

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

**Present:** Rick Burton Tom Gavin Cathy Kaduk Diane Sellinger  
Don Cronauer Mike Hawley Joe Kash Fr. Danny Soriano  
Molly Fara Pala Jarecki Fr. Bill O'Shea Tom Walz

**Also Attending:** Mike Prus Chuck Marquis Sr. Madelyn Gould

**Not Present:** Byron Eden John Paul Lischon

**Opening Prayer:** Rick Burton

**Approval of Meeting Minutes**

Minutes of the April 2<sup>nd</sup> meeting were approved with the following change: The Christian Service Commission's Flea Market is scheduled for **July 6<sup>th</sup>**.

**Discussion Items**

**A. Parishioner Input**

Don brought three requests to Council on behalf of the Christian Service Commission, which they feel are consistent with our parish's mission to be the 'Parish with a Heart'.

- Purchase an Automatic External Defibrillator. He has gathered information about this equipment, which would cost approximately \$2,800. SS. Peter & Paul parish has obtained four of these machines. It would be kept in the church for medical emergencies. Selected members of the Staff and members of certain ministries would need to be trained in both Cardiopulmonary Resuscitation (CPR) and the use of the machine. This item has been referred to the Administration and Christian Worship Commissions.
- Provide reserved handicapped seating in the front area of the church. This item has been referred to the CWC.
- Place a pamphlet rack in the narthex to be filled with brochures for the various volunteer opportunities within the parish through the Commissions. This has also been referred to the CWC.

**B. Replacement of Rectory HVAC System**

The semi-annual inspection of the rectory's HVAC system was made recently and significant problems were found. Several components are malfunctioning on the 20-year-old unit. The company performing the inspection, Trade Winds, provided costs for both options to either repair or to replace the units. The system could be repaired for \$800-\$1,400 (with potential additional problems in the near future as could be expected with a system this old), or the furnace, air conditioner and humidifier system could be completely replaced for \$6,272 which includes a multi-unit discount. The new system is expected to be more cost-efficient. Mike Prus asked for a timely decision on the matter since the warm weather has begun and the air conditioner will be needed. Funds for this item would come from the Repair and Replacement account.

Members of Council approved of the need for a new system but were concerned that only one company had provided an estimate for this costly expenditure. Approval was given to Mike Prus to replace the entire system once he has received one or two other bids and to make his decision based on the cost of the system and the reputation of the companies.

***Consensus: Approval was given to replace the HVAC system, once additional bids have been obtained and reviewed.***

**C. Financial Update**

Chuck Marquis, on behalf of the Finance Committee, presented the financial budget for fiscal year 2002-2003 (Fiscal 2003) with supporting financial data. He also requested the establishment of a

Reserve Account for the building expansion project, and a decision on the request by Bishop Imesch to contribute to the diocesan assistance fund.

Approval of Fiscal 2003 Budget:

- The Sunday collections for Fiscal 2002 have increased significantly at an estimated 8.5 percent, mostly due to last fall's Stewardship Campaign. The momentum is expected to continue into the next year, with an expected additional increase of 3.2%.
- Expenses/disbursements have increased a modest 3% in the current fiscal year. They are expected to increase another 4.1% over the next fiscal year, while still allowing an Operating Cash Flow surplus of \$237K or 3%.
- Major improvements and repairs are expected to total \$69,200 for Fiscal 2003.
- The Total Change in Fund Balance is estimated at \$168K with a remaining account balance of \$1,220,596. All of these figures are prior to an approval to move funds into a Church Expansion Reserve Fund for \$500,000 (noted later).
- Members of the Finance Committee feel that this budget is prudent, meets the needs of the parish, and include educational programs and related expenses which have been included for this financial year that may have been previously held back due to financial concerns. In addition, items have been included to expect the future repair or replacement needs for our church site and rectory.

**Council members requested time to review the financial documents provided. They will forward any questions or concerns to Chuck via email as soon as possible. The issue will be reviewed at next month's meeting with an approval expected, once all of the remaining concerns are addressed. In addition, another month's of Sunday collections will be recorded to further calculate the trend of receipts to provide additional information for the decision-making process.**

Approval of the establishment of Parish Expansion Reserve Account:

- The Finance Committee made a request to establish a Reserve Account for the SMMP expansion project, with permission to disburse funds as necessary. The funds would be moved from the Capital and Repair & Replacement accounts, and noted on the financial reports as a separate line item.
  - An expected \$500K will be needed to support the costs of the project over the next 12-14 months.
- Council members approved the establishment of the new account and a separate line item on the financial reports, with the funds provided from the Capital and Repair & Replacement accounts.**

Approval of the request by Bishop Imesch to contribute to the diocesan assistance fund:

- In the spirit of the Jubilee Year (2000), Bishop Imesch asked parishes to forego their savings interest and many parishes contributed to this request. Twenty-six parishes received \$1,406,027 in assistance through the generosity of 65 parishes and the diocese. Our parish contributed over \$39,000.
- The bishop has requested additional assistance in this effort, with several creative options suggested to each parish to solicit funds, including foregoing interest on deposit accounts, taking up a special collection, contributing one week's of Sunday collections, making an outright gift, or having a fundraiser.
- The Finance Committee and Administrative Commission have considered this request and made a recommendation to Council. They do not feel that it would be prudent to solicit funds from the congregation with a special collection. They expect that this fiscal year's receipts will require our parish to pay an additional \$10,000 to the diocese in assessments in Fiscal 2004. Therefore it is recommended that the parish contribute \$10,000 this year, as long as contributions continue at the same rate.

