

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

**Meeting Date:** September 16, 2025

**Call to Order:** 7:59 pm

**Prayer:** Father Paul

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

**Previous PPC Meeting Minutes:** August Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> L. Montgomery; 2<sup>nd</sup> R. Rybolt

**Staff Report:** *Nichole Herrmann, Principal:* She began by telling us they have 59 new students this year bringing the total to 252. The enrollment is up about 30. //She also talked about two new teachers being added Mrs. Utz; Mrs. Barlett and two new latchkey staff. //This year the school will transition from operating on a quarters basis to trimesters. This aligns better with testing and provides longer grading periods for curriculum and assessment pacing. //The school held opening events: Meet the teacher, Back to school movie night, and staff professional development days. //She completed Fall MAP testing of students (Reading, Math and Science). //Also, three staff members have been trained in the CSTAG (Comprehensive School Threat Analysis Guidelines) program. // **Near Term Activities (Underway/Planned):** Plans to hold a Walk-a-thon; an October Professional development day; Archdiocese of Cincinnati beginning of year reports; State of Ohio beginning of year reports and the fall break are underway. // **How has she impacted the STJB Vision this month: (Bring people – body, mind and soul - to Christ)?** She states they have impacted STJB vision by welcoming 59 new students to St. John's School. //K. Nocks asked if all the teachers would eventually be trained in the CSTAG Program. N. Herrmann stated "no". The group has been trained to analyze any threat and use the guidelines to assess the next steps in threat analysis. It is not necessary to train every teacher. //R. Rybolt asked if new students were in every grade. N. Herrmann stated they are mostly throughout the 4<sup>th</sup> and 6th grades with most being in kindergarten. //D. Haller asked if most of these students were the result of EdChoice. She stated some definitely. //P. Hebauf asked if any were from Indiana. D. Haller also asked if the transition to trimester will have any impact on the the calendar. She states no calendar affect. The old quarters lasted eight to nine weeks and the trimesters will be 11 to 12 weeks and work into the testing better. K. Nocks asked about is the school full. N. Herrmann stated not at all there is room to expand.

**Pastor Report:** Father began by stating the Beacons of Light families of Parishes are required to submit an annual report to the Archdiocese's Office of Pastoral Vitality by November 1. The SJB Staff is working on a summary section of this report. The new report has more explanation than simply "yes/no" questions. The staff will also review prior reports to have the summary ready. These reports allow the Archdiocese to know where the parish families and SJB are according to the Beacons of Light parameters. It will show how SJB strives to work toward and meet all parameters set forth by the Beacons of Light Program. He also reminded PPC about last month's meeting with Archbishop Casey and how he affirmed that Beacons of Light is an on-going process of review and renewal. Father stated he would review the report in November with PPC. The Archdiocese Office of Vitality will review the reports, assess them and provide feedback as to where each Family of parishes is headed. Each Family of Parishes has a bit more questions to answer. L. Montgomery asked for an example of the prior "yes/no" type questions. Father stated one question might be, "Does SJB have a Family Leadership Team?". Our answer would be "no" because SJB is a one parish family, with leadership teams at the staff and parish council level. L. Egbert asked how the families function toward uniting or closing. Father stated there might be multiple parishes that have amalgamated into one, i.e., one or more former parishes are assumed into

another currently existing parish. The currently existing parish then gets bigger, and the other two parishes cease to exist. A merger is when two or more parishes unite to form a single new parish that is bigger. A third is suppressed, with that decision guided by the leadership in the family of parishes. P. Hebauf asked if the new parishes would have a new home. Father stated it could or perhaps belong to a prior parish. L. Egbert asked if this was costly to the parishes and Archdiocese. Father stated it could be if some buildings are not being utilized or the cost of current use is prohibitive. There was additional discussion on the potential cost strain for parishes. R. Rybolt asked if the old SJB church would be closed. Father stated, no, because it is being used for Mass as a chapel by the parish school children. It is still functioning for that specific purpose. //Father then talked about the annual St. Francis Blessing of Animals scheduled for 9:15 am on Saturday, October 4, by Deacon R. Burwinkle. L. Egbert asked what was the largest animal Father has blessed. Father stated a horse. //Father then went on to share that a concert of Sacred music will be held in the church on October 5, at 7 pm. Dr. Michaela Schmitz will present the Sacred music concerning Carlo Acutis (recently canonized a saint). The concert will be free and will feature a harpsichord. The event is being advertised through various music outlets in the Cincinnati Area.

