

**St. John the Baptist Church**  
**Parish Pastoral Council**  
**Meeting Minutes**  
**Tuesday, 3 May 2011, 6:00 p.m.**

Meeting Attendance:

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

Introduction:

- Prayer & Secretary: Sharon (prayer); Gene (Secretary)
- Treats: Jeff

Old Business:

- March meeting minutes approved as presented
- Council Activity Reports (CARS) – none presented
- Shepherd Little Flocks (Curt Cooper)
  - Next Meeting May 15<sup>th</sup>
  - Introduction of new members on June 5<sup>th</sup>
- Legacy / Estate Planning (Jeff Davis)
  - First meeting with parishioners to be May 19, 2011
  - Invites for the first meeting have been sent out
- Parish Council New Parishioner welcome Event (Chuck Mertensotto)
  - The PPC will be hosting a new parishioner event on June 25<sup>th</sup> at 4:30 p.m.
  - PPC members selected new parishioners living in their neighborhoods to contact and invite to the event.
  - The event will include a walking tour
- Matching Funds (Bob Denton)
  - A committee is currently being formed
  - Among the many items to be decided on are how to collect funds and provide receipts
  - A formal plan will come in a couple of months
- Call for Nomination Committee
  - Jenny Schmitz to Chair and build the committee
  - PPC members should send recommendations to Jenny
  - Dave Drajna declared he would not renew his term
- Mass Schedule Change Study (Gene Marsh)

New Business:

- Parish Administrator's Report (Alan Foley)
  - Upcoming school tuition shortfall due to lower than budgeted enrollment and a collection issue.

- 372 students are now enrolled for next year. The 2011-2012 budget was for 364 students.
- The Finance Council approved a recommendation to form a subcommittee to work on a 5 year financial plan for St. John's.
- Liaison Reports
  - SPAC (Pat McCormack)
    - Enrollment up to 372 students
    - 2% raises for teachers
    - Successful Lenten project "Snack Pack) – filed 250 bags with food products
    - 2<sup>nd</sup> graders celebrated their first communion
    - Ice cream social on Friday, May 6<sup>th</sup>
  - Tithing (Mikki Gottwalt)
    - Last meeting was April 28<sup>th</sup>
    - Discussed whether or not the budget the committee has is enough to work with. It was mentioned that the committee receives money from the capital campaign.
    - Received a request from Northside Life Care Center for \$7,000 to help pay for a new ultrasound system. This will likely be approved.
    - The committee is looking to find out how much money goes to charities during the holiday season.
  - Stewardship (Chuck Mertensotto)
    - Currently studying a document by the Catholic Bishops on stewardship
  - Catholic Social Teaching Core Team (Fr. Johnson)
    - Formation of the group was announced in the bulletin and on Facebook
  - Finance (Bob Denton)
    - Restricted Funds
      - Consolidating funds (if possible)
      - Determine if whether the commitments have been made
  - Mass schedule Sunday Evenings Time/Music (Jay Hunstiger / Mary Anne Benneck )
    - Jay and Mary Anne along with other members of the contemporary music group expressed interest in moving the 6:15 p.m. Sunday Mass to 5:30 p.m. during the Fall, Winter, and Spring.
    - 6:15 p.m. was first developed to accommodate individuals coming back from cabins. There is less weekend travel during the Fall, Winter, and Spring months.
    - Members of the contemporary group would like the 5:30 p.m. mass time as they need to arrive one hour prior to the start of Mass to warm up. This also allows for an earlier Mass end time on Sunday evenings.
    - The earlier Mass time would also work well with the Youth Ministry on Sunday evening. The group could then take ownership of the Sunday evening Mass; encouraging more youth involvement in the Masses.

- The PPC decided to try the 5:30 p.m. Mass schedule with the contemporary group during the Fall, Winter, and Spring. The Mass time would remain 6:15 p.m. during the Summer with the contemporary group. This schedule will be tried for one full cycle.

#### Closing

- Blue Sky:
  - It was asked what the communion option was for those with allergies to wheat; blood was the answer.
  - It was asked whether or not St. John's teacher's children get a discount on tuition. The answer is yes.
- Pastor Comments (Fr. Skluzacek)
  - Easter collection was down \$17,000
  - On Sunday, May 8<sup>th</sup> there will be a rosary procession from the capital to the cathedral
  - Deacon John Kelly to be ordained a priest on May 28<sup>th</sup>. Father Kelly's first Mass will be June 12<sup>th</sup> at St. John's.

#### Next Meeting

- June 7, 2011: 6:00pm
- Prayer: Bob Denton
- Treats: Bob Denton
- Secretary: Bob Denton

**St. John the Baptist**

**Business Administrator's Report**

May, 2011

Finance Council

We have an upcoming school tuition shortfall for the current fiscal year that results from:

- Lower than budgeted enrollment (as reported in previous months.)
- A collection issue that is being addressed by Principal Clausen and I.

At its April meeting, the Finance Council reviewed the report of the subcommittee set up to examine and make recommendations relating to the many Board Designated and Temporarily Restricted funds that the parish holds on its balance sheet. Our auditors, the accounting firm of Larson Allen, had recommended that these be limited to as few as possible:

- To simplify our accounting.
- To achieve greater transparency in our financial reporting.

The committee discussed 5 separate recommendations from the subcommittee, approving two of them and asking for additional research on 3, with the expectation that these will be approved at the May meeting.

Principal Clausen reported that we now have a count of 372 students for next year. The recently approved 2011-2012 budget was for 364 students, so it appears that we will start next school year somewhat ahead of the game.

The Finance Council approved the recommendation to form another subcommittee to work with me to construct a 5 year financial plan for St. John's.

Stewardship Committee

Invitations were recently mailed for participation at a Planned Giving Seminar on May 19<sup>th</sup>. These are informational meetings intended to encourage parishioners to consider including St. John's in their wills and estates.

On May 2<sup>nd</sup> and May 3<sup>rd</sup> the Stewardship Committee held Funeral Planning Seminars that were very well attended, and well received.

Finance Council

I am working with the Facilities committee on recommendations for facilities projects to be undertaken in fiscal year 2011-2012.