

St. John the Baptist Church  
Parish Pastoral Council  
Meeting Minutes  
Tuesday, 4 January, 2011, 6:00 p.m.

**Meeting Attendance:**

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

**Introduction**

- Prayer & Secretary: Beth Robertson
- Treats: Mikki Gottwalt

**Old Business**

- December meeting minutes unanimously approved without changes.
- No Parish Council Activity Reports (CAR) were submitted.
- Curt Cooper provided brief update on Shepherd's Little Flocks – Next meeting will be January 9 to discuss expansion of program, Curt will update PPC at next month's meeting.
- Jeff Davis updated on the Legacy giving program – A meeting was held in December. An event is planned for 5/19. People are invited to attend to understand how to include SJB in their wills. More to come in bulletin, flyer to go in kiosk. Event by invitation, refreshments served. Also exploring creating DVD with testimonials to distribute.
- Parish Council New Parishioner Welcome Event – no updates.
- Chuck Mertensotto updated.
- Dan Jobin reported that new PPC by-laws were written and submitted to Curt Cooper and Father Skluzacek. Once they approve, then new by-laws will be forwarded to entire council before next meeting for approval at February meeting. Current by laws do not contain a change clause. Any changes PPC members seek can be communicated via email and if significant, discussion can occur in February and vote can be delayed until March.
- Gene Marsh provided an update on Mass Schedule Change. A meeting has been scheduled with Father Skluzacek to discuss goals and objectives of this potential committee.

## New Business

- Alan Foley distributed and discussed his Administrator's report (see attachment).  
Comments from Alan:
  - Excess expenses are not an unmanageable problem
  - Typical Sunday giving goal is \$20,000-\$25,000
  - Goal of \$70,000 for Christmas was too high, however, giving was better than last year
  - 4,000 events have huge impact on facilities, custodial etc. Revenue received from these events last year was \$25,000 that doesn't cover the costs to host them but these costs should be considered the cost of the parish. Father Skluzacek added business groups pay "full fare" while religious groups pay to cover expenses. Being able to keep facilities open for funerals prevents adding more events.
  - Tuition is determined by comparing other parishes as well as what current families will pay. Best budget numbers ran, deficit occurred, enrollment considered then tuition was determined.
- SPAC – Pat McCormack reported that salary increases would justify tuition increase. Upcoming school events include: January 19<sup>th</sup> Kindergarten round-up, January 23 Catholic Schools Week mass at 11:15 followed by open house and Italian dinner, January 29 Wines to Wishes all are invited. Sue Clausen has contacted Immaculate Conception about SJB School. Jeff Davis suggests advertising on relevant radio because this is the time to increase our enrollment, similar to Providence. Sue is using her contacts rather than mass marketing due to sensitive nature of closing schools. Archdiocese school review is finishing up, it's up to individual schools to determine their fate.
- TITHING – Mikki Gottwalt reported there had been no committee meeting.
- STEWARDSHIP – Chuck Mertensotto reported the starting of an unemployed networking group led by an unemployed executive who is a parishioner, similar to St Odilia's group, name "Church Job Networking". May 1 is funeral-planning meeting perhaps tie in with estate planning. Perhaps make a DVD with various offerings of parish i.e. Estate planning and funeral planning..Still working on task of Volunteer coordinator position. A teaching mass was suggested followed by hospitality – Fr. Johnson did one in October – can one be done on Sunday? Families bringing up offertory went over well.
- SOCIAL MISSION ADVISORY – Sharon Hansen reported last meeting for Social Mission Advisory was April 29, 2010, the same night as Confirmation, so Father Johnson did not attend. Bill resigned in Fall as chair therefore no new meetings. Sharon to forward list of members as well as mission to Father Johnson and Father Skluzacek. Fathers Skluzacek to meet with Sharon to discuss future of committee.
- FINANCE – Bob Denton reported that to financially help the school, the focus needs to be on increasing enrollment, not just tuition. The benefit is 100 fold over tuition increase. Envelopes process is confusing, better communication needs to be done. School was charged for printing of children's envelopes so Sue Clausen said no. School does have envelopes to hand out for Feast day masses and they are. Should be a

Stewardship issue, and has been discussed by them per Chuck Mertensetto. Envelopes for children are available on harvest table.

## **Closing**

- BLUE SKY – Bob Denton recommends Communication Committee. Let people know who does what at the parish. How can we do a better job of sending out messages. Father Skluzacek agrees with idea, since Maury left as Communications Director job has not been done. Committee was formed 2 years ago, worked on website specifically Rochelle Zemke. Map/flowchart recommended. Members should include one member from each parish committee. Parish Procedural Communications Guide – Alan Foley to work on this.  
Jeff Davis wants to produce DVD for Estate Planning, does anyone know any parishioners who have done this let Jeff know  
Jeff Davis recommends a SADER dinner that blends into mass to show transition of Jewish Passover event to Christian mass  
Dan Jobin asked have action steps from parish survey been implemented on parish side? Per Father Skluzacek, several have been completed  
Chuck Mertensetto reminded council of Catholic Spirit event on Thursday  
Jeff made comment that at one time Catholic schools are a mission and we should return to that.
- PASTOR COMMENTS – Fr. Skluzacek is on the Archdiocese’s “Schools’ Urgent Review” board, which met in December. 10 schools are in the Urgent Review process. Board met and gave recommendation to school superintendent. Most schools asked to remain open board asked “how realistic are your attracting new students plan?” Heard Cardinal Burke speak last night on schools, very inspiring and we need to keep them open. Received many notes from parishioners who’ve lost jobs, more in the last months than ever.
- A motion to close the meeting was made and the meeting was adjourned at approximately 7:30 p.m.

## **Next Meeting**

- February 1, 2011, 6:00p.m.
- Prayer & Meeting Secretary: Gene Marsh
- Treats: Gene Marsh

## Business Administrator's Report

For Parish Pastoral Council meeting 1-4-11

- Finance Committee met on 1-4-11 (last night)
  - Financial Review – 5 months into the year, we are doing OK on the revenue side of the picture, but struggling somewhat with expenses, where we are 4% over budget on a Year to Date basis. The bulk of the variance is in salaries in both parish and school, and in School non-salary expenses. There were higher than anticipated costs associated with the purchase of revised Math and Religion textbooks, and salary and overtime costs that the staff will be addressing in the weeks ahead.
  - Father has approved the Finance Committee recommendation to implement a 4% tuition increase for next year.
  - A subcommittee will be meeting with a representative of the Catholic Finance Corporation to review best practices regarding Finance Committee operations and procedures.
  
- Christmas Giving
  - 2005 \$73,210
  - 2006 \$63,319
  - 2007 \$60,413
  - 2008 \$81,445
  - 2009 \$57,617
  - 2010 \$61,042 Our Christmas goal was \$70,000
  
- There were 4,000 events booked into the St John's facilities last year. These include staff meetings, outside meetings, committees meetings, ministry, and other events.