

**St. Margaret Mary Parish
Pastoral Council Minutes
January 7, 2002**

Present: Rick Burton Molly Fara Cathy Kaduk John Paul Lischon
Don Cronauer Tom Gavin Joe Kash Fr. Danny Soriano
Byron Eden Mike Hawley Fr. Bill O’Shea Tom Walz

Also Attending: Tim _____

Not Present: Diane Sellinger

Opening Prayer: Cathy Kaduk

Approval of Meeting Minutes

Minutes of the December 4th meeting were approved without changes.

Discussion Items

A. Updates and Decisions on Building Addition Proposal

Fr. Bill and Mike Prus have contacted the diocese’s Council of Administrators and are scheduled to present the building proposal and architectural contract for preliminary approval at their February meeting.

Tim, Fr. Bill, Dick Backer and Rick met with Naperville’s City Commission department heads on December 20th to review the drawings, plans and specifications. The department heads were very helpful and gave several recommendations. They suggested that we obtain professional services from a civil engineer and traffic expert. Members of the fire and safety departments will be needed to review entrance/exit accessibility during the construction process. The chapel will have to have sprinklers added in order to comply with safety regulations.

Gene Elliot of Larson and Darby, Inc. has proposed a contract for the building addition, using the same contract that is generally used by the Joliet diocese. Their fee would be 8.5% of the total construction costs, but any fees that have already been paid by SMMP will be subtracted from this percentage total.

The Building Committee recommended that Council approve hiring Larson and Darby as the architects. This company has worked often with the diocese and has done much at our parish in the past. If Council approves the recommendation of Larson and Darby, the next step is to obtain approval from the Council of Administrators. If approval is given on the proposed construction by both the parish and diocese, the design, specification and construction plans would be developed and finalized then bids would be solicited. Contracts would then be signed with the subcontractors, and permits would be obtained. Larson and Darby would coordinate all the work with Gene Elliot as the main contact person between the company and our parish.

It was approved that Larson and Darby will be recommended to the diocese to be used as architect.

There is a need to communicate the information of the proposed addition with the parish, at the ‘schematic design’ stage, when real information and designs have been formatted and in presentation format. At that time parishioners will have an opportunity to provide feedback.

Consensus: Council has approved the recommendation of Larson and Darby for the proposed building addition contract. This recommendation will be presented in February to the diocese’s Council of Administrators. If approval is given, further plans will be made with Larson and Darby to finalize drawing plans which will be presented to parishioners in order to obtain feedback.

B. Worship Space Expansion Proposal

At their December meeting, members of the Worship Commission recommended that a liturgical consultant should review the proposed plans for worship space expansion. They would support worship space expansion as long as the seating arrangements are liturgically pleasing and correct.

The question was raised whether any worship space expansion would eliminate those who choose to stand in the narthex during Masses. It was thought that some of the people who are in the narthex are there by choice (or need) during some of the masses. However, it would be beneficial to provide seating for those who are in the narthex but prefer to have a place to sit in the worship area, and to eliminate the need to set up temporary seats on a regular basis in the narthex.

The issue of increasing worship space is a decision issue for both the Christian Worship Commission and Council, in different degrees. Council members would generally feel uncomfortable to support an expansion that was not supported by CWC. Gathering input from parishioners and possibly a liturgical consultant is important, in reviewing the designs for worship space expansion. There was a suggestion that additional Masses could be included in the weekend schedule. However, it was noted that many people come to the Mass that they come to because it is most pleasing to them, either due to the family's schedule, or what is offered at that Mass, or both. Therefore, we should attempt to provide seating for all of those who want to be seated in the worship space. Some felt that this is a matter to be decided at the Pastoral Council level because it involves the entire parish, while most felt that the Worship Commission support was important before proceeding.

The Worship Commission will continue to discuss this issue and report back to Council.

C. Bulletin Announcement Concerning Building Proposal and Next Steps

Diane is still working on the bulletin announcement concerning the building proposal.

Volunteers are needed to work on the PR and capital campaign process. A committee needs to be formed which will be the nucleus of these actions. A subcommittee was formed to solicit members for this committee, consisting of Fr. Bill, Mike Prus, Sr. Madelyn and Molly. All Council members are asked to think of potential members for this committee who are good at communications, PR and fund-raising.

D. PC Election Update

Joe and Tom Gavin have finalized a proposed timetable for the election and the ads, which will be placed in the bulletin. In addition, they presented the procedures for counting ballots and absentee voting for review. The election will be the weekend of May 4/5. All Council members are asked to think of potential Council members to encourage as candidates.

E. Appreciation Dinner Update

Mike signed up volunteers from Council members for cleanup after the Appreciation Dinners, but more are still needed. Commission heads are asked to solicit additional volunteers and report back to Mike.

F. Regional School Update

The committee met again this month. The Bishop has been asked to contact owner of 75th and Naper property again to solicit his intentions. Another look will be made at corner of 87th and Leverage, which is currently owned by the diocese.

Commission Reports

Administration Commission

No new report.

Christian Education

The Commission is now meeting on a quarterly basis, and is looking for much-needed new members.

Christian Service

Charitable Contributions has made 3 contributions this month. Daybreak normally services two families but at this time they are running short of mentors, so only one family can be serviced. Food Pantry is running short of food, and a campaign is being held on February 16/17 for each family to bring in a can of food. St. Vincent de Paul had clothing drive this past weekend. Pro-L.I.F.E. had a meeting that included 10 exchange teachers who teach in Aurora and had been helped with furniture from SMM parishioners.

Worship

They are planning to invite the Iowa Newman Center Choir in the near future to sing at all of the Masses. Families of the parish will be asked to help house the choir members. The Eucharistic Minister procedures are being reviewed again.

Youth Representative

No new report.

Pastor's Comments

Thanks to everyone for a good meeting and thanks to Molly for chairing the meeting for Mike tonight. His Ground Zero homily has been shared with many others and he's been getting a lot of positive feedback from it. Staff members will meet soon to prepare for the year's needs.

Final Whip Around

It was a good meeting and Molly is thanked for leading the meeting. Rick is thanked for his continued good work on the building addition proposal.

Closing Prayer

Meeting adjourned 9:45

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Diane	12/04/01	Place announcement in bulletin concerning building proposal status	ASAP
Mike	12/04/01	Send letter, with feedback from Council members, to Alex Bajuz and Tom Cordaro	ASAP
Fr. Bill, Rick	1/7/02	Meet with Council of Administrators and report results to Council	2/5/02
Fr. Bill, Molly, Mike Prus, Sr. Madelyn	1/7/02	Form subcommittee to solicit members for PR/Capital Campaign Committee	2/5/02
All Members	1/7/02	Consider possible candidates for Council and members of PR/CC committee	2/5/02
All Members	1/7/02	Notify Mike if available for cleanup after Appreciation Dinners	ASAP

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Rick	12/04/01	<ul style="list-style-type: none"> • Meet with City Commissioners to generally review plans • Ask Gene Elliot to submit contract proposal • Obtain architect approval from diocese • Set up date to meet with diocese building committee 	ASAP

Refreshments and Prayer:

February 5: Molly

March 5: Tom W.

April 2: Byron
May 7: Rick
June 4: Mike H./Katrina

Hospitality Sundays:

February 10: Worship
March 17: Service (LIFE)
April 14: Administration (Diocesan Appeal)
May 5th: Education (Time and Talent Sunday)
June: None

Respectfully submitted by Katrina Meder