

St. John the Baptist Catholic Parish
Pastoral Council Committee Meeting Minutes

Meeting Date: April 20, 2021 (Zoom Meeting)

Call to Order/Prayer: 7:23pm

PPC Members: Don Kuntz; Sylvia Ruthven; Fred Fox (excused); Nancy Gruber; Doreen Heuser (excused); Rose Humbert; Marianne Lienesch; Doug Lohman; Butch Muddiman (excused); Bob Ostertag; Carrie Roesener; Pam Reiter

Previous PPC Meeting Minutes: March 2021 Zoom Meeting Minutes were approved and distributed. Motion to approve: M. Lienesch; 2nd B. Ostertag

Special Issues: N. Herrmann (School Principal) reviewed the school's Vision Plan. This plan was created in 2018 with the transition of principals. She was asked to develop a new strategic plan for the future of SJB School. She worked with the school's administration, the school committee, school staff, and parish administration over the last two years. The plan outlines areas of growth and focus for SJB School over the next five years. When these goals are completed, SJB school will promote a stronger faith and academic community for the students. She reviewed the Mission Statement and went over each section. Focus Area 1: Evangelizing Christ's Message. Students will grow in knowledge and appreciation for and of our Catholic Faith. Focus Area 2: Academic Achievement and Development. Students will be taught through a rigorous academic curriculum while nurturing and encouraging the individual talents of all students. Students will also be immersed in technology throughout the curriculum. Focus Area 3: Strategy Enablers: The SJB staff will be prepared to nurture our Catholic Faith with students and work in partnership with parents to grow the Catholic Faith in our school, families and parish community through prayer, Christian formation and service. SJB school staff will seek ongoing professional development opportunities to equip teachers with skills necessary to provide high quality, rigorous instruction to all students. SJB School will maintain and upgrade facilities to ensure students excel in a Christian environment. Focus Area 4: SJB school will update and develop new marketing strategies. She then, went into some detail about individual strategies. M. Lienesch asked about Corporal Works of Mercy and how they are assigned. N. Herrmann explained each year they focus on one act of Mercy throughout the year. The teachers assign projects and the children follow through with various service programs, such as making and sending cards to elderly, feeding the poor, donating time to help homeless, etc. Teachers work with parents and a lead team on these. However, she noted at the end, she is the responsible one for seeing these goals finished. N. Gruber asked what the overall vision for the school is. N. Herrmann stated SJB School is a Catholic Faith community educating each child spiritually, academically, socially, physically and emotionally in order to develop the students' full potential. We are committed to providing an environment to live the Gospel message of Jesus Christ. N. Herrman's Report is later in this document.

Pastor's Report: Father stated it's been a busy time with Lent, Holy Week and Easter. Covid caused some problems, but we survived. The Lenten Stations were appreciated. Father stated his appreciation and gratitude to staff members and volunteers who spent time and energy decorating the church and getting the tent up and ready for Easter Masses, as well as all the technological details. He was also thankful for the people who took the time and effort to help with sanitation, etc. He stated so many people have told him how they appreciate the safety measures SJB takes. He has seen a steady increase in Sunday Mass attendance. He stated now it's time for First Communion. The dates are 4-17, 4-24 and 5-1 at 3 pm. The 4 pm Mass has been pushed back to 5:30 pm for these dates. //He stated he was very impressed with the work of the 2nd Grade teachers', T. Palmer and helpers to make first Communion happen. //He talked about Holy Saturday and the first Baptism in our Font with the young child and the First Communion and Confirmations. He stated how pleased he was that RCIA still held its meetings through all the Covid problems. // C. Roesener asked about more training for Servers. Father stated some classes are coming. However, getting volunteers during Covid is difficult. // N. Gruber asked why the Sacristan brings the hosts out during Mass. Father gave the explanation this is due to Covid and will end. Father needs to know how many Hosts are needed for each section of pews. He consumes Hosts that are left and does not want to have a large amount to consume. //Father then stated Deacon D. Meyer will be retiring from his staff position as of June. He will still be active in the church, but will not be handling all the activities. The current facilitators will now take over. Father stated he is grateful for all D. Meyer has done in establishing these various groups and looks forward to continue working with him.

