

**St. John Neumann  
Parish Council Meeting  
January 16, 2018 – 6:30pm**

Fr. Paul Noble	p	Jay Hedrick/ Brian Bauman		Diana Stankiewicz	
Anita Cochran	p	John Kutys	p	Jim Sullivan	
Bob Hetterscheidt		Jackie Sutton	p	Pat Grenell	
Bob Scott	e	Paul Stokell		Leslie Heilman	e
Kandi Smith	p	Arlene McPherson	p	Jim Shiley	p
Joel Sanchez					

**Parish Council Attendance:** P = present; e=excused

Anita opened the meeting with the new meeting prayer that Jackie brought. A motion to approve the November minutes was made by Arlene and seconded by Kandi. Motion passed.

**Old Business**

1. How better communicate w/other groups- covered topic and reinforced need to keep each other informed

**New Business**

1. Needs assessment – looking for volunteers: this weekend in bulletin looking for small group to lead up questionnaire development for strategic planning. February 5 at 6:30 for first planning meeting for survey.
2. February 10 – strength finders – how to use w/Catholic faith

**Committee Reports:**

**Father Paul Noble**

1. Preparation for lent has already begin.
2. Instead of moment of silence, Prayer of St. Michael the arch angel will be said.

**Business Manager**

1. Since we have Adoration 24/7 we will be cleaning the Adoration Chapel on Fridays while we have Mass in the main Sanctuary.
2. Set up Christmas Traffic control for the Christmas Eve Masses. We will be using Ohio Highway Patrol Officers. They will be stationed at the corner of Carter's Corner Road and Rt. 37 plus at out west entrance/exit to the parking lot. The Men's Club and Knights of Columbus will provide parking assistance.

3. The projector in FFC Room C has been broken. It appears that something hit it and shattered the Bulb. No damage report was turned in to the office. The projector could not be repaired so we will be purchasing a new one. It should be ready for use early in January 2018.
4. SJN will be a platinum sponsor for Sunbury's Christmas on the Square. It will be held December 2 from 4:00 PM until 8:00 PM. We will also be loaning the city one of our nativity displays for the event.
5. We added cleaning supplies to two closets, one in the lower level of the FFC and the other in the lower level of the Parish Offices. This allows groups who are meeting to help by cleaning up after themselves.
6. Met with Cintas to get pricing on First Aid Kits for the FFC Kitchen, the Gathering Space, and the Parish Office Kitchen. Cintas would also inspect the kits each month to make certain they are adequately stocked and that nothing has gone out of date.
7. To follow up on safety and security Fr, Noble, Deacon, Carl, Jackie Sutton, and myself will be meeting with a parishioner who specializes in establishing safety and security procedures for businesses and other large groups. We plan on setting some Best Practices we can implement in the coming months.
8. Mike Hajdin has upgraded the bandwidth of our Wi Fi and installed a new firewall.
9. We have added lights to the Gospel Writers Statues in the Sanctuary. This has proven to be a larger task that anticipated. It should be completed by the beginning of December. We are also working on one of the lights in the Sanctuary used for Adoration.
10. We repaired a section of the parking lot west of the FFC. This area holds water and during the winter it freezes over and becomes a serious hazard.
11. All backup generators have had their yearly inspection.
12. Attended a Berkshire Township Zoning Meeting. Table Rock Construction Company would like the area east of SJN to be zoned commercial. They do not have specific plans at this time. The zoning committee gave preliminary approval but final approval will be based on the type of business.
13. Took a tour of Damascus Catholic Youth Summer Camp with Father Noble and members of the Good Samaritan Committee. It was amazing.
14. Repaired Choir Room lights.
15. The offertory for the Feast of the Immaculate Conception was over \$9,300.00. All of this went to the Perry Count Consortium.
16. We will be replacing the Parish Office Classroom DVD players. They cannot access the internet and they need to for PSR and several Adult Faith Sharing Groups.

