

ROLES within PARISH LIFE COMMITTEE

As of 3/1/2024

CHAIRPERSON with All Committee Members

Patty Dean

Conduct Monthly Parish Life Meetings – Lead prayer, introductions, keep meeting moving, adjourn meeting.

Write and submit Bulletin Notices for upcoming PL Activities and Events. Submission to Parish Office Administrator must be by each SUNDAY before 10am for the following Sunday's bulletin.

TREASURER

Linda Beck

Keep and report Parish Life funds on record as confirmed by the Parish Business Manager.

Collect Parish Life dollars after any Parish Life fundraiser. Treasurer will take total amounts to Parish Business Manager and receive a receipt from Parish Business Office.

For reimbursement of an Activity or Event expense the leader of the activity should obtain a reimbursement form from either the parish website or the Parish Life Treasurer. Upon completion of the form, and before submission to the Parish Business Manager, the activity leader should make a copy of the form and send the form and original receipt(s) to the Parish Life Treasurer for his/her records. Parish Life reimbursement will be via Check.

RECORDING SECRETARY

JEANETTE LOSEKAMP

Attend and take notes at Parish Life Monthly Meetings.

Create each month's Meeting Agenda from prior month's meeting notes

Email to Parish Life Committee Members the prior meeting notes and next month's Meeting Agenda as part of reminder of next meeting date and time. Correspond as needed on behalf of Parish Life.

ACTIVITIES AND EVENTS ROOM CO-ORDINATOR

PATTY DEAN

Reserve meeting and activity rooms with parish office as requested.

Responsible for creating and publishing PL upcoming activity dates and events with community outlets, such as Harrison Recreation sign on Harrison Avenue; Harrison Press; Harrison Happenings, etc.

Coordinate with Teresa Palmer, Parish Communication Director:

Assure up-to-date information is on the **Parish web site.** Post upcoming events 1-2 months out

Place Parish Life Mission Statement and other pertinent information on the church website is www.stjb.net

ANNUAL PARISH LIFE EVENTS

Anniversary Mass and Luncheon Phyllis Morris

The date of this event is the first or second Sunday in October, depending upon the pastor's calendar. Purpose is to celebrate parishioners' significant wedding anniversaries: 25, 50 and 75 years. After Mass a luncheon is held in the meeting room off the gathering space in the back of church.

El Salvador Sponsorship Patty Dean

Coordinates Parish Life Team donations with El Salvador Sponsorship of a Child parish committee. Majority of donations are from the Parish Life's Junk in the Trunk proceeds. Collects information of student(s) sponsored and reports to Parish Life Team

Trunk or Treat Mary Lohmann

The date of this event is the Sunday afternoon before October 31. Trunk or Treat is held in the parking lot of St. John the Baptist School campus. Coordinate date with the City of Harrison's Spooktacular event held at the Harrison Community Center. Creates registration form and takes reservations for parking lot space. Advises Parish Life Bulletin Coordinator and Events Coordinator of Date (Sunday before Halloween.) Sections St. John the Baptist parish parking lot for cars. Coordinates concession stand with parish life members and/or Youth Group, etc.

PARISH LIFE ACTIVITIES

The Breakfast Club Debbie Hansell

(Every other Even Month) Lead social 9:30AM gathering, 2nd Saturday of every other even Month. Assure Bulletin Notice Coordinator has information as necessary. Held at Bob Evan's Restaurant, Harrison, Ohio

J.U.L.I.E.T.S Phyllis Morris and Nancy Tiemeier

(Every other Odd Month) Lead Women's 11:30AM Luncheon, 4th Thursday of every other odd Month. November's luncheon is 2nd Thursday due to Thanksgiving holiday. Assures correct dates are provided to Bulletin Coordinator and Events Coordinator. Coordinates logistics with Harrison Ohio's Monks Kitchen owner, John Frerick.

R.O.M.E.O.S

(Monthly)

Hub Martini

Leads Monthly Men's 11:30AM Luncheon, 1st Tuesday of every Month. Assures correct dates are given to Bulletin Coordinator. Coordinates logistics with Harrison Ohio's Monks Kitchen owner, John Frerick.