

St. John the Baptist Church
Parish Pastoral Council
Meeting Minutes
Tuesday, 5 April 2011, 6:00 p.m.

Meeting Attendance:

- Members present: Curt Cooper, Sharon Hansen, Alan Foley, Chuck Mertensotto,
- Beth Robertson, Daniel Jobin, Father Skluzacek, Father Johnson, Noelle Olson, Paul Onken, Pat McCormack, Gene Marsh, Jeff Davis, Dave Drajna

- Members absent: Bob Denton, Mikki Gottwalt, Jenny Schmitz

Introduction

- Prayer & Secretary: Noelle Olson
- Treats: Chuck Mertensotto (Thanks, Chuck!)

Old Business:

- March meeting minutes approved as amended
- Council Activity Reports (CARS) – none presented
- Shepherd Little Flocks (Curt Cooper)
 - Group is starting to grow
 - 27 invitation letters were sent out to couples or individuals to join
 - Next meeting is a presentation of program to those invited on April 10th
 - New Lead Shepherd
- Legacy / Estate Planning (Jeff Davis)
 - Funeral Planning sessions will be May 2/3rd
 - Planned Giving meeting May 19th-invites will go out after Easter
 - Brochure reviewed and approved
 - To be Inserted in Bulletin at first publishing
 - Stewardship committee will eventually take over
- Parish Council New Parishioner welcome Event (Chuck Mertensotto)
 - Next meeting is in May
- PPC by-laws (Dan Jobin)
 - Changes made by committee were discussed and reviewed
 - Council voted upon approval of document
 - 1 abstained
 - 8 voted for approval
- Matching Funds Committee (Dan Jobin gave update for Bob Denton)
 - Presentation was reviewed
 - Concerns were discussed
 - Begin awareness campaign
 - Message to SPAC- to mention at the end of town hall meeting
 - More to come

New Business:

- Parish Administrator Report – Alan Foley

- Budgets presented and approved at Finance meeting in March- Pastor approved recommendation
- School Budget Committee formed from SPAC and Finance Committee in the Fall of 2010
 - ❖ Objective:
 - To develop the school's budget process with input from both organizations
 - Have ongoing process to check in with the Finance Committee on a monthly basis
- School budget was processed was completed in Jan and Feb
- Parish budget process was done at the same time
- School may end in deficit of approx \$27,000 but could change(may be less)
 - ❖ 2011-2012 Highlights
 - Tuition increase of 4%
 - Enrollment expected to be down(364)
 - Parish subsidy to school will increase
 - Medical Insurance is assumed to increase
 - No changes in teaching staff-some in non-teaching staff
 - 2% salary increase-first in several years
- Parish (including preschool)
- Surplus for parish and preschool this year-anticipation to be in the black
 - ❖ 2011-2012 Highlights
 - Sunday giving increase of 1.5% over this year's projected actual
 - Add half time Pastoral Minister
 - No other changes in Pastoral or Administrative staffing
 - Add 8 hours per week of custodial support
 - 2% salary increase
 - Preschool fees increasing by 5%

Alan commended Finance Committee with their efficiency at putting everything together.

Discussion about lower school enrollment and SPAC liaison Pat M. discussed demographics and tracking projections for the future of the school.

Father commended Alan and Finance Committee for all their effort in designing the structure of forming the budget. Great job!

- Liaison Reports
 - SPAC (Pat McCormack)
 - Approved to go forward with the next step for a script coordinator- this would be a volunteer position
 - SPAC recommended for Sue C to go to pastor and PPC for approval
 - Good return of program

Tithing (Mikki Gottwalt)-absent

- No report

Stewardship (Chuck Mertensotto)

- Discussed Mass Time changes
- Positive items this committee works on:
 - Knowing what our parishioners' talents are
 - Coming up with more events for new parishioners
 - Funeral workshop and Legacy
 - Parish Retreat
 - Want to identify inactive parishioners and reach out to them

Catholic Social Teaching Core Team (Sharon Hansen)

