

St. John the Baptist Church
Parish Pastoral Council
Meeting Minutes
Tuesday, 1 March 2011, 6:00 p.m.

Meeting Attendance:

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

Introduction:

- Prayer & Secretary: Paul Onken
- Treats: Jenny Schmitz

Round Table Introduction of Special Guests

- No Special Guests
- Parish Administrator Report – Allen Foley
 - Report presented first so Allen could leave early for other commitments.
 - Finance, Parish revenue is on pace with the budget, school revenue will be a little less than budgeted because of fewer children in the school.
 - Surpluses in utilities and property tax premiums will help overall budget.
 - The school budget process is nearing completion. The parish budget process is underway. The goal is to present both budgets at the March Finance Council meeting.
 - Facilities, Facilities and Stewardship committees are working together on creating a Parish Business Directory. The directory will list business of the Parish parishioners. The purpose would be to give the Parish an idea of business' that can be used for bidding Parish jobs or hopefully, volunteer their work for the Parish. This directory could be used by our parishioners also.
 - A Chapel of Life is being built in the Church as a place to pray, and will emphasize the parish's support of the church's positions on Life issues. (There will be no cost to the parish)

Old Business:

- February meeting minutes approved as amended
- Council Activity Reports (CARS) – none presented
- Shepherd Little Flocks (Curt Cooper)
 - Last meeting 28 February, 2011
 - The next meeting will be 13 March with the core group. Father Skluzacek has drafted a letter soliciting more Flock leaders, and an overview presentation will be given at the April meeting. Kickoff event will be 15 May. We would like to expand our core group from 9 – 30, discussion followed.
- Legacy / Estate Planning (Jeff Davis)
 - Chuck Mertensotto indicated a brochure had been drafted and there will be a funeral workshop on 2 – 3 May, 2011.
 - Discussion followed regarding the mechanics of planned giving, the brochure should include all necessary information.

- Parish Council New Parishioner welcome Event (Chuck Mertensotto)
 - No updates to present
- PPC by-laws (Dan Jobin)
 - Discussion regarding verbiage
 - Dan will make required changes; circulate the document back to Curt who will send the final draft out with the meeting minutes. Council members should take one last look and any questions should be addressed to Dan prior to the April meeting. Council members should be prepared to vote on the revised PPC-by laws at the April meeting.
- Mass Schedule Change Study(Gene Marsh) (presentation made by Noelle Olson)
 - Information regarding Mass attendance was provided to Council members
 - Each PPC member is encouraged to verbally talk to people of the parish this month and get their feedback regarding the Mass Schedule changes. There will be open discussion at the council meeting in April, hopefully, a presentation in May with a vote taken on the recommendations in June. Father Skluzacek will include the Mass change recommendations in a future Friday email, and they will be included in the bulletin. Parishioners should be encouraged to discuss their concerns with any PPC member.
 - Gene will collect all data and hold the information to be presented at the next meeting.
 - Everyone agreed the committee has done a great job!

New Business:

- Liaison Reports
 - SPAC (Pat McCormack)
 - No report
 - Tithing (Mikki Gottwalt)
 - No report
 - Stewardship (Chuck Mertensotto)
 - Concerns regarding the vacant position of volunteer coordinator and what the definition of that position should be.
 - The initiative committee will continue to follow up with new parishioners
 - Funeral workshop 2-3 May 2011.
 - Chuck encouraged everyone to keep Jan in your prayers; she is struggling with an illness.
- Social Mission (Sharon Hansen)
 - The Social Mission Advisory Board was dissolved at the 16 February 2011 meeting. Some members have joined the Catholic Social Teaching Core Team. The team is going thru the Compendium of the Social Doctrine of the Catholic Church. Their goal is to explore and implement ways to educate the parishioners on social justice. They meet the 3rd Wednesday of each month from 7-8pm. Sharon Hansen is the Liaison.
- Finance (Bob Denton)
 - Curt indicated the Finance committee is closing the budget for next year.

Closing

- Blue Sky:
 - Noelle asked the PPC members to please volunteer to bring up the gifts at Mass, and encourage other families to sign up also; the book is at the Welcome Desk.

- Paul asked that prayer intentions be brought up at the beginning of each PPC meeting, everyone agreed.

- Pastor Comments (Fr. Skluzacek)

- Ash Wednesday is 9 March, 2011
- Men's Conference 12 March, 2011
- Women's Retreat 2 April, 2011
- Sign up at the Archdiocesan Web site for the Conference and Retreat
- Confirmation 28 March, 2011. Cathedral of St. Paul

Next Meeting

- 5 April 2011: 6:00pm
- Prayer /Intentions: Noelle Olson
- Treats: Chuck Mertensotto
- Secretary: Noelle Olson

Business Administrator's Report

March, 2011

Finance

Parish Revenue is on pace to end the year in line with the budget. School revenue will be less than budgeted because of fewer children in the school.

The staff continues to work on issues relating to expense control.

Probable surpluses in Utilities and Property Casualty insurance premiums relative to budget will help to offset some overages in other areas.

The school budget process is nearing completion. The parish budget process is underway. Our goal is to present both budgets at the March Finance Council meeting.

Facilities

The Facilities Committee and the Stewardship Committee have formed an ad hoc committee to more effectively enlist parishioners and their businesses in facilities and other-than-facilities related projects. The Facilities Committee is also assisting staff in creating new guidelines for use in requesting bids from vendors and in choosing from among the bidders.

A "Chapel of Life" is being constructed in the parish (at no cost to the parish) as a place to pray and to emphasize the parish's support of the church's positions on Life issues.