## **Finance**

From October (last meeting)

1. We were introduced to a new committee member, Dennis Braun.
2. The minutes from the July 18, 2017 meeting were not included in our reports packet. Bob will email them to everyone.
3. The Statement of Activity Actual vs. Budget for the three months ending September 2017 (July-Sept) was reviewed. Bob provided detail account analyses and explanations for accounts with significant variances from budget.
4. The September 30, 2017 Statement of Financial Position was reviewed, along with a summary of the PAF and auxiliary checking account balances.
  - a. It was requested that the Statement of Financial Position be modified to add a prior balance column- for reference. Jane will check and see if the prior quarter or the prior year balances can easily be added.
  - b. Bob mentioned that there have been some issues getting info from First Commonwealth Bank since the transition from Delaware County bank. Bob is going to meet with them soon to get the issues addressed.
5. The YTD September 2017 offertory comparison report was reviewed. EFT's accounted for over 50% of the contributions received for the fiscal year thus far. Collections have been favorable for the 1<sup>st</sup> three months of the fiscal year compared to the same months last year.
6. The Oct. 12, 2017 Development report was reviewed. Additional notes included:
  - a. Jackie explained that since 95% of the pledges from the Capital Campaigns have been paid, that the Endowment funds will now grow more slowly, primarily from market changes.
  - b. The annual offertory drive is under way- and pledges are starting to come in.
7. A parish wide financial needs assessment survey is being planned by Father Noble and Parish Council.
8. Bob will email tonight's reports to all of us.
9. The Finance Committee will now plan to meet quarterly. We will meet the second month following each quarter end, so that the quarterly diocesan reports can be reviewed at the meeting. Meeting months are planned to be February, May, August and November. An additional meeting may be needed in the spring to review and approve the budget.
  - a. Bob will email monthly financials to the committee during the months with no meeting.

For 2017-2018 the scheduled meeting dates are February 20, 2018, May 15, 2018 and possibly June 19, 2018.

## **Development Report**

1. Offertory – Offertory Drive Update: We are at 95% of our \$ 1,649,536 pledge goal with 54% of our parishioners responding. We had several families notify us that they have left or are leaving the parish through this process...but also several families join in the new year! With anticipated receipts based on past giving and pledges, we should meet our budget with God's grace. Approximately 70% of our parishioners give in an identifiable way, which is

about the same as last year. The year-end processing of pledges is complete and contribution statements will be available in the cloister walkway in January.

2. Bishop's Annual Appeal – We have exceeded our goal by about \$13,752.72. The 2018 process has begun. Our chairs are Grady and Teresa Campbell.
3. St. John Neumann Capital Endowment Fund - \$306,935.57  
This fund shall provide for future capital needs of St. John Neumann Parish  
St. John Neumann Ministries & Programs Endowment Fund - \$286,634.56  
This fund shall provide for any and all future ministry and/or programmatic needs. St. John Neumann Parish Outreach Endowment Fund - \$325,096.77  
This fund shall provide for the future outreach activities of St. John Neumann Parish. Total endowment value = \$918,667 Thank you!  
Thank you to families who continually contribute to our endowments – and to families who have bequests benefitting St. John Neumann.  
We will have an Endowment drive this month with a brief pulpit pitch, letters and forms. We still have a few parishioners paying on their building fund pledge going into our endowments as well as families contributing on a monthly basis.
4. Memorial Opportunities –Outdoor stations and statues in the church available.
5. The Discipleship Summit with Deacon Harold had about 80 participants. The message of growing in Discipleship was very well received.
6. Working with group leaders to hold a Discipleship (Volunteer) Fair February 3<sup>rd</sup> and 4<sup>th</sup> after all the Masses.
7. Assisted with reports and registration for several groups.
8. November 13 session Let's talk about death seminars with an attorney, financial planner and the Catholic Foundation – was attended by about 20 people. Very practical information was given.
9. New Member Welcome – We continue to receive several new families a week. Our next Welcome Weekend is April 14th/15th.
10. Census
  - We have had 95 families join FYTD beginning 7/1/2017.
  - We had 159 families join the parish from 07/01/2016-06/30/2017
  - We have 1,692 registered families as of 01/10/2018. Up from 1,614 registered families as of 01/12/2017.

## **Communication and Administration**

### **Communication Projects:**

- Created content for the website, maintained and updated content within site on a daily basis;
- Designed promotional materials for various programs and events, including posters and other items for the Healing the Whole Person Conference, Deacon Harold Burke Sivers, Women's Retreat, high school postcard mailing, and more;
- Created promotional materials and Facebook ads for other upcoming events;
- Continued working with Gretchen Hofer to plan promotional/marketing materials for the Women's Retreat;
- Compiled all information for publication in Christmas bulletin;

- Supported the work of all ministry leaders in promoting activities and events;
- Participated as secretary of the Discipleship Development team.