- Met in March
- Six members-two are new
- Talked about expectations and responsibilities of team members
- Wrote a mission statement
- Discussed question and answers for families that will be in bulletin
- Has a Face book page
- Mel B is working on Logo

Finance (Bob Denton)-absent

- No official report

- Mass Schedule Change Study (Gene Marsh)
 - Acknowledgement that people have personal preferences but need to focus on what options give us the best practical solutions
 - Discussion of what possible concrete issues could occur at the different times selected
 - Times looked at 8 & 10:30, 8:30 & 10:30, 9 & 11, 9 & 11:30
 - Noted by Father Johnson -A priest is allowed to celebrate two masses a day but with exception can do three. This is from the Pope.

Voted on:

- 9 & 11:30-received 0 votes
- 9:00 & 11-received 1 vote
- 8:30 & 10:30-received 9 votes
(3 members absent)

Council's Mass Time recommendation: 8:30 & 10:30

Discussion of possible change to 6:15

Voted on

- 6:15-to stay as is -6 votes
- 5:30-0 votes
- 6:15-for summer-5:30-for winter-3 votes

Music discussion-question came up - could the musical groups rotate masses?

Voted on:

- 6:15 with different Music-4
- 6:15 with no music-2

No recommendations about the 6:15.

Council will solicit more comments from parish about a Sunday evening change to 6:15.

Council is interested in hearing feedback about the possibility of music or having a 6:15 time in summer and changing to a 5:30 time for the winter.

Closing

- Blue Sky
No comments

- Pastor Comments (Fr. Skluzacek)
No comments

Next Meeting

- 3May 2011: 6:00pm
- Prayer /Intentions: Sharon Hansen
- Treats: Jeff Davis
- Secretary: Sharon Hansen

Business Administrator's Report

April, 2011 Meeting

Budget Process for 2011-2012

- Formation of the School Budget Committee by the Finance Council in October, 2010.
 - Principal Clausen
 - Tom Thibedeau (FC)
 - Art Roemers (FC)
 - Karl Anderson (SPAC)
 - Jeff Wierens (SPAC)
 - Business Administrator
- Met in November and December to work on enrollment projections, staffing projections, tuition change recommendations, and all matters related to income and expenses for the school.
- Approval of the tuition and fees recommendations at the January Finance Council meeting.
- Continued meetings with School Budget Committee in January and February.
- Meetings with Parish Ministry Heads – January, February, March.
- Met with Finance Council representatives for Revenue projections and for discussions about the Parish and Pre-school budgets – late February, early March.
- Presentation of the School, Pre-school, and Parish budgets at the March 24th Finance Council meeting, and acceptance of recommendations by Father Skluzacek thereafter.

Current outlook – fiscal year 2010-2012

Highlights of 2011-2012 budget

School

- Outlook for this fiscal year - We are anticipating that the school will end the fiscal year with a deficit of approximately \$27,000, but some transfers from school related funds before year end will probably reduce this deficit.
- Highlights of 2011-2012 budget
 - Tuition increase of 4%
 - Enrollment of 364 students (down from 375 this year).
 - Parish subsidy to the school of \$307,000 or 16.7% of Sunday Giving.
 - Medical insurance is assumed to increase by 10%.

- No changes in teaching staff – some reductions in non-teaching staff – J-care, playground, etc.
- 2% salary increase – first in several years

Parish including Pre-school

- Outlook for this fiscal year for parish and preschool - We are anticipating that the parish and preschool together will end the fiscal year with a surplus of approximately \$42,000. Combining Parish and school, we anticipate that we will be “in the black” by approximately \$15,000.
- Highlights of 2011-2012 budget for parish and preschool
 - Sunday Giving increase of 1.5% over this year’s projected actual.
 - Add ½ time Pastoral Minister
 - No other changes in Pastoral or Administrative staffing
 - Add 8 hours per week of custodial support
 - 2% salary increase
 - Preschool fees increased by 5%.