

St. John Paul II Parish Council Minutes

August 22, 2017

Present:

John Frossard – Business Manager
Keith Alexander
Don Day

Kelli Drescher
Vicki Huffman
Linda Hunter
Janelle Lewis

Art Pratt
Mike Waiz
Christina Wheatley
Mike Winebrenner

Absent: Fr. Tom, Roger Bergh, David Hoffman, Dan Moore, Wayne Rieger, Dinah Tichey

I. Call to Order: The meeting was called to order at 7:00 pm by Don Day. John Frossard led the First Fifteen discussion.

II. Approval of Minutes: Minutes were approved

III. Additions to Agenda – None

IV. Business Manager Report– report submitted. Finances are in good shape at the current time.

V. Finance Report – report submitted. Mike Waiz reported that the Finance Committee discussed working with an online giving company to offer that means of giving to parishioners and also gain increased security. The company could also handle giving made through ACH transfers and gifts to the new capital campaign.

VI. Commission Reports

- A. Christian Service – report submitted
- B. Faith Formation – Vicki Huffman – report submitted
- D. Parish Life – Linda Hunter - report submitted
- E. School Commission and Preschool/Daycare – reports submitted. A new representative of the School Commission will begin a term in September.
- F. Spiritual Life – - report submitted
- G. Stewardship – - Connie Lewellyn - report submitted
- H. Youth Ministry– Kelli Drescher - report submitted

VII. Old Business

- A. **Capital Campaign** – CCS representative will be on campus the first week of September
- B. **St. Joe Rectory** – Rectory may be offered to the representative of CCS as temporary living space to reduce the parish's cost.

VII. New Business

Don Day passed around a sign-up sheet for Council members so that they could determine which parish activities they could attend throughout the upcoming year. The Council felt that it is important for them to show support for various parish activities.

Vision statement #7 will be discussed at the September meeting.

VIII. Fr. Tom's Comments – None – Fr. Tom is currently in Haiti.

IX. Parish Council member comments – Keith Alexander passed out a diagram of the new setup for the dining area for Turkey Shoot. The revisions have been made for safety reasons. He also stated that there will not be a tent this year for the Ministry Booth. The various ministries will have posters that will be posted along the path of persons coming into the dining room. He said volunteers are still needed.

Mike Winebrenner said he felt changes could be made to the parish Facebook page to encourage parishioners to feel that they are part of one church, not still members of the two former parishes. He also suggested that car magnets or stickers promoting the SJP parish could be made available to promote the new “brand.” He will contact Janna Jackson for her input.

X. Closing Prayer and Adjournment–. Meeting adjourned at 8:15 pm.

Next meeting will be September 26 at 7:00 pm at St. Joe Campus. Please note: meeting will be in old school building because of Turkey Shoot preparations.

Submitted by Mary Lynn Green

St. John Paul II Parish Council Agenda
September 26, 2017

I. Open with prayer – First 15

II. Approval of Minutes

III. Additions to Agenda

IV. Business Manager Report – John Frossard

V. Finance Report – John Frossard

VI. Commission Reports

- a. Christian Service – Wayne Rieger – no written report – Commission does not meet again until 9/27
- b. Faith Formation – Vicki Huffman- report attached
- c. Parish Life – Linda Hunter – no meeting
- d. School/Daycare – report attached
- e. Spiritual Life – Dinah Tichy – August meeting minutes attached
- f. Stewardship – Connie Lewellyn – no meeting this past month
- g. Youth Ministry – Kelli Drescher – report attached

VII. Old Business

VIII. New Business

- a. Vision Statement - #3 – *People who have a knowledge and love of scripture*
- b. Turkey Shoot Update

IX. Father Tom's Comments

X. Parish Council Member Comments

XI. Adjourn and close with prayer

Parish Financial News

I. Current Fiscal Year Finances

For the two months ended, August 31, 2017, current year **Total Revenues** for All Parish Operations are \$(2,961) or (0.4)% under plan. Sunday & Mission Collections are over plan \$ 1,464 or (0.8)%. Childcare and Other Fees are \$(1,462) or (1.0)% under plan. School Tuition is \$(6,164) or (1.9)% under plan due to timing of tuition receipts.