### **Ongoing Administrative Tasks:**

- Organized content for weekly bulletin
- Prepared Weekly e-mail blast outlining upcoming events/activities
- Worked with volunteers and parishioners to coordinate pitches, Mass announcement screens, and videos during Mass
- Coordinated tables in the cloister walkway
- Prepared screen announcements each week
- Drafted Fr. Noble's pitches and lector forms for Libby to finalize
- Updated SJN home page, created website pages as requested

### **Ministry to the Sick**

1. Nov 30-Dec 2: The Healing the Whole Person Conference was very successful with many people reporting learning new concepts, inspirational experiences, productive prayer practices, interior healing and a few physical healings.
2. Met with Caregiver Support Team to brainstorm ideas on increasing participation. Beginning in January, the Caregiver Support meetings will move to the third Wednesday, 5:30-6:30, in Parish Office rooms 4 & 5.
3. Worked with Leslie Fresco on planning the next Good News! We're All Going to Die session – End of Life Decisions. The session will be on February 19<sup>th</sup> and presenters are Dr. Marian Schuda, geriatric physician and Fr. Mark Hammond, bioethicist.

### **Liturgy**

1. Andy states he is still getting comments about chanting the Our Father at Mass. It seems like the majority of the complaints are from people that started coming to SJN and heard it being sung and really connected with it on a spiritual level. Fr. Noble was following the committee's suggestion, that after 11 years it was time for a change, which was influenced by the outdated phrase, "from now until the end of time." Andy proposed that we continue to chant through Advent and chant at Lent. Andy will look for a new musical setting in the mean time to learn so that we can implement it hopefully by Easter. Fr. Noble agrees with this proposal.
2. November 19<sup>th</sup> @9:00 Mass - Rite of Acceptance and Welcoming. Paul states there are 22 individuals in the RCIA program, with eight catechumens, then the remaining are candidates. Three people have been baptized and seek full communion with the Roman Catholic Church. Paul will call the individuals by name. Then Fr. Noble, representing the Church asks. "What do you ask of God's Church?" They respond: "Faith." At the heart of this rite is the signing of the senses of the catechumens, with the cross. Fr. Noble will make the sign of the cross over all the candidates at once. Their sponsors will mark the candidate's forehead, ears, eyes, lips, heart, shoulders, hand, and feet with the sign of the Cross, followed by the acclamation "Glory and praise to you, Lord Jesus Christ. This is a totality of who they are. Fr. Noble will conclude with a prayer and a blessing. Music will be provided as they are being dismissed.

3. Paul suggested that during the 3rd, 4th, and 5th Sunday in Lent we start drawing attention to the RCIA program.
4. October Mass Counts: Wendy presented the Mass average as 1,756. Overall we maybe down approximately 600 individuals from last year's counts.
5. Broken down by each Mass: 4:00 - 1,460 Mass average 292
  - a. 9:00 - 2,517 Mass average 503
  - b. 11:00 - 2,725 Mass average 545
  - c. 5:00 - 2,081 Mass average 416
6. All Saints and All Souls - Carl mentioned that we may not need an 11:00 Mass on All Saints Day. Carl said there were at least 800-900 in attendance for all of the Masses. The Vigil had maybe 150-200 people. Do we really need to celebrate 3 Masses? Next year All Saints falls on a Thursday so we may not have a Vigil on Wednesday. All Souls will be on a Friday so we may have to change the Mass time from 6:00pm to later. We will table this for future discussion.
7. Debbie said there were about 40 new people that showed up for the Formation Day training. Twenty-five or so Eucharistic Ministers, fifteen servers, no MC's and 1-2 greeters. No one for AV training. At the January meeting we will discuss scheduling Formation Days for Spring and Fall.
8. Debbie will be doing the ministry signups for the Thanksgiving Vigil and Dec 8th, Feast of the Immaculate Conception. She would like to turn the special Masses over to someone else due to the fact that she is gone a lot in December and it has become very labor intensive.
9. We discussed different solutions to a shortage of Eucharistic ministers, one being if we are short ministers then we would only have Holy Communion under one species, no Precious Blood. We need to find a short-term solution for Christmas. We will set out the sign-up sheets, do a pulpit pitch and then we will have to see where we are at. Steve will be responsible to get MC's and servers, Wendy will take care of the greeters.
10. I asked if there was anyone on staff that could start managing this. It is labor intensive so it may be hard to find a volunteer to do it. It was decided that Wendy will take over and Andy will assist her. Andy will get with Ryan and see if we can start implementing sign-up genius.
11. November 25th & 26th - Christ the King. Carl confirmed that the Knights have been practicing with the canopy and we will be using it at all the Masses. There will be no incense for the procession.
12. Christmas Masses - Carl gave Fr. Noble a rundown of what we have done in the past. There is a half hour of Christmas Carols prior to Mass. The 4:00 Mass will be in the main church, FFC and chapel. Last year we had between 1,800-1,900 people. There will be no Precious Blood at the 4:00 and 6:30. There will be a video feed. We always have the option to use the FFC at the 6:30 Mass. Parking will be handled by the KOC. Bob will take care of traffic control. Wendy is asking for all chairs to be brought into the FFC. There is a maximum occupancy of 450. Signs will be posted to ask people not to move the pews in the FFC because people are dragging them to move them and it is scratching the floors. Christmas gifts to be handed out will be bumper magnets.