**Business Manager:** J. Siemer reports collections were down in July. However, June kept finances in good shape. He then went into some detail about the July FY 2026/Year-end financials. The following is a summary of the results. July/YTD collections were below budget. Other Income was favorable to budget. July expenses were unfavorable to budget due to repairs being billed. The church deficit was unfavorable to budget. //School: July/YTD revenue was less than budgeted. July expenses were favorable to budget. The school's July deficit is favorable to budget. //Total Church, School, and Cafeteria: For July/YTD there is a deficit which is favorable to budget. //Statement of Financial Position: Cash and investments on the balance sheet decreased due to the monthly deficit and a decrease in the value of cemetery investments. //Other activities: Prepared year end financial summary and presented to the Finance Committee. Statement will be in Bulletin. He also prepared allocation of FY 2026 Annual Budget by month. //The Church: Installed additional handicap signs. Installed "Chapel Use" signs in rear of church. //Building & Grounds: Repaired AC unit in one of the elementary classrooms. / School: Processing tuition payments and EdChoice awards. //Other: Soccer fields were completed, goals were purchased and installed and first soccer games have been played. **Near-Term Activities (Underway/Planned):** Finance: August reconciliation. //Church: Produce pew kneeler supports and install. Repair flaking on baptismal font. Review security. //Building & Grounds: Paint exterior of parish office. Gutter replacement on Rectory. //School: Review security. // Other: Parish Picnic. **How has he impacted the STJB Vision this month:** (Bring people – body, mind, and soul – to Christ)? Continuous focus on maintaining a financially stable parish through adequate collections, expense control, balance sheet management and budgetary accuracy. Enhancing our infrastructure through the effective use of donated funds. J. Siemer stated tuition payments were down due to many are using EdChoice and not paying up front tuition. The big expense in July was mulching, new computer purchases, etc. //J. Siemer then gave us a copy of the SJB Financial Report for 7-01-24 through 6-30-25. It has been approved by Finance Committee and will be in Bulletin. D. Haller asked if hiring of two teachers added much to the budget. He stated it did not and that it amounted to hiring ½ teacher. L. Egbert asked about the large influx of money in note 2. J. Siemer stated he explained last month SJB received this money from the Employee Retention Tax Credit (ERTC) from COVID and also received interest which was in the making for almost two years. There was some talk about the Archdiocese green account where the money from ERTC has been placed. It is a special account the Archdiocese has that allows SJB and other parishes to place large sums of money for future use that pays better interest. L. Egbert asked if SJB was able to place money into stocks and bonds. Father explained it is not allowed.

**Pastoral Minister:** T. Palmer reports the Hoxworth Blood drive on 8-19 saw 29 people donate which equates to 81 potential lives saved. //Biblical Walk with the Blessed Mother study began on 8-11. There are 36 people involved. The Spanish Bible Study and another parish small faith group will be coming back in September. // Young Adult Hiking trip to Brown County State Park in Nashville, IN was on 8-16. //Fall OCIA began on 8-21 with

six adults, three teens and a child. //Solemnity of Assumption of the Blessed Virgin Mary masses went well on 8-15. //Rite of Welcome as held on 8-17 for five spring (CIA group. There are seven people in the process and are expected to receive Sacraments of Initiation in November. //The dates for the 99 Experience have been set. It will be held 10-8, 15 and 22. The Encounter is for anyone who would like to attend. It is not limited to parishioners. //Technology: Set up classroom phones for new teachers; Two school office desktops were replaced as part of Windows 11 upgrade; Ten Parish staff were moved from Microsoft 365 Premium because Microsoft is discontinuing providing ten licenses free to Non- Profits. These users were moved to Microsoft 365 Business Standard at non-profit pricing of \$36 per user a year. This will not affect the users experience. **Near Term Activities (Underway/Planned):** New Server training scheduled for 9-20; Plan for the 99 Experience in October; Young adult Parish Picnic Meetup 9-19; Installation of four devices to replace devices that could not be upgraded to Windows 11. **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 working with a family in the parish, a delicate issue came to light. She was able to listen while they expressed concerns about a situation. After listening, she provided ideas for prayer in this time of need and kept the family in her prayers.

**Director of Religious Education:** J. Schaefer reports: PSR started with 132 currently. //Gathered paperwork to begin getting youth to sign up for Steubenville Youth Conference in July 2026. //Planned for school Masses and practiced with student volunteers. //Planning done for the Pizza and Game night opening meeting for grades 6 – 12 on 9-14. / Attended CREA meeting at Archdiocese. // Met with Youth volunteers about this year's Youth Ministry events. // Talked with students about becoming lector for the school Mass each week. // Updating website and youth FB page and Instagram. // Organized and leading on 9-10 the Confirmation Parent/Candidate Night. Met with NET representative to talk about their yOdicle youth ministry materials. // Brought a group of 8<sup>th</sup> graders to volunteer at Bountiful Heart Meal in august and planned one for September with different students. //Planned and scheduled school adoration dates and times, meeting with students next week to talk about adoration. //Organized volunteers to go to 10-4 Faith mentor training. // Working on new database with PSR (Religious Education aspect). **Near Term Activities: (Underway/Planned):** Organizing and advertising the Pizza and Game Youth Ministry Kick-off; Starting work on Lifeline meetings run by NET for High School students the youth group will be attending four times throughout the year; Planning for service and prayer opportunities with Confirmation Students; Planning Youth Ministry Faith Mentor Group. // **How has he impacted the STJB Vision this Month: Bring People – Body, Mind and Soul – to Christ?** Body, Mind and soul: 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. Shows them there is a bigger church that they are part of through service work.

