



Parish Pastoral Council Open Agenda Meeting Minutes

Date: April 4, 2018

Time: 6:30 PM

Location: St. John Neumann Social Hall A

Attendees:

- **Present:** Fr. Doug Ebert, Fr. Mark Pavlak, Fran Laufle, John Peterson, Nic Decapia, Debbie Andrews, Robert Peterson, Rick Durig, Michaela Willer, Pat Vasatka (Trustee), 3 Parishioners
 - **Absent:** Robert Peterson, Mike Mierink, Kristi Steinmann
 - **Minutes:** Submitted by Nic Decapia, Secretary
-

Call to Order & Council Instructions: 6:30 by Fran

Opening Prayer & Mission/Vision Statement: Fr. Doug

State of the Parish: Fr. Doug

- See addendum (Fr. Doug - State of the Parish)

Review of 2017-18 Parish Pastoral Council Activities: Fran Laufle

- See addendum (Fran Laufle – Review of 2017-18 Parish Pastoral Council Activities)

Overview of Committee/Ministry Accomplishments: Debbie Andrews

- See addendum (Debbie Andrews – Overview of Committee/Ministry Accomplishments)

Question & Answer:

- Parishioners proposed that SJN consider a “Parish Community Garden”. They provided an overview of the proposal. Specifics have not been solidified at this time. It was suggested that they review the past efforts of SJN to provide an herb garden for St Kateri parish. The proposal will be expanded and presented to the Justice and Charity Committee for further consultation, development and recommendation.

Adjournment: 7:25pm

Next Meetings:

- Joint Council/Committee: May 3, 2018 (Thursday) @ 6:00pm
- Parish Pastoral Council: June 6, 2018 (Wednesday) @ 6:30pm

Addendum 1: Fr. Doug Ebert – State of the Parish

Parish census:

- 4610 registered households
- 14,031 estimated individuals

Mass attendance in November, 2017:

- 2,825 average weekend mass attendance
- Over 6,000 Christmas and Easter (and a lot on Ash Wednesday!)

Annual Sacramental Numbers Fiscal Year 2016-2017:

- 89 Baptisms
- 104 First communions
- 139 Confirmations
- 13 RCIA with a lower number this year, expected to increase.
- 12 Marriages
- 23 Deaths – many less than the three prior years
Note: 30 Deaths from July 1, 2017-April 4, 2018

Faith Formation:

- 679 Elementary enrollments
- 181 High School enrollments

Significant accomplishments since previous open meeting:

- Added Daily Masses and Reconciliation times.
- A Young Adult Ministry Group for 18-40 year-old parishioners to meet and gather has been launched.
- A New Parishioner Welcome Committee has been established and we are growing in size, especially with people moving into the area. We have become a very diverse and multi-cultural parish.
- The Worship Committee will soon be implementing Ministry Scheduler Pro in an effort to better enable “volunteer-friendly” scheduling for all liturgical ministers.
- 40th Anniversary /Summer Sizzle successful expansion with first time raffle and other activities generating in excess of \$31,000 revenue.
- Hired new staff members Lori Hannasch, Nicole Bettini, Joseph Keating, and Mark Joerger.
- Transformation of Faith Formation program with incorporation of the 5:30 PM Mass for middle and high school students.
 - Active, energized Faith Formation Committee
 - Better prepared sacramental candidates
 - Family formation programs; kids need parents’ faith
- Justice and Charity has completed this year’s Just Faith series on hunger.

- We are actively supporting the new Dakota County Homeless Emergency Shelter program with volunteer for preparing and serving meals.
- We have been active in mobilizing support for the Dorothy Day Center in St. Paul.
- We continue to seek ways to strengthen our relationship with St. Kateri Parish in Minneapolis.
- We have promoted DACA postcards to our legislators and plan to develop a Pro-Life Committee to integrate all issues upholding the dignity of human life at all stages in accordance with the teachings of our Church and Pope Francis.
- Enhanced Pastoral Care Committee efforts through the work of Lori Hannasch and improved technology and Data Maintenance.
 - Stephen Ministries and its committed volunteers will be transitioning to Befrienders, a broader based and established ministry in use at neighboring Dakota County parishes.
- Family and Community Life continues to be involved with our successful Sunday hospitality and has actively enabled a number of small ministry Fairs that have successfully recruited:
 - 60 new volunteers for Worship Ministries
 - 27 new volunteers for Pastoral Care Ministries
 - 60 new volunteers for Justice and Charity Ministries
 - 17 new volunteers for Family and Community Life Ministries

Pending projects:

- We will be expanding Pre-school to accommodate the needs of our young families with “wrap around” day care from early morning to dinner time.
- We will be devoting more resources to social justice.
- We will be taking a serious shot at developing a technologically improved and user-friendly website that will translate better to current platforms in common use.
- Activate a pro-active Stewardship Committee to actively stimulate more sharing of time, talent, and treasure. There is a need to develop fund-raisers; a norm for parish life not familiar here.