**Council members agree that while they wish to contribute to the diocese to assist neighboring parishes in need, soliciting these funds via a special collection is not desirable. It is recognized that with the current crisis in the Catholic church, diocesan contributions may be reduced and additional funds will be requested from/required by the parishes. Council agrees that a contribution of \$10,000 is acceptable, but wishes to know, especially when accounting to parishioners, that the funds are distributed directly to a parish in need. Additionally, it is**

**acknowledged that this may become an annual additional assessment, and should become a new budget line item. The final decision on this matter is deferred to the June Council meeting.**

#### **D. PC Elections**

The At-Large candidates, Harry Dubnick and Matthew Johnson, have both attended the discernment and orientation sessions and are looking forward to becoming the new Council members. They will be introduced to the parish through announcements with biographies in the bulletin and will attend the June Council meeting.

The question then rose whether members of staff and/or the Nominating Committee are authorized to 'screen' candidates prior to an election. Wording in the Constitution is vague enough to allow for some such screening, specifying that a candidate must meet the position's criteria. It would be beneficial to have this matter clarified for future elections. Tom Gavin and Joe will review the Constitution to see if alternative wording is needed, and it will be discussed at the June meeting. Their suggestions will be sent via email to Council members prior to this meeting.

*Consensus: Tom Gavin and Joe Kash will review the wording in the Constitution as it relates to 'screening' of candidates due to their inability to perform their duties and offer alternative suggestions at the June Council meeting. Their suggestions will be sent to Council members via email prior to the meeting to allow time for review.*

#### **E. Sexual Abuse Crisis in the Church**

At last month's meeting Council members discussed the sexual abuse crisis currently plaguing the Catholic Church and considered what could be done within our parish to help parishioners deal with the issue. Much educational information has been shared between Council members during the month. Fr. Bill addressed the issue directly in his homily on the weekend of April 13<sup>th</sup> and 14<sup>th</sup>, and will print an edited version of this homily in the May 11<sup>th</sup> and 12<sup>th</sup> bulletin. A letter from Bishop Imesch has been printed in the bulletin. In addition, Sr. Madelyn has scheduled a presentation by Bishop Imesch at our church on May 14<sup>th</sup>. The agenda for the presentation includes an introduction on why the bishop has come to our church to address the issue, the presentation by Bishop Imesch, articles shared with attendees and a questionnaire to be completed asking how they felt about the meeting and how well their questions were answered. It is hoped that no members of the media will attend the presentation in their official capacity.

The Adult Education Committee will review the questionnaires and other feedback after the presentation and Sr. Madelyn will report their findings at Council's June meeting. The Adult Education Committee is also including programs concerning the sex-abuse issue in next year's Adult Enrichment classes. They will focus on how the issue became a crisis and how parents can help teach their children to deal with similar situations if ever faced with them.

#### **F. Building Expansion Update & Capital Campaign**

CRD has begun working under contract with our parish as of April 8<sup>th</sup>. A steering committee has been formed and has begun meeting. On May 13<sup>th</sup> members of the steering committee and 16 others will meet with CRD, Fr. Bill and Rick to decide on the formation of the focus groups. Multiple single interviews and large group meetings will take place during the summer. Town Hall Meetings are scheduled for June 25<sup>th</sup> and July 9<sup>th</sup>. The video will be prepared in June and July. The parish-wide kick-off or inaugural process is scheduled for the weekend of September 15<sup>th</sup>. By that time there should be a real sense of how much money can be raised.

#### **G. Regional School Update**

The diocese offered \$13 million for the property belonging to Calvary Christian Church, but it was instead sold to an unknown buyer for an undisclosed price. With support from Jim Lynch of the diocese, Fr. Bill has informed the pastor of Calvary Christian that the diocese and Regional School Committee are still interested in using the school buildings on this property. The pastor has notified the buyer and Fr. Bill is looking for a meeting to be scheduled within the next thirty days concerning this matter.

**Commission Reports**

**Administration Commission**

No additional report.

**Christian Education**

New parishioners have recently joined this commission, bringing it to full membership.

**Christian Service**

The Flea Market is scheduled for July 6<sup>th</sup> and the Commission asks parishioners to donate their items to this worthy cause. One family is graduating soon from Daybreak