



Parish Pastoral Council - Meeting Minutes

Date: April 26, 2022

Time: 7:00 PM – 8:30 PM

Location: SJN Youth Room

Attendees:

- **Present:** Ron Bisek, Mickey Custodio, Mary Margaret Hoden, Mary Hoffman, Jeff Ritacco, Fr. Josh Salonek, Michael Schmidt, Carol Wirsbinski
 - **Absent:** Joe Cullen (Finance Council Chair), Pam Erkel, Tom Mahowald (Trustee), Fr. Tony O'Neill
 - **Minutes:** Submitted by Mary Hoffman, Secretary
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Call to order: 7:00pm by Ron Bisek

Opening Prayer: Ron Bisek

Chair Update: Ron Bisek

- Ron commented that it was good to see everyone again -- it seems like a long time since the Council met, as it was prior to the Lenten season.
- The Lenten season and Holy week went well. Ron said that our retreat speaker, Fr. Jake Anderson, was a great kick-off to the Lenten season.
- Ron thanked the PPC Election committee for their work these last couple of months.

Pastor's Report: Fr. Josh Salonek

- *Lenten Retreat/Holy Week:* Fr. Josh echoed Ron's remarks about the Lenten retreat with Fr. Jake Anderson. He also commented that Holy Week went very well. At the Easter Vigil, there was one Baptism and three Confirmations. Easter Masses were well attended, making necessary the use of the Social Hall for overflow.
- *Staff Update:* Hiring new staff is still in process. Thomas Ryan stepped down from his position as Communications Manager. Interviews are taking place this week for the positions of Music Director, Elementary Faith Formation and Communications Manager. It is the hope that some of these positions may be filled by the end of the week.
- *First Communion/Confirmation:* There will be approximately 80 First Communicants at our parish in May. Confirmation will also take place in May at the Cathedral of St. Paul. With Faith Formation ending soon, activities are beginning to wind down as we approach summer.

Finance Council Report: Michael Schmidt

- *Collections:* We are blessed with our gifts at SJN. Collections are doing well. YTD, we are up 3.9%. For the past five weeks, we are 6% over budget.
- *Capital Expenditures:* The first phase of the HVAC (heating, ventilation, air conditioning) project is taking place, with a goal to complete by mid-May. Mark Joerger compiled a list of needs still necessary for this fiscal year, totaling approximately \$75,000.
 - One of the necessary expenditures was the recent purchase of new laptops for the staff.

SJN Parish Pastoral Council (PPC) Goals for 2021-2022: Ron Bisek

- Committees will be submitting their accomplishments and progress toward their goals for this past year.
 - A template for Committee reporting was presented for approval. Mary Margaret made a motion to approve the form and Carol seconded the motion. All were in favor. Ron Bisek will send this template to Committee Chairs prior to the May 10 meeting.
 - After discussion, it was agreed that Committee accomplishments would be due by June 30. This will also be communicated by Ron to Committee chairs. The goals/accomplishments will be part of the discussion that takes place at the PPC retreat in late summer/early fall. Ron will meet with Fr. Tony to determine the timing of the retreat as well as the format and desired outcomes of the retreat.

Family/Children Ministries at SJN: Michael Schmidt

- Michael presented his findings regarding family and children ministries/participation at SJN, primarily at our weekend Masses. A discussion followed. It was agreed that any changes that takes place should begin with small steps.
 - Ron will update Fr. Tony on the discussion that transpired at the meeting. Discussions will resume at the June meeting.

PPC Election Update: Ron Bisek

- The nomination process has taken place with almost thirty parishioner names submitted. Letters have been sent with a follow-up reply due by Friday, April 29. For those agreeing to move forward with the process, a questionnaire is also submitted by this date.
 - Carol volunteered to call those who have not yet responded to remind them of the April 29 date.
- Council members will meet on May 10 to review the questionnaires of the candidates. Nine will be selected to attend the discernment meeting on May 17.
- The election sub-committee will meet prior to May 10 to finalize materials needed for the Discernment meeting.