Deacon Meyer Report: D. Meyer reports the Spanish Mass had 44 in attendance on Easter Sunday. There were three Hispanic children who received First Communion and Confirmation at the Easter Vigil. // Bountiful Hearts Meal was 3-27 hosted by PPC. A total of 110 dinners were served. It was a drive through as has been due to Covid. The Social Action team delivered 35 meals to the homebound. SVDP Society also provided boxes of bread, milk and other food items. The homebound were also informed about help from the Harrison Fire Department on how to get the Covid vaccine. The next Bountiful Hearts Meal will be 4-24 provided by John Frerick, parishioner and owner of Monk's Kitchen. In lieu of the June meal, we will give out tickets for our parish drive-through chicken dinner on 6-27. D. Meyer has been asking various groups about sponsoring a meal throughout the year. He is also placing an article in the Bulletin. //Feeding the Children: Distribution of food for spring break was on 3-26 for about 35 children. Summer break meals will be distributed on Tuesdays from June 1 thru August 10th. There will be a special collection for this program. //Hope's Journey. D. Meyer stated they are still looking for a site. The office of Pathways to Home have offered to sell a building on Kilby Road. It was formally a residence and would be suitable for our purposes. Hope's Journey did purchase 517 Park Avenue. It will be sold for a profit to help purchase another location. //Community Garden: This project will resume in the spring with planting around Mother's Day. The team will meet this month to discuss volunteers and what to plant. //Stephen Ministry: Three men and one woman are receiving care from this group. The group is looking for more persons who need care and volunteers. Covid has restricted most of their activities. D. Meyer asked parishioners who know of people who need care to let him know. //El Salvador: Since there is no personal visit this year, a planned virtual delegation with sister parishes has been scheduled for 4-29 -- 5-3. Sponsored children from Santa Cruz may speak to their sponsor through Zoom on 5-1 in the morning. Sunday, 5-2 from 11 to 12:30pm there will be a program with the sponsored children. The Spanish Mass at 2 pm will celebrate virtually with all three parishes. D. Meyer stated donations will help with the cost of this program.

Business Manager Report: M. Newton stated collections have been favorable and significantly improved since the budget reduction due to Covid. He stated other income exceeds budget due primarily to the Super Raffle. // February expenses were below budget, most of that is timing. YTD, expenses are better than budget primarily due to less than budgeted utilities and health care. School: February revenue was above budget due to full year Ed Choice payment (budgeted in two payments) and two months of Jon Peterson revenue, both of which are timing. YTD: revenue is slightly above budget, although forecast is to be short due to less Jon Peterson revenue (fewer students than budgeted). February expenses were lower than budget due to no healthcare payment in February (made in March). YTD: expenses favorable primarily due to lower than budget health insurance and the timing of wages. //Total Church, School Cafeteria: February revenue and expenses were favorable due to timing, some of both were real (vs timing). //Statement of Financial Position: February cash balance increased significantly from January. The two primary reasons were the receipt of the semi-annual new church payment and the February profit. //CMA: SJB has 16% participation which is 94.6% of goal for 2021. NOTE: SJB 2020: 99.4% goal). //Building & Grounds: Preparation for Lent and outside work began. //School Registrations 2021 vs 2022: Preschool 29/34; PreK 10/14; K-8 223/192. Total 262/240. A small reduction in employees due to registration reduction and outsourcing of Jon Peterson Program. //Church: Easter attendance: 1,237. New church internet installed. //Other: Finalized festival plan. Drive thru chicken dinner 6/27; 2-day festival 8-13/14 (Fri/Sat). There will be other events during the year. //Other Activities Underway/Planned: March financial reconciliation, 2021/22 budget creation; Buildings & Grounds: Outside work, responding to daily work orders; School: Applied and received grant money to install Junior High chairlift. Work begins in June. // Church: evaluation of weekday mass attendance comparison of in-person versus online mass attendance; Other: Festival activities (sponsorship letters, bid and buy planning, band contracts).

School Principal: N. Herrmann was happy to report SJB school has been awarded \$290,000 through the Emergency Assistance to Non-Public schools (ENAS) grant. This money will be filtered through Hamilton County Education Service Center. SJB is still waiting on final approval/restrictions of how this money can be spent, but have already started to plan. // She also reported a partnership with OptimAll, a local non-profit group, who will be SJB School's Jon Peterson special needs provider next year. Their staff will provide intervention and Speech services for students with IEP's. OptimAll already has a partnership with four other local Catholic schools. //She was happy to report SJB has not had a Covid 19 positive student or staff since the beginning of February. Staff/teachers received their 2nd Covid vaccine shot.

The majority of staff/teachers have received the vaccine. The school has officially been removed from the Health Department's daily check-in list because of the length of time since a positive case. //She attended a virtual AOC (Archdiocese of Cincinnati) conference with Robert Jackson titled, "Implicit and Explicit Biases: How to Manage it with Staff and Students. //Future Activities: 8th grade Award Dinner (5-13); 8th grade Graduation (5-18); Kindergarten Ceremony (5-17); Last day of school (5-19); SJB School is purchasing new reading series curriculum for k-5th grade and all consumable materials for K-8 grade; SJB School is also completing the Non-public Data System report for Ohio Department of Education.

