meeting at Archdiocese. // Met with Youth volunteers about this year's Youth Ministry events. // Talked with students about becoming Lectors for School Mass. " Updated website for youth Facebook and Instagram. // Organized and led the Confirmation Parent/Candidate Night. // Met with NET representative to discuss their y-odicle youth ministry materials. // Brought a group of 8th graders to volunteer at Bountiful Heart Meal in August and planned one in September. // Planned and scheduled school adoration dates and times. // Talking about Adoration with the students. // **Near Tern Activities (Underway/Planned):** Organizing and advertising the Pizza and Game Youth Ministry Kick off; Planning and prepping for the school Mas schedule and new servers; Starting work on Lifeline meetings run by NET for High School students that the youth group will attend four times throughout year; Planning for service and prayer opportunities; planning confirmation evenings for 8th graders. // **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 in prayer and showing them how God has a plan for each one of them at Youth Group. Showing them there is a bigger church that they are part of through service work and diocese events

Parish Life: The special wedding anniversary recognition and luncheon date will be held October 13, 2024; at the 11:15 am Mass followed by the luncheon. The information will be in the Bulletin. M. White asked about the certificates. Father stated they should be mailed to those having special anniversary dates by the Archdiocese while those being honored at our luncheon will receive them at that time.

Love in Action: K. Nocks reported the church garden is finished for the year. She thanked everyone involved for the long hours spent. She stated approximately 150 neighbors were offered fresh vegetables each week throughout the summer. The August Bountiful Hearts meal was provided by the Losekamp Cousins. They served 107 neighbors. The September meal will be held by the Liturgical Ministers. SVdP: R. Roll stated there

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are new signs on the pantry building identifying the building as the pantry, the hours of operation and a contact number. SVdP is looking forward to the Parish picnic and hopes all will bring a food donation. This year they are not displaying their cash donation container in hopes to avoid the confusion. Last year there was a with mix up for donations for church. SVdP will sponsor the July Bountiful Hearts meal. Weather permitting, they plan to hold it around the pantry.

Athletic Association: By-laws are being updated. The treasurer shared trends of sports registrations over the last three years. The coordinators and uniform co-coordinators need to work together and submit one invoice to avoid duplicate payments. //Volleyball Update: Girls: Teams have been submitted to the league. Practice begins in a few weeks. Need new co-coordinators for next year. Boys: Looking to coordinate with St. James to build a team. //GWAC Update: GWAC is considering moving girls' basketball and volleyball seasons to align with high school seasons. //New field update: Lot of progress. Getting bids on fences also looking for donations. Moving soccer field out a bit to allow for more room between baseball and soccer field. Timing for grass planting is September. Need a spigot closer to the field for water. Thinking about mandatory volunteer schedule for concession program. All Athletic families required to work x number of shifts. //Baseball Update: Boys: Registration closes on 9-30. Girls: no update. //Soccer Update: Season ongoing. // Softball Update: No team. // Uniform Update: Basketball uniforms have arrived; Soccer uniform distribution went well; Volleyball uniforms will be handed out shortly; Purchasing two additional totes for storage. // Fundraisers: Robert Crosby looking into Wiffle ball tournament. //**How has this group impacted the STJB Vision (Bring People – Body, Mind and Soul – to Christ?) this Month:** They are consistently and objectively evaluating the Athletics programs to ensure they are adhering to the guiding principles. Winning, performing and succeeding are always subordinate to the development of faith, character, and virtues in participants and their families.

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

Festival: See M. Newton's Business Manager Report

Old Business: The Meet and Greet for PPC will be held on October 5 and 6. D. Haller asked for volunteers: Saturday 4 pm Mass: H. Menninger; K. Nocks; Sunday 8:30 am Mass: M White; D. Heuser; Sunday 11:15 AM Mass: R. Rybolt; L. Egbert. There was a question brought up at the August Meet and Greet concerning TVs in the church. Father stated this had been discussed during the building of the new church and it was decided not to have big screen TV inside the church for several reasons including the beauty of the church.

New Business: D. Heuser brought up the fact that the next PPC Meeting is scheduled the same night as the Reach Out Pregnancy Function. She asked if the PPC Meeting could be changed. Father stated the meeting would remain the same.

Adjourn: Motion: 1st R. Rybolt: 2nd L. Montgomery

Prayer: Father Paul Ruwe

Submitted by: S. Ruthven 9-17-24