Total operating Expenses for the Two months ended are \$259 over plan due to timing.

To summarize, revenues are unfavorable vs. our budget by \$(2,961) and operational expenses are unfavorable by \$259 making our net unfavorable cash position \$3,220 under our fiscal year-to-date plan.

Expenditure Approvals at Last Finance Committee Meeting

The Finance Committee met on September 21, 2017. Highlights from the meeting include:

1. Karen Haas Reviewed one time expenditures for adding 7th and 8th grades. Most projects are now complete. 3 HVAC units were replaced in the Activity Center, the science lab is finished, the Cafeteria has their new convection oven & stove, waxing and stripping of floors were completed, additional outside lighting on the school building, and painting of classroom and hallways also new classroom furniture for the middle school. Karen Haas applied for and received a \$20,000 grant from the Archdiocese which will be used as a credit against purchases made through the archdiocese for the furniture and science lab.
2. The improvements to the old school on the St. Joe Campus have been substantially completed for the reopening of the building for Children Liturgy of the Word, Nursery, quilting room and Meeting rooms. The building will now be referred to as The St. John Paul II Meeting Center and the meeting rooms are named Matthew, Mark, Luke and John.
3. **Parish Security Report.** Vince Thacker reviewed current status; Committee already approved moving forward on the security cabinet for the server located in the Activity Center - \$1,200 and adding a camera to be used by the office personnel in Day Care Building 1 to see who is at the front door before pushing the button to unlock the entry door - \$3,500. Both projects are to be completed in October.

4. **Charity Gaming** – all licenses were renewed and in place. We are currently developing a “Worker” list for the Turkey Shoot volunteers working in the Gaming Booths. The updated list is due the first week of September to Charity Gaming Office. (Completed and submitted to Department of Charity Gaming.

5. **On Line Giving Program** – Had several meetings discussing the advantages of using “Faith Direct” vs. other available providers. Signed up with Faith Direct and will be rolling out to all parishioners in October. The First Etithe Ach Draft with Faith Direct is scheduled to occur November 4th. All parishioners will receive a direct mail letter explaining the program. Current Etithers will not need to do anything unless they elect to make changes.

Respectfully submitted,
John Frossard, Business Manager

Date : 09/08/2017

St. John Paul II Balance Sheet Aug-17		St John Paul II Aug-17	St John Paul II Jul-17	Increase (Decrease)
ASSETS				
Cash				
1010.000 - Regular Checking (Church)	\$ 185,843	\$ 182,591	\$ 3,253	
1012.000- Day Care	\$ 112,913	\$ 76,350	\$ 36,563	
1013.000 - Cafeteria Account	\$ 27,865	\$ 30,312	\$ (2,448)	
1019.000 - Ladies Club Checking	\$ 30,026	\$ 27,170	\$ 2,856	
1007.000 - Stipends	\$ 6,409	\$ 6,680	\$ (271)	
1016.000 - Capital Improvement	\$ 3,442	\$ 15,928	\$ (12,486)	
1017.000 - Capital Campaign	\$ 94,448	\$ 94,448	\$ -	
1018.000 - Men's Club Checking	\$ 24,512	\$ 24,667	\$ (155)	
1020.000 - Charity Gaming Cash	\$ 45,846	\$ 53,454	\$ (7,608)	
1029.000 - Cemetery	\$ 32,741	\$ 28,976	\$ 3,765	
1026.000 - School, Technology, & Tuition Asst.	\$ 78,771	\$ 174,940	\$ (96,169)	
1023.000- Athletics	\$ 14,675	\$ 15,122	\$ (447)	
1024.000 - Christian Service Commission	\$ 39,119	\$ 35,619	\$ 3,500	
Total Cash	\$ 696,610	\$ 766,257	\$ (69,647)	
ADLF DEPOSITS				
1041.000 - Cemetery ADLF Account	\$ 99,509	\$ 99,445	\$ 63	
1043.00 - SCHOOL	\$ 245,678	\$ 245,522	\$ 156	
1039.000 - Day Care	\$ 68,922	\$ 68,878	\$ 44	
1040.000 - ADLF - Church Savings	\$ 130,128	\$ 130,045	\$ 83	
1044.000 - ADLF Deposit Ladies Club Savings	\$ 27,713	\$ 27,695	\$ 18	
1048.000 - New Church Building Campaign	\$ 308,088	\$ 307,892	\$ 196	
1042.000 - ADLF Deposit Facilities Repair/Upk	\$ 39,618	\$ 39,592	\$ 25	
Total ADLF Deposit	\$ 919,655	\$ 919,070	\$ 585	
Total Assets	\$ 1,616,265	\$ 1,685,327	\$ (69,062)	
Liabilities, Fund Principal, & Restricted Funds				
Fund Principal				
3000.000 - Prior Year Net Assets	\$ -	\$ -	\$ -	
3100.000 - Revenue over (under) Expenses	\$ 1,569,193	\$ 1,569,193	\$ -	
Excess Cash Received	\$ 47,072	\$ 116,134	\$ (69,062)	
Total Fund Principal and Excess Cash Received	\$ 1,616,265	\$ 1,685,327	\$ (69,062)	
Restricted Funds				
Total Temporarily Restricted	\$ -	\$ -	\$ -	
Total Permanently Restricted	\$ -	\$ -	\$ -	
Total Restricted Funds	\$ -	\$ -	\$ -	
Total Liabilities, Fund Principal, & Restricted Funds	\$ 1,616,265	\$ 1,685,327	\$ (69,062)	