Music Director: M. Johnson prepared and participated in the various Stations of the Cross presentations. He assisted in the labeling of post cards with invitation to Holy Week services. // March 10 was first time of celebrating Prayer in the Spirit of Taizé since COVID shutdown last year. // He rehearsed for Good Friday's singing of the Passion. This was a major component of Good Friday's liturgy. The experience (drawing on an ancient tradition of the Gospel Reading being sung with specific melodies associated to the various characters of the Passion) was a first for SJB Good Friday Services in the new church. //March 24 Lenten Reconciliation Liturgy More than 150 people participated which was the largest turnout for a penance service. //Holy Thursday Choir Rehearsal (extra rehearsal). //Future Activities: Setting the Easter liturgical environment in church; April 17/24 First Communion Masses.

Religious Education: T. Palmer reported on the activities: School: toilet paper drive began on Ash Wednesday. Students collected 1,388 rolls. Total paper went to a local pantry as well as SVDP. //School Penance Services were held 3-16, 18 and 19. Six priests were available for grades 2 thru 7. //The school had an all-school Zoom prayer service on Holy Thursday. Grades k,1 and 3 were present in church while other grades joined through Zoom. // Vacation Bible School: We are cancelling Vacation Bible School. After discussions with other parishes in the area and with C. Roell, it was decided due to additional health concerns and obstacles that were brought to light because of the age group we support. // T. Palmer held 1st Communion parent meetings on 3-3 and 3-9 via Zoom to accommodate high risk families. 1st Communion will be held on 4-17, 4-24 and 5-1. Each family will have eight seats available in their pews. //PSR: Students and families were invited to attend Parish Reconciliation Service on 3-24. Seventh Grade PSR attended too. //Future Activities: Holy Week – including Tent electronics set up; 1st Communion 4-17, 24 and 5-1; Planning Confirmation activities for candidates of 2021/22 school year; Planning Spring/Summer outdoor Youth Group activities; Assist with move to new internet equipment on 4-1 at the new church. //

Building and Grounds: D. Lohman states most information is in M. Newton's report. They are extremely happy they won the Grant for the chair lift. They will spend most of summer with activities centered around mowing and caring for both church grounds.

Festival Committee: M. Newton reports plans for a Mini-Festival toward end of summer. Chicken drive thru dinner scheduled for 6/27; 2-day festival scheduled for 8-13/14 along with other events. The contracts for entertainment have been signed with an "out" clause in case it is cancelled.

Parish Life: P. Reiter states Parish Life activities are still on hold due to COVID restrictions. Parish Life Team will be providing Bountiful Hearts meal this year in July or August.

Old Business: PPC Elections. There are four people running for PPC: Hank Menninger; Kathy Nocks; Fred Fox and Doug Lohman. (As of this writing (4-29-21) F. Fox has withdrawn his candidacy and Dave Haller has asked to be a candidate.) The candidates are now: Hank Menninger; Kathy Nocks; Doug Lohman and Dave Haller. There was a lot of discussion as to how to hold this year's election. Last year the PPC opted to let those on PPC stay on for an extended year due to Covid restrictions. This year we needed to make a decision. P. Reiter suggested we not have an election since only four people were running and only four people can be voted in. There was quite a discussion on the rules, etc. Finally, a Motion was made: Special declaration for 2021 only: P. Reiter made the special motion: Due to the Covid restrictions and due to only having four candidates being voted in and only four candidates running, PPC simply elect the four running and not have an election. The motion was Seconded by B. Ostertag. The vote passed: 8 yes and 1 no.

S. Ruthven will get with Jessica for bulletin articles concerning decision and special motion for election of PPC 2021. //
D. Kuntz then talked about our sponsoring another Bountiful Hearts meal. In the budget we have \$48.34 left from March's meal. It was decided to leave money in until the next meal we provided. He will get with D. Meyer and see what dates are available. He also thanked Amvets for providing desserts. D. Kuntz read a note received from the Social Action Committee thanking PPC for providing such a great meal.

New Business: N. Gruber suggested SJB purchase better steps for getting in and out of Baptismal Font. M. Newton said this is already in progress. She also asked if SJB should get some type kneeler for the Cantor. M. Newton and Father Jeff are also working on this item. N. Gruber asked about the parking lot section with straight and slanted parking. D. Kuntz was to get with her at a later time concerning this issue. It was brought up that the May PPC meeting date needs to be changed due some conflicts for Father. It was agreed PPC would meet on May 25 instead of May 18.

Adjournment: Motion by M. Lienesch; Second by: C. Roesener

Prayer: Father Jeff

Submitted by: Sylvia S. Ruthven, Secretary 4-20-21