Financials:

- Year-to-date collections: \$1,870,730 (\$80,328 or 4.1% below budget)
- Stock donations of \$45,000 to date - 94% of budget for the fiscal year.

Explanatory Dialog: “Though Easter and Christmas attendance was higher than last year, collections were similar with higher budgeted plate revenue for Easter that was not attained.

Next weekend’s collection budget is also large with declining weekend revenue expectations for the balance of this fiscal year.

We really have no way of knowing with any degree of certainty how much of this decline is due to the revised tax code.

Until this year’s decline, collections have been essentially flat since 2014.

In 2014, there were 327 people who gave \$2,500 or more; last year there were 237 – 90 less. If each of those 90 people gave exactly \$2,500, that would equal \$225,000.

In 2014, there were 539 donors between \$1,000 and \$2,499; last year there were 55 less. If each of these people gave exactly a thousand dollars, that would equal \$55,000.

This means that many are giving more as the number of large donor declines as our parish demographic continues to change with a lower median income. In this perspective of analysis, we could be seen to be entering a healthier paradigm.”

Legacy Endowment Fund:

Endowment Balance last year	\$193,120
Current Endowment Balance	\$ 218,000, a gain of almost \$25,000

We are operating in the black. While the ship is not sinking, there are leaks; we need to be more aggressive raising revenue, which has not yet happened in my time here. The Stewardship Committee is hoped to provide leadership.

Catholic Services Appeal (2018):

- Parish Goal: \$155,307.00 Parish Pledged \$157,907.45
- Received to date: 74.2%; these numbers are ahead of last year at this time.

Addendum 2: Fran Laufle – Review of 2017-18 Parish Pastoral Council Activities

- Advisory Role to the Pastor – primary and most important role of the Council

A variety of topics and issues were discussed throughout the year.

- Volunteer Recruitment Process

We are grateful to former Council member Deb Mason for her contribution in formalizing the process and procedure for volunteer recruitment. Deb developed documents describing in detail the process for the small ministry fairs with bulletin announcements, email templates, signage and set up details. These processes directed the Committees to easily replicate the process on Donut Sundays. Additionally, she developed an electronic database to track new volunteers for the many ministries at St John Neumann, including contact information, ministry assignment and communications. Mike Meirink has agreed to maintain this database and continue to refine it as appropriate.

- Leadership Training Program

A new Council initiative for this year was to develop a “Leadership Training Program” for Committee members to help them define the goals and objectives pertinent to their area of parish life. Too often we recruit parishioners to take on leadership roles without providing them with the key tools to be successful. The program, developed and presented in January by first year council member, Rick Durig, focused on aligning all committee work with the parish mission statement and enhancing the consistency of the work of the committees in three key areas:

Functional – What do we do?

Operational – How do we accomplish it?

Strategic – What we want to accomplish and why?

- Safe Environments Promotion

A second new initiative of the Council took form when council members perceived a “push back” from parishioners regarding the mandatory VIRTUS training requirement for volunteers. The council sought to positively promote the VIRTUS content as important critical learnings for all parishioners. The Council promotion focused on “Protecting God’s Children with Safe Environments”. It consisted of monthly bulletin ticklers reminding caring adults, parents and guardians of the role they play in helping children understand and set safety boundaries. Additionally a teaching booklet has been made available for all parishioners on this topic.

The promotion launched in late February and will continue for 12 months. Thanks to Debbie Andrews, a second year Council member for her help with this promotion.

- Parish Leadership Brochure

To better inform new and existing parishioners of the Parish Leadership Structure, the Parish Council along with the Finance Council and the Trustees have produced a tri-fold brochure explaining the three leadership arms of the parish. These brochures will be distributed in the

“New Parishioner Packets” and be available in the gathering space. Thanks to Michaela Willer, a first year Council member for her expertise in layout and design

- Communications

During 2016-17 the Council developed a Communications Proposal for the parish. The proposal was submitted in spring of 2017 for consideration in the 2017-18 parish year. The components of the plan included:

- Upgrading exterior parish signage and lighting
- Developing a consistent branding procedure and process for parish printed and digital materials.
- Enhancing our website to improve communication with parishioners and the public.
- Instituting a centrally coordinated approach to all parish communications

During the current year some progress has been made to accomplish parts of the plan. However, the key components remain important and worthy of continued consideration and investment. For those reasons the Council is resubmitting the proposal for consideration in the 2018-19 parish year.

Addendum 3: Debbie Andrews – Overview of Committee/Ministry Accomplishments

At the risk of talking about one Committee/Ministry, while leaving another out, I will begin by highlighting a few accomplishments/things that stood out the past year.