SJN Open-Parish Meeting: Ron Bisek

- Annually, St. John Neumann offers an open-parish meeting. All parishioners are invited to attend, along with Committee/Ministry members, the Parish Pastoral Council, and the Finance Council.
 - There will be a bulletin announcement the next two weekends inviting all interested parishioners to attend the meeting on the evening of Tuesday, May 10, from 7:00 to 7:45pm.
 - Ron Bisek (Parish Pastoral Council chair), Joe Cullen (Finance Council chair), and Fr. Tony (Pastor) will give a brief presentation. Attendees will then be invited to ask questions. SJN Committees will meet after the presentation at 7:45. Parishioners are invited to stay and attend a committee meeting of their choice.

Donut Sunday: Ron Bisek

- Donut Sundays are back! Donut Sundays will take place the fourth Sunday of every month at the 8am, 10am and noon Masses. The Committees and Councils will have a designated weekend to set up and run the event. Committees may choose to set up display tables on their designated weekend to promote and showcase their ministries.
 - The Parish Pastoral Council will be serving donuts and coffee in March.

Committee/Ministry Updates: Ron Bisek

Ron asked for a brief overview of each of the committees from their respective liaisons.

- **Justice and Charity:** Carol Wirsbinski
 - Carol reported on the discussion had by the Justice and Charity Committee (JCC) regarding ministry operations. The SJN Committee/Ministry handbook was created and approved by the PPC in 2016; the question arose as to whether this document should still be followed or if any new updates will be made.
 - The JCC has embraced Catholic Social Teaching (CST) as fundamental to the Catholic Tradition. *Just Faith* is no longer supported as a program within our parish and a new program is being developed that supports CST. The JCC members have significant experience in this area and would like to be involved in the development of this program. Communication between staff and the committee is vital.
- **Liturgy:** Mary Margaret Hoden
 - The committee is working on recruiting former volunteers that have not returned since the pandemic. SJN is still in need of ushers, altar servers, lectors, and Eucharistic ministers. Phone calls/emails are being made to ask if they would consider serving again as a ministry volunteer.
 - Ease of scheduling to make it easier for volunteers to sign up is in process. Also, team leaders will be assigned to each group of volunteers (i.e., ushers, altar servers, lectors, EM's)
- **Pastoral Care:** Mary Hoffman
 - The committee is updating their descriptions for volunteer positions. It was

suggested that having a “*Volunteer*” button at the top of the home page would be easier for parishioners to find and view. In addition, they stressed the importance of both website and paper access. A question also arose as to whether Ministry/Commitment Sunday would come back.

- A discussion took place regarding a possible *Healing Ministry* at SJN. This would begin in the fall. Three staff members will take part in a week-long training in early May.
- **Faith Formation:** Jeff Ritacco and Mickey Custodio
 - With the unfilled positions for the Faith Formation and Youth Minister coordinator positions, it continues to be a challenge filling in any gaps. Pat Howard has done an excellent job allocating responsibilities among the team.
 - First Communion, Confirmation and blessing of graduates will take place in May.
 - Registration for Faith Formation begins on June 1 for the upcoming school year. Registration will be online. Mickey remarked that the process is faster and more intuitive than what has previously been used.

Currently Anticipated June Agenda Items

- Pastor Update
- Introduction of new Council members
- PPC Election process – overview and feedback
- Evaluation of Open-Parish meeting
- Goals/Accomplishments of PPC/Committees
- Family/Children Ministries discussion
- John Paul II conference – *Healing the Whole Person*
- Parish Pastoral Council yearly retreat

Adjournment – Meeting was adjourned at 8:35 pm.

Next Meetings:

- Tuesday, May 10, 2022 – Open-Parish Meeting/Joint Council and Committee meeting @ 7:00pm (*Social Hall A/B*)
- Tuesday, May 17, 2022 – Discernment Meeting (*Social Hall A*)
- Tuesday, June 14, 2022 – Parish Pastoral Council meeting @ 7:00pm (*Social Hall B*)