

**St. John the Baptist Church  
Parish Pastoral Council  
Meeting Minutes  
Tuesday, September 13, 2011**

Members Present: Father Skluzacek, Father Johnson, Bob Denton, Noelle Olson, Jen Schmitz, Pat McCormack, Gene Marsh, Alan Foley, Andrew Stueve, Pat Rother, Mikki Gottwalt, Michael Schwarz, Steve Arndorfer, Curt Cooper, Beth Robertson

Members Absent: Dan Jobin, Paul Onken, Dave Drajna

1. Kick off the year
  - a. Introduced old and new members (Fr J is now Priest Assistant to the Pastor)
  - b. Father's expectations of PPC, copy of May 29, 2011 bulletin article handed out.
  - c. Goals for the year
    - i. Improved Parish Communication
    - ii. Way of Faith Formation for Non-school parishioners, look at alternative models for Faith Formation other than just Wed evening. "Family based FF" at other parishes. Key staff people will be involved
    - iii. Parish Life tightens up community and organization structure i.e. social justice/mission board. Need liaison for Faith Formation
    - iv. Creating Community, blending church and school
  - d. Elect vice-chair: Curt nominated Gene & Noelle. Bob nominated Dan, Noelle nominated Paul. Give nominations to Father who will decide.
  
2. Old Business:
  - a. Approval of Minutes done via email over the summer
  - b. CAR
    - i. Curt wants more information on FACTS and will generate CAR
  - c. Shepherd Little Flocks (Noelle Olson)
    - i. Linda Harmon now Coordinator
    - ii. Had meeting on Sun 9/11 with Leaders
  - d. Legacy/Estate Planning Update (Curt Cooper)
    - i. Alan F updated. Next event in Mid Oct 1st St John's Legacy meeting, 12 known families so far
  - e. Parish Council New Parishioner Welcome Event Update (Gene Marsh)
    - i. Gene & his wife met with Father S about this
    - ii. Marlene Steinke is now in charge of New Parishioner Welcome

- f. Matching Funds (Bob Denton)
  - i. Did not meet over the summer
  - ii. Working with Linda Harmon, the school typically qualifies for matching where the parish might not, but should consider all who donate to the school or parish. Looking for ways to maximize matches.

### 3. New Business

- a. Business Administrator's Report (Alan Foley) see attached
  - i. Review this year, not full audit like done last year
  - ii. Ruth Lapinski, data base manager, is retiring
  - iii. Meeting with Business Directory people soon
- b. Liaisons
  - i. SPAC (Pat McCormack)
    - 1. First meeting on Th Sep 15
    - 2. Year for re-certification for school
  - ii. Tithing (Mikki Gottwalt)
    - 1. Met in July to give \$7500 to Northside HC center for Ultrasound machine,
    - 2. Possibly give to 2 students joining NET ministries
    - 3. \$20,000 left from San Miguel school that has closed
    - 4. \$86,000 balance in Tithing fund
      - a. Steve Arndorfer proposes using some of this money for school scholarships
  - iii. Stewardship (Michael Schwarz now liaison)
  - iv. Catholic Social Teaching Core Team, now potentially "Parish Outreach" (need liaison), still working on what this all covers
  - v. Faith Formation, new position (need liaison)
  - vi. Finance (need liaison)

### 4. Closing

- a. Blue Sky
  - i. Noelle talked with Margaret Nelson about "walking tour" of church, and Margaret gave Noelle the information
    - 1. Hand off to Welcoming Committee, Gene Marsh
  - ii. Mikki brought up EFT givers to have envelopes, others chimed in they are there
  - iii. Father J added trying to get more school families to attend mass that was brought up at the June PPC meeting
    - 1. Bob mentioned events sponsored by various parish committees for family nights
  - iv. Steve Arndorfer mentioned music is a common complaint of people
- b. Pastor Comments
  - i. Several new staff:

1. Adam Roeble new Jr/Sr High Faith Formation
  2. Lori Vosejpkka new Contemporary Music Director
  3. Katie Irvin new Director of Children's Choir
  4. Stacey Meyer new bookkeeper
- ii. Parish mission Oct 9-12, Fr John Klockman presenter, Wed night Youth night Steve Villa from NET, this is a biannual event
- iii. Diocese and MN Catholic Conference ask each parish to have liaison for Marriage Initiative. Len and Rosie Huray will be lead couple, more are welcome to help

### Business Administrator's Report

Audit – Larson Allen is finishing up the Review, and things have gone well. Bob French, Stacey and I met with them to discuss changes relating to Board Designated and Temporarily Restricted Funds. That went well and we will be able to accomplish what the Finance Council OK'd at its May and June meetings.

Year end results – We have not sent out the year end financials to the Finance Council because we need to complete the audit before doing so. Although the final numbers may change somewhat, we did finish the year in the black by approximately \$65,000. You will recall that the budget for 2010-2011 called for a surplus of \$130,000. Obviously, we did not achieve that.

The end results were pretty much in keeping with the trends we watched all year.

- School income fell short of budget because of an enrollment shortfall relative to budget.
- Sunday Giving including Holy Days, Loose Plate, etc., ended slightly better than budget – about 1% better.
- Overages in textbooks and instructional materials expenses were covered by transfers from the school's PTO and Miscellaneous Holdings accounts into the fundraising line of the income statement.
- We were significantly over budget in salary and benefits.
- We were significantly better than budget in the area of maintenance.

Annual Report – We are doing the Annual Report in a different way this year. We are partnering with Guide Book Publishing. Guidebook produces parish directories. They work with parishes to create non-pictorial directories. The publication is free to parishes. We will add text about ministries, volunteer opportunities, and a piece on parish finances.

Parish Pictorial Directory – We are also working with Olan Mills on the development of a pictorial directory. St. John's does this every 5 years.

School Enrollment – Principal Clausen reports that we are at 370 students. We budgeted for 364.

New Fence – A new fence is being installed on the West and North side of the school.

Parking Lots – We are repairing a portion of the east lot this month, and the remainder of the east lot (the service area) is to be done in the late spring.

Capital Campaign – The current campaign (Campaign 4) ends in December. Discussions are ongoing for the next stage in the debt reduction battle.

Fall Fest is September 24<sup>th</sup> and 25<sup>th</sup> – Spread the word!