New Ministries (4):

- Young Adult Ministry (Family and Community Life Umbrella)
Leads: Emily Hayden & Michaela Willer (PPC)
Opportunity for 18-40 year old Catholics to gather for social, educational, spiritual and service activities.
- New Parishioner Welcome Ministry (Family and Community Life Umbrella)
Lead – Bernadette Vitullo
To improve the experience of new parishioners to SJN with a new expanded welcome packet, a personal phone contact from a ministry member, and a hosted table at Donut Sunday periodically during the year.
- Stephen Ministry (Pastoral Care Umbrella)
Lead – Anne Rosario
Nine volunteers trained to provide a caring Christ centered listening presence for parishioners experiencing difficulties during or with life transitions.
- Pro-Life Ministry (Family and Community Life Umbrella)
Lead - TBD
This is a very new ministry and is really just getting started. It will be exciting to see how it evolves. If you are interested in volunteering I'd like to make sure to get you name so we can connect with you.

Now I would like to briefly share about Committee Highlights/Accomplishments for our 5 Committees:

Faith Formation Committee - Focused on supporting the new Family Formation and Sacramental Preparation program of the Parish. Looking at way to bring more diversity to catechist recruitment by bringing in a mix of volunteers as well as parents. Supporting new staff member Nicole Bettini in her new role.

Worship Committee – Special thanks to the Worship Committee for all of the support that goes on behind the scenes to make our Holy Week so special!! In addition to all of the week-to-week activities, the Worship Committee is working on the launch of a new software ministry scheduler – Ministry Scheduler Pro – to facilitate notification and scheduling of volunteers for our Mass ministries. The Committee is also the first to participate in the Leadership Tutorial.

Justice and Charity Committee – The Just Faith ministry completed a series on Hunger this year (this was an abbreviated version of the year-long Just Faith program). Supporting the new Dakota County Homeless Emergency Shelter program with volunteers for preparing and serving meals. Looking at ways to strengthen our relationship with Gitichiwa (Blessed) Kateri in Minneapolis. Starting to connect to MN Catholic Conference for the latest information, events, and trainings.

(The MN Catholic Conference supports MN Bishops and is the public policy voice of the Catholic Church in MN). One final note for Justice and Charity, while not an “accomplishment” rather a ministry update, the Bridging organization no longer sends trailers out for furniture and household collections, and the Bridging ministry is adapting to the change.

Pastoral Care Committee – The new Stephen ministry was mentioned earlier and there are many Pastoral Care Ministries that are on-going and are an integral part of our parish community. In addition to these Ministries, the Pastoral Care Committee launched a new database to track pastoral care services delivered by staff and volunteers to improve internal communications and coordination of services (so the Priests can see schedules for visiting the sick, or see lay ministers of Holy Communion schedules, caregiver support schedules). New computer (app system) a volunteer (Loren) is piloting.

Family and Community Life Committee – is a very active Committee, as mentioned, 3 new ministries in-process the past year. Support of ongoing ministries like the successful 40th Anniversary Picnic/Summer Sizzle and Donut Sunday. The Family and Community Life Ministry has had changes to the Emmaus groups which are now the Men's and Women's ministries.

Small Ministry Fairs:

Implementation of small ministry fairs has become a successful way to encourage parishioner involvement in the life of the parish. Additionally it is an opportunity to education the parish at large about the programs and services that are offered. The fairs allow each Committee and its related ministries to create a visual spotlight on how they are serving the mission and vision of St. John Neumann. The success is in the numbers. Four Committees completed their ministry fair this year with these new volunteer results:

- Worship Ministries – 60 new volunteers
- Pastoral Care Ministries – 27 new volunteers
- Justice & Charity Ministries – 60 new volunteers
- Family & Community Life Ministries – 19 new volunteers
- (Faith Formation – no fair this year)

It is great to hear about the number of new volunteers becoming active in Parish Life!

The last topic I want to share about is our **Leadership Training Tutorial for Committees (mentioned when I talked about the Worship Committee)**

Led by Parish Pastoral Council Member Rick Durig – Thanks!

Purpose of Leadership Training is to align committee work with the St. John Neumann Mission Statement.

The training also helps to gain consistency in the work of parish life committees in the functional, operational, and strategic areas (by identifying the who-what-how and need in the strategic process). Rick started working with the Worship committee and will begin work with our other committees.

It is not an easy task to pick and choose what to talk about knowing there are 100s of great things that are happening at St. John Neumann!!

As I close, I would like to thank you again for all that you do to live our mission statement, to call each other to an active sacramental life of loving Jesus Christ and serving others through our generosity, prayerful worship, dedication to formation, and commitment to justice.