

## June 11, 2015

In Attendance: Erik Aleson, Fr John, Gary Lockstein, Kathy Caelwaerts, Pat Femling, Michelle Malone, Sara Neal, Deacon Manny, Jeff Taylor, Mike Stratman, John Bellin, Jean Payette, John Style, Craig Gezzella, John Hanley, Bob Buss, Eric Guzowski, Tony Yaggie, David Yeghiaian

Unable to Attend: Gary Ronsman, Gina Angelia

- 1) Opening Prayer- Father John
- 2) Introductions
- 3) Review and acceptance of May PC meeting minutes – Motion to approve John Hanley, second was Eric Aleson. All approved the motion.
- 4) Future Facility Planning Sub-committee: John Bellin attended the joint FC/PC meeting and gave an update on where the sub-committee is at. He explained they do a semi-annual walk through to see how things are and if there is anything that needs to be addressed. A few years ago they did a 5 yr and 25 yr plan. Last year Kevin Rathburn did a survey of the teachers to see what they needed.
  - a) Update on progress - John shared an update on different proposals they are looking at. At this point in time they are only looking primarily options for the ministry center. Within the next few weeks the bells will be coming out and going into storage until they decide where to put them.
- 5) Presentation Of Fiscal Budget for 2015 -2016
  - a) Review of budget / discussion – Copies were distributed. The budget covers the 6 ministries. Items such as scrip, cemetery, lunches, etc are not included in the budget. So far last year's budget is looking good. (Income versus budget). The Great Plains software package is starting to turn the corner as far as being able to pull data and reports easier. Some budget items that were pointed out include:
    - With the voucher program we have to pay the full GRACE amount on a monthly basis and then GRACE pays rent back to us on a quarterly basis.
    - The budget supports a 2% raise for all employees.
    - There are currently 7 FTE's in the parish and the rest are part-time.
  - b) Recommendation to approve the budget and send it to Fr John for his approval was done by Gary Lockstein. John Style seconded it. All approved to bring it to Father John.
- 6) Conversation about Long Range Plan (All)
  - a) Review of new format – Michelle shared the most current updates to the plan and reviewed the formatting changes.

Goal #1: Discipleship Strategy #3: Develop a plan to have a financially healthy parish with genuine stewardship.

#1 – Develop a plan to promote and grow endowment earnings – two years ago they did a presentation on endowment giving. The message was good but we aren't able to measure if there was an impact. This strategy should be ongoing. The goal was to do it every 3-4 years. Jeff suggested possibly putting a 1-page document in the new member packet. The money donated goes to the foundation who is responsible to manage it. Currently the school has approx. \$198,000 and the parish has just over \$200,000. The parish does own both of the endowments.

St. John the Baptist Mission: To help ourselves and others discover our God-given vocations to be a visible sign of the risen Christ, and to equip each other to live that out in family, church and beyond.

#2a – Increase annual giving by household by 4% annually – This is an ongoing item of discussion. They need to focus on getting people to contribute and then get them to increase their contribution. 4% is a good goal but it will take awhile to reach this goal. In the last year the annual giving increased by 1%. Overall the number of people /families who give at least \$100 or more a year has gone down but the people that do support have given more. Every person who signs up as a parish member receives an envelope whether they say they are going to contribute or not. Automatic deposit has gone up and currently about 30% of those who contribute utilize automatic deposit. The FC said the big challenge to giving is getting people to attend church. On a weekly basis only 30-33% of members attend mass. (based on weekly counts)

#3 – Develop a plan to pay off the Parish line of credit. Balance is currently at \$140,000. It comes due March 2016. Our practice has been not to use operation funds to pay for the line of credit. People made a pledge to pay off the church and Deacon Manny feels we should continue to have the people pay it off. The plan will be to have it paid off by end of 2015.

#4 – Develop a permanent plan for cemetery maintenance and funding. Deacon Manny shared that the cemetery loses money every year. There are concerns with the costs associated with the cemetery as well as the cemetery on the corner of Riverview and Velp. That cemetery is also ours and we have to maintain it because it is a historical site. Deacon Manny said not this year but the follow year we are going to have to budget for the maintenance of the cemetery. There are just a few spots left in the church cemetery to sell and then there is no more income coming in as all the lots would be sold.

#5 –Establish a sub committee to study the long term needs of the parish and submit a recommended course of action on the physical refresh of the complex. A target date for something to present to the parish is the end of summer. (September, 2015)

#### 7) Important Liaison Updates (All)

- a) The liaison reports are in writing and stored in a drop box.
- b) Jeff asked: What do you believe is the single most important issue facing our parish at this time?
  - Gary L shared he felt the ministry and grounds upgrades are very important.
  - Tony Y discussed the recent collaboration between GRACE, Notre Dame and St Norbert's is very important. Having St Norbert partner with the Medical College of Wisconsin is wonderful.
  - Bob Buss shared getting people involved and in the pews is a concern. (Parishioner engagement)
  - Michelle shared that stewardship is working on how to get people connected. This fall, they are going to start with the councils and do a Strengths Finder program so people know and understand their gifts. This should lead to more engagement.
  - Adult faith formation laid out a yearlong calendar with items that are available.
  - Craig G asked what happens when/if Fr John or Deacon Manny aren't with the parish. It is something we need to be thinking about even though it isn't in the long range plan.

St. John the Baptist Mission: To help ourselves and others discover our God-given vocations to be a visible sign of the risen Christ, and to equip each other to live that out in family, church and beyond.

- Sara said the Eucharistic adoration is a place we can find strength and there aren't that many that come to it. Jean said she likes how Fr shares how important it is to have people come to adoration. Ruth will be doing articles on adoration as well.

8) Other Items? (all)

- a) Leadership meeting – The PC will hold a leadership meeting on August 25 from 6:30-8:30 PM. The FC, PC and the chair person for each committee is the target audience. The purpose is to reconnect to make sure we are all headed in the same direction.
- b) PC By-laws and Constitution documents – Jeff distributed the updated copies prior to the meeting for people to review. Motion to accept the revisions was done by Pat Femling and second by Michelle Malone. All were in favor. Jeff will create 2 copies (one for him and Fr John) to sign. Deacon Manny will keep the original hard copy in the file.
- c) Appointment of vacant PC seat – Fr John said he is very grateful for the PC and FC for all the work they did. John Hanley will now be moving over to the finance committee. He will also be the GRACE Representative for the board of trustees.

Father John requested an appointment of Jeff Taylor to fill the remainder of John Hanley's term on the PC. Motion was made by David Y and all approved. Jeff will serve the until July 2016.

Jean Payette, Dan Tooley and Tony Piontek will be coming on the PC starting in July 2015. There will be an onboarding meeting in June / early July.

- 9) Feed My Starving Children – The goal is to bag a ½ million meals. Last weekend was the kick off with a video and they sold 500 M&M containers. The FC and PC will be able to sign-up in August. Oct 5-9 are the dates they will be packing the meals at the Green Bay Community Church.
- 10) Meeting in a word – uplifting, productive, lively, synergy, optimistic, engaging, good to be back, future, fulfilling, accepting, structure, positive, fun, informative, moving forward, friendly competition, transitional.
- 11) Closing Prayer (John H.)