**Parish Life:** J. Losekamp reported Parish Life has the ongoing ROMEOS, JULIETS and Breakfast Club activities. They also wanted to thank the Parish for their support of the Skyline fundraiser on 9-11. In addition, they are planning for the October 12, Milestone Anniversary Celebration, making crafts for the Turkey Dinner Craft Show and working with the Lohman Food Booth at the Weber's Pumpkin Festival.

**Love In Action:** K. Nocks reports the Church community garden has been successful this year. The five new team members have brought a great deal of energy to the garden. They offered more than 250 neighbors fresh vegetables serving locally senior citizen centers and pantries. //Bountiful Hearts: The July meal was provided by SVdP. It was a picnic as reported last month. They wanted to thank D. Losekamp for setting up a tent for the event. The August meal was provided by the Losekamp cousins which held a brunch for lunch meal. The group plans to do next year too. //The Feed the Children ministry has concluded for the summer months. There were more than 25 parishioners who helped this year. They packed and delivered more than 396 bags of groceries to children attending one of the schools in the Southwest district. All the children we serve are enrolled in the free lunch program during the school year. She stated many comments were made thanking the feed the children volunteers.

**St. Vincent de Paul:** R. Roll talked a bit about the new trailer purchased for moving furniture and thanked the parish for letting them store it next to the SVdP building. The insurance will be covered by the downtown SvdP. L. Egbert asked if the SVdP picks-up and delivers furniture. R. Roll stated yes they do. L. Egbert then asked how many people volunteer to do this. R. Roll stated two and they need more volunteers.

**Music Director:** P. Wickliffe reports all music ministry activities are planned in the form of schedules. // Ongoing discussion with members of music ministry regarding known schedule conflicts. // New members have been invited to schola and are in process with Paylocity & Safe Parish. // Krista Cornish Scott confirmed for 3-25-26 (Lent Series) for concert ministry. // He will develop and coordinate appropriate marketing and communications outreach for the events of the concert ministry. // There will be one kids' Mass a month and subs for school. // Patty Schultz has added to the liturgical celebrations. She handles prayer services, select funerals and one of the care facilities. She also helps with filing. // Brass ensemble is confirmed for Christmas. **Near Term Activities (Underway/Planned:** Communications between staff; confirm brass ensemble for Confirmation and Easter; Reach out to Bell Choir. ; Consider alternative selections for groups if needed (schedule conflicts); Continued weekly updating of parish website, including OneLicense. **How has he impacted the STJB Vision this month (Bring people - body, mind and soul - to Christ)?** He believes good communication and going the extra mile for a community that deserve the best we, as a staff of servant leaders, can give represents the call of Christ to serve God by serving His people.

**Building and Grounds:** See the Business Manager report above. H. Minninger asked about the baseball fields. J. Siemer stated they are in process. H. Menninger asked about the property adjacent which Father stated was all there for Phase II and Phase III of church. Then J. Siemer talked a bit about the church kneelers being installed by the Knights of Columbus.

**Old Business:** D. Haller stated there were no questions asked at the meet and greet. However, a couple of questions were written concerning various subjects. One was the weekly attendance for Mass being published in the Bulletin as some other parishes do. Father stated we publish our attendance annually via our October Count as mandated by the Archdiocese. SJB is not in a position where attention to weekly attendance needs to be printed in the Bulletin as some families of parishes do so in order to manifest the viability of the attendance for each Mass having attendance over 50% of capacity in accord with a Beacons of Light parameter. R. Rybolt had a question from a parishioner about why we do not print weekly collections in the Bulletin. Father stated the weekly collection numbers were not accurate enough due to only reporting envelope giving. It was agreed to and voted on by PPC as well as the Finance Committee that SJB would publish a monthly collection report which is more accurate since it includes online giving and other contributions not through ordinary collections means, e.g. IRA contributions. K. Nocks then had a question about church safety and conceal carry being allowed in the church. Father stated measures have not been authorized or required by the Archdiocese and SJB would continue without additional measures. // D. Haller then asked for volunteers for October PPC Meet and Greet: Saturday, 10-4: 4pm Mass: K. Nocks; Sunday, 1-5: 8:30 am Mass: M. White, L. Montgomery; D. Heuser; D. Haller; Sunday 1-5: 11:15 am Mass: H. Menninger; L. Egbert; R. Rybolt. // D. Haller then talked about last month and PPC trying to be more involved in the parish. He asked for volunteers to work with J. Siemer on a list and statistics concerning growth in the area. He also suggested a dinner for new members might be considered. L. Montgomery agreed to volunteer. L. Egbert thought it might be good to work on members who no longer attend Mass.

**New Business:** No new business

**Adjournment:** Motion: 1st L. Egbert; 2<sup>nd</sup> R. Roll

**Prayer:** Father Paul Ruwe/**Submitted by:** S. Ruthven 9-16-25