**ST JOHN PAUL II
INCOME STATEMENT
For the Two Months Ended
31-Aug-17**

	Aug-17	or the 2 Months Ended 8/31/2017			9/11/2017	
	YTD	2017-18	YTD	%	2017-18	
REVENUES	Actual	Budget	Variance	Variance	Budget	
PARISH INCOME						
Ordinary Revenues						
1	Sunday & Other Collections	185,810	184,346	1,464	0.8%	1,066,000
2	Donations & Contributions	49,562	50,198	-636	-1.3%	302,587
3	School Tuition & Assistance	318,370	324,534	-6,164	-1.9%	1,105,596
4	Childcare & Other Fees	141,113	142,575	-1,462	-1.0%	759,034
5	Fundraising Income	7,352	6,331	1,020	16.1%	225,850
6	Cemetery Income	6,900	1,208	5,692	471.0%	7,250
7	Cafeteria & Concessions	17,473	17,800	-327	-1.8%	147,500
8	Rental & Other Income	18,466	21,056	-2,590	-12.3%	99,000
9	Interest & Investment Income	712	670	42	6.2%	4,020
10	Restricted Income	0	-	0	0.0%	-
11	Total Ordinary Income	745,756	748,718	-2,961 U	-0.4%	3,716,837
Other Revenues						
12	Christian Service Outreach	28,905	20,551	8,355	40.7%	152,228
13	Club Revenues	3,265	3,990	-725	-18.2%	43,500
14	Bequests & Grants	0	-	0	0.0%	-
15	New Building Donations	435	-	435	#DIV/0!	-
16	Capital Improvement Donation	2,463	1,693	770	45.5%	15,000
17	Total Other Revenues	35,068	26,233	8,834 F	33.7%	210,728
19	TOTAL INCOME	780,824	774,951	5,873 F	0.8%	3,927,565
EXPENSES						
PARISH EXPENSES						
Ordinary Expense						
20	Salary Expense.	262,695	269,145	-6,450	-2.4%	1,799,742
21	Benefit Expense	73,617	75,835	-2,218	-2.9%	477,803
22	Training & Education	2,558	3,533	-976	-27.6%	25,350
23	All Assessments	41,182	41,158	24	0.1%	247,301
24	Cemetery Expense	294	142	152	107.5%	850
25	Out of Parish Collections	6,563	4,000	2,563	64.1%	24,000
26	Bank Fees & Bad Debt	340	183	157	86.3%	1,095
27	Rent - Parish Facilities (DC)	15,833	15,833	0	0.0%	95,000
28	Administrative Expense	22,245	23,845	-1,600	-6.7%	100,442
29	Stipends, Social & Misc Exp	3,031	1,857	1,174	63.2%	11,400
30	Fundraising Expense	4,234	3,271	963	29.4%	63,400
31	Utility Expense	19,794	16,721	3,073	18.4%	122,064
32	Property & Facility Expense	73,710	74,725	-1,015	-1.4%	424,175
33	Spiritual Life/Liturgy Expenses	4,958	7,802	-2,844	-36.5%	57,470
34	Program & Instructional Expense	69,303	59,802	9,501	15.9%	193,528
35	Tuition Assistance Program	0	-	0	0.0%	21,000
36	Athletic Expenses & Fees	8,225	10,471	-2,246	-21.4%	49,470
37	Total Ordinary Expense	608,582	608,323	259 U	0.0%	3,714,091
Other Expense						
38	Christian Service Outreach	40,602	17,238	23,364	135.5%	150,500
39	Capital Improvements	74,522	174,200	-99,678	-57.2%	328,600
40	New Building Expenses	9,285	-	9,285	#DIV/0!	-
41	Club Expense	761	5,006	-4,245	-84.8%	43,500
42	Total Other Expense	125,170	196,444	-71,274 F	-36.3%	522,600
43	TOTAL EXPENSES	733,752	804,767	(71,015) F	-8.8%	4,236,691
44	NET TOTAL INCOME(DEFICIT)	47,072	(29,816)	76,888 F	-257.9%	(309,126)