13. Carl wanted to clarify that the 5:00 Mass on December 31st., Mary, Mother of God is a Vigil Mass. Fr. Noble said this will fulfill your Sunday Obligation.
14. Steve has been told that the Processional Candles are leaking liquid paraffin. He has discussed this with Fr. Noble and he recommends using the real candles. Steve will check in the Arts and Environment room to locate them and we will start using them.
15. I will send out the Ceremonials for Lent in January to the committee to review.
16. There will be no Liturgy meeting in December. We will resume on January 17th.

## **Discipleship Development Committee**

### **Religious Education**

1. Classes for PSR Grades 2-5 meet on Tuesdays from 6:45-8:00 pm. Assembly themes for November/December were: Advent, Holy Trinity, Reconciliation, Jesus, Son of God and the Rosary. Tuesday night's enrollment number is 322 students.
2. Preschool, Kindergarten and First Grade Classes meet during the 9am Mass on Sundays. Sunday morning enrollment is 142 students
3. Total student enrollment for this school year from Preschool to Grade 5 is 464 students.
4. The theme for VBS next summer will be **Shipwrecked- Rescued by Jesus**. Karen Vazquez and Wendy Miller will have planning underway by December. This past year VBS had more than 200 participants and 100 volunteers as children looked at God's purpose for their lives.
5. First Communion will be Sat May 19th, 2018 at 10 am. Practice will be on Monday May 14, 2018 at 6pm. First Penance Workshop is Sun Jan 21 from 1-3 pm in Church with First Penance being Tues. Jan.23 at 7 pm with 10 confessors.
6. JJJ (Junior Jesus Journey)- Assemblies are under the direction of Wendy Miller, Erin Shultz, Jon Sorensen and friends this year on Tuesday nights They are excellent at creatively blending the Gospel with a wide range of creative methods and songs.

### **Young Ministry and Young Adult Ministry**

#### High School Youth Ministry

1. NCYC was November 16<sup>th</sup> – 19<sup>th</sup> in Indianapolis. We had a blast! It was four days filled with amazing Catholic speakers, the sacraments, and fellowship with our friends from SJN and around the nation.
2. Relational Ministry with my CORE Team – still working on my personal goal is to meet one-on-one with each CORE member. I have met with 17 of the 30 CORE Team Members. I am also visiting each small group to grow in relationship with the members and to assess the health of each group. I have been to all of the groups except for 4 of the girl groups so far.
3. CORE Meets throughout the year (almost monthly) to pray together and plan together and to discuss best practices for small groups. We will be meeting on

February 11<sup>th</sup>, March 4<sup>th</sup>, and April 8<sup>th</sup>. We meet in the Lower Level Rooms 4&5 alongside Chosen Leaders.

4. yDisciple and Chosen are going really well on Sunday nights. We are now in a bit of a rhythm. We have 15 yDisciple small groups that have 5-18 teens in each of them. Each small group is studying the topic they choose within the yDisciple curriculum on the Formed website. It is hard to believe that we are already halfway through with the year. The kitchen crew is amazing – feeding 250-300 people on a given Sunday night.
5. Our CORE Team is planning a girls' night for 8<sup>th</sup> - 12<sup>th</sup> graders on Monday January 22<sup>nd</sup> at 7pm in the FFC. We will be doing SoulCore.
6. The Annual Christmas Party was on Sunday December 17<sup>th</sup>. It was a lot of fun! We ate dinner and then did a white elephant gift exchange (which gets exciting with around 150 people participating).
7. The Winter Kick-Off on January 7<sup>th</sup> with Deacon Harold Burke Sivers was amazing! He spoke about the Creed. Our teens were engaged and loved him as a speaker. Then we had family adoration after he spoke.
8. Retreat planning has been well underway. The High School Annual Retreat is Friday February 23<sup>rd</sup> – Sunday February 25<sup>th</sup> at Damascus. Registration is open now and the cost is \$95. We are hosting St. Francis de Sales youth ministry and 10 confirmation students from St. Michael's Parish on this retreat.

#### Both Youth & Young Adult Minister Tasks

1. Attended the SLS18 Conference with Wendi Miller in Chicago on January 3<sup>rd</sup> & 4<sup>th</sup>. It was nice to be able to attend a retreat for ourselves and to get some ideas for our ministries. It was also nice catching up with some of our favorite Catholic speakers and the Fulton Family.
2. Attends Discipleship Development Team Meetings.
3. Help execute the Discipleship Summit on Monday January 8<sup>th</sup>.

#### **Adult Faith Formation**

#### **TMIY (That Man Is You)**

#### **Marriage and Family Life**

#### **Walking with Purpose (WWP)**

- WWP will resume after Christmas break on Jan 18<sup>th</sup> & 19<sup>th</sup> with Lesson 10 of 20. New women are still invited to join for the remainder of the program year. The Lesson 10 topic is "Jesus, the Good Shepherd"
10. The next Connect Coffee date is 2/1 and 2/2. All women are invited to attend with no cost for a soup & salad dinner Thursday night or breakfast Friday. The DVD topic that week is "Jesus, The King".
  11. Lisa B., the author & founder of Walking with Purpose, will be speaking at SJN on March 14<sup>th</sup> with both a daytime and evening session. All women are invited to attend.



### **Good Samaritan Ministries**

Next meeting is January 17; no updates since November.

### **SvDP (from November)**

1. The Assistance Intake Guidelines draft was reviewed by all and comments were given to John and/or Al. A special meeting will be scheduled to review changes and finalize document. The purpose of the guidelines is to ensure consistency with visits and decisions.
2. John is working on Marion SVDP thrift store list of needs for us to make a potential donation of goods. More information was learned and will be implemented in the coming weeks before Christmas.
3. In the Parish Council meeting it was discussed that a visiting priest from Perry County is coming to celebrate Mass on Dec 8 weekend and will be asking for donations.
4. The Patrick's Day fundraiser dance will be coordinated by Gloria again this year. The list of duties was reviewed by all in attendance and names were assigned based on volunteers as well as who has typically handled each duty. Gloria will update and send to John for issuance to the group for final comments and edits. The Gift Solicitation List from last year was handed out and reviewed. It was agreed this event will be advertised as "SVDP Annual Fundraiser". Hold the Date will be publicized soon for Saturday March 10, 2018. We are going to offer a pew or 2 at a couple of the Easter Masses and all in the parish will have a chance to bid.
5. Assistance Intake: No report.
6. Jail Ministry: No report.
7. Big Walnut Friends Who Share: No report.
8. Family Promise: No report.
9. Nursing Home Ministry: No report.
10. Senior Groceries: John reported that this past Saturday went well. Fruit Baskets and Gift Cards will be issued for December for 30 folks.

### **Women's Club**

No meeting since November

### **Men's Club**

#### **1. Treasurer's Report**

- 1.1. Treasurer Jerry Rensi reviewed beginning balance, income and expenses through November 30. The combined checkbook and PAF balance stands at \$21,000.00. We have \$9,498.71 in approved expenditures through February 15, 2018. This leaves us with \$7,271.54 of which \$5,142.72 is in a PAF managed by the Columbus Diocese.
- 1.2. We will need \$4,000.00 on hand in order to purchase start up supplies for the Lenten Fish Fry.

#### **2. New Business**

1. Children's Christmas Party Sign Up. Report at 8:00 AM, Serve at 10:00 AM.
2. Christmas Eve parking sign-up. See Pat Elgin. Report at 2:30 PM.
3. Fish Fry...2017 profit was \$13,330.00 (St. Patrick's Day hurt us.) The Children's Christmas Party will be Saturday, December 16 at 10:00 AM. We will begin preparing the breakfast at 8:00 AM.
4. We will need 22 to 24 men to help us on Friday nights, this does not include the Youth Group who help us wash dishes and bus tables.
5. Jerry will do as much pre-purchase as possible.
6. Sign up for the Fish Fry will be at the January meeting.
7. Larry Tornes would like to sell tickets for a "Peace Corp" quilt. It is a fundraiser for the BWFWS.
8. Jerry Rensi made a motion to donate \$500 to a needy family selected by the BWFWS.

### **Knights of Columbus**

#### **Parish Festival**

No meetings since November so no updates. We are beginning to work on sponsorships and trying to increase this month. Will begin booking equipment next month. June 22 and 23.

Anita motioned to adjourn and seconded by John.

The next meeting is Tuesday, February 20th at 6:30PM.

*Respectfully submitted,*

*Pat Grenell*