	YTD	2017-18	YTD	%	2017-18	
	Actual	Budget	Variance	Variance	Budget	
45	Net Ordinary Income (Expense)					
	Total Ordinary Income	745,756	748,718	-2,961 U	-0.4%	3,716,837
46	Total Ordinary Expense	608,582	608,323	259 U	0.0%	3,714,091
47	Net Ordinary Income (Expense)	137,174	140,395	-3,220 U	-2.3%	2,746

St. John Paul II Faith Formation Commission
Thursday, September 14, 2017 Meeting Minutes

- First Fifteen Reflection was led by Vicki Huffman
- Attending : Vicki Huffman, Carolyn Lanham, Kristina Seipel, Cheryl Saufer, Lynell Chamberlain
Absent: Sean Smith, Ann Christiani, Barbara Renn
- Approval of July 11 minutes - Motion made by Carolyn Lanham, Seconded by Lynell Chamberlain
- **Programs/Activities**
 - Ongoing Program Updates
 - Our registration and attendance in our K-12 Religious Education programs is at 115. This is a slight increase from last school year.
The program is in need of a K-1 teacher (all teachers were in place until very recently when a teacher resigned due to health issues) Kristina plans to recruit a replacement and will talk to Father Tom about making an announcement.
It was also reported that middle school parents took it upon themselves to create a volunteer parent schedule due to some behavior issues in the classes.
 - RCIA is going well. There are 7 participants. The teaching Mass was on Sept 12.
 - Adult Faith Formation Update -> ***Mission Beyond*** – The July kick off was enjoyable and was attended by approximately 75 parishioners. Approximately 50 people attended the August 13 activity -> What’s my Story. The Spiritual Gifts Course previously scheduled for September had to be postponed and will be rescheduled at a later date. The October event in the series will be about Falling in Love with the Scripture and Br Bob Baxter will join us in November. So far a relatively successful series. attendance at programs/activities
 - Marriage Enrichment is scheduled for April 7. Recruiting is in place for additional couples. Five Love Languages was cancelled due to lack of response.
 - Nursery is in desperate need of volunteers! This is a service being offered for parents of children 6 months -4 years old but is in jeopardy without consistent volunteers to help out. Commission discussed possibilities. Kristina will discuss with father. CLOW is going very well.
 - First Eucharist/Confirmation – no changes from last meeting
 - Family Faith Formation – no updates
 - Catechetical Sunday – Sept 17 – There will be a blessing at all masses for all teachers in the parish (Religious Education teachers, VBS, Faith Formation members, St JPll school teachers and parents). We plan for this to be an annual event and discussed possible ways to expand the celebration in the coming years! The commission is open to all thoughts and ideas!

- **Other**

- **TURKEY SHOOT** – Oct 1. Vicki reported that the commission needed to update the trifold display from last year. Kristina volunteered to do this and the commission discussed what should be on the display board. When Kristina completes the new design she will take it to Keith Alexander.
- **Formed** – As of 9/18/2017 113 parishioners are using Formed. *(Addition to minutes)*
- The commission is still in search of more committed Faith Formation Members. As of the September meeting the following positions are filled: Chairperson-> Vicki Huffman, Co-chair -> Carolyn Lanham, Recorder-> currently meeting by meeting volunteer. Cheryl Saufer has agreed to take minutes for the November 16th meeting
- Parish Council Report – Vicki will submit the minutes of the meeting. Since the commission only meets every other month there will not be a report submitted if the commission does not meet unless something changes or needs to be addressed outside of the regular meetings.
- The following upcoming parish activities were discussed:
 - Parish Retreat Sept 16th

Kristina will be promoting Mission Beyond activities and Vicki volunteered to help out as Parish Council Rep. She and Carolyn will be helping by passing out name tags and welcoming people to the event.
 - St John Paul II Day – Oct 22nd

No details on this event at this time.
 - Advent activities will include Advent reading materials on the racks of both chapels (Dolores Snyder), Breakfast with Santa (first Sat in December -> the 2nd). Faith Formation will participate and have planned activities. The Commission members will bring their best ideas to the November meeting to discuss, choose and plan. Members will be in charge of chosen activities at the event. Ideas could be a traditional Christmas idea like a Jesse Tree or an Advent Wreath or??? We would like to have an activity to complete at the event and also an activity for at home.
 - Other discussion was about Natural Family Planning and the availability and training that is available to Catholics in this area of the state. The commission members feel that it is important to at least publish the information available to give young couples (at the very least) a contact site (archindy.org NFP)
- Members participated in the reciting of the Our father and the meeting concluded

Next Meeting date: Thursday, November 16, 2017 6:30 pm, Mark Room - St Joe campus



ST. JOHN PAUL II CATHOLIC SCHOOL

CURRICULUM/PROFESSIONAL DEVELOPMENT

- **Baseline Assessments:** All teachers have completed baseline assessments for their students including STAR Assessments.
- **Archbishop Mass and Reception:** I attended the Archbishop's Mass for parish leaders at the Cathedral in Indianapolis. The theme was Co-Workers in the Vineyard, and the Archbishop spoke about the important role each parish plays in the archdiocese.
- **Technology Professional Development:** The monthly training with Five Star Technologies provided the teachers an opportunity to show examples of how they are using technology in their classroom. Suggestions were given on how to enhance other lessons with technology.

EVENTS

- **Family Friday:** The presentation by Mrs. Meyer's 5th grade students focused on the Gifts of the Holy Spirit. Each gift was named, and examples of how to use that gift were given. This theme was chosen to coincide with the focus on the 2nd Parish Vision Statement "People who are open to the gifts of the Holy spirit in their lives"
- **JPII Parent Group:** The parent group has been busy doing many nice things for the students and teachers. The parent group sponsored and provided supervision for two inflatables on Walk-A-Thon Day. The group provided the teacher with back to school gifts, and will host a luncheon for faculty and staff later this month. Many thanks!!
- **Parent/Teacher Conferences:** Our teachers do a great job communicating with parents each day with classroom newsletters, emails, photos, Remind texts, etc. As the first quarter comes to a close, all parents are invited in to speak with their teacher for a more "formal" conversation about their child's progress. These will take place the week of September 25th just before our Fall Break.

FUNDRAISING/MARKETING

- **St. John Paul II Catholic School Color Run:** It has been a goal to decrease the fundraising at our school. Our remaining fundraisers focus on fellowship more than the funds generated. The Color Run certainly provides fun for families. Thanks to our co-chairs Alicia McAfee and Amy Wheatley for another fun event!
- **JPII Adult Knight Out:** Mark your calendars for another fun event hosted in the Parish Hall at the St. Joe Campus on Saturday night, November 11.
- **Facebook:** Don't forget to "Like" the St. John Paul II Catholic School's Facebook page. (facebook.com/StJohnPaulSchool) It is a great way to keep up with the many fun and educational things going on in our school!
- **Spirit Wear:** This year's spirit wear designs look great and are an easy way to show support for our school. The students wear them to school once a month on our Family Friday days. Families are asked to submit photos for the school newsletter of them wearing their spirit wear shirts while on Fall Break.
- **Car Decals:** We would love for all parishioners to show your support of the school with a car decal. They are free to anyone who would like one for their vehicle.

Spiritual and Evangelization Commission St. John Paul II Parish

Dinah opened the meeting with "The First Fifteen". The people present were Mary and Terry Wright, Kathy Eberle, Linda Helms, Joan Dilger, Bunky and Tex Very, Dinah Tichy, Delores Snyder, and Father Tom.

Retreat Sept. 16th.--Bunky and Tex reported that all the posters are now in place and Bob sent e-mails to all the parishes to be put in their bulletins. The lunch is planned along with the kitchen help. Doughnuts will be served with coffee before the first talk. Name tags will be given at the door and greeters will be available. Father will announce about the retreat at all the masses.

Small Groups--Delores said that the groups seem to be anxious to restart this fall. One of the groups has 20 people but she doesn't want to break it up into smaller groups at this time. She has lots of material to work with and she can meet with groups beginning if need be. Father Tom said that our committee needs to think of ways to get more groups started. We need variety and options to choose from. He suggested using the book "We Make the Road by Walking."

Adoration--Linda reported that there are two slots to be filled in addition to the ones that need filled in the night hours. She is working it out with substitutes like she has been doing.

Family Retreat--Dinah said the retreat that she has been working on that has been canceled. she and Marlene Stammerman are going to search for a suitable lodge which they plan to schedule in the Spring of next year.

Feast of St. John Paul--The date of this celebration is October 20/21. Dinah said that she will contract Taylor to see what she is planning for the event and if she is working with the Parish Life. Dinah will also contact Cathy Thomas.

Fatima Event--Phyllis called to get permission from our committee for their event on Oct. 13th. She has our permission except if she wants the school children included they will not be available due to fall break.

Formed--The committee had positive comments. We talked about how we could promote it more than what we are doing.

Other Spiritual life Offerings--Kathy told us that she attended one of the Mission Beyond meetings and she enjoyed it. Marlene Stammerman gave the witness talk which was very good. Linda showed us a Fatima candle that maybe would be nice to sell after Masses about two weekends before the Oct. 13th event .They are \$36 per dozen. Father said we could order three dozen to sell.

The meeting closed with prayer. Our next meeting will be Sept. 21st at 6:30 at St. Joe Campus.

Parish Council Report – Youth Ministry
September 2017

Athletics

- Volleyball Season is still happening! 5-8 season is over, but 1/2 and 3/4 are still playing.
- Basketball season is gearing up! Open gyms happening now and 5-8 teams evaluations are scheduled. (high school basketball starts in November, K-2 basketball starts in December, 3/4 basketball starts in January)
- Cheer season matches the basketball season.
- New team chairs have been ordered. Athletics is going to sell the old “Ace” chairs, but they are currently working on a way to make sure everyone has a fair chance to get one.

Youth Ministry Programming

- Faith Fill-Up Fridays- September had about 20 folks participate. October FFF is cancelled due to Fall Break and I will be out of town.
- YM Fundraiser – Wall of Money- was a huge success! We have raised over \$4200
- I attended the Youth for Christ Athletic Club (YFCA) (also known as Fellowship of Christian Athletes or FCA) meeting at SCHS and got to visit with youth. I hope to attend more this year.
- Confirmation Program- September events included a sponsor session and teaching mass.
- Youth Ministry Commission mtg was held.
- NCYC – behind the scenes work is continuing with Arch Indy and parish prep is coming together.
- Middle School youth have the opportunity to go to a “mini” NCYC called Holy Fire held in Chicago. We will be leaving on Friday afternoon and spending the night outside of the Chicago area, attend the conference on Saturday and return home that night. We have 7 youth attending this. It is a newer conference and we look forward to having a good time!

Submitted by: Dawn Schepers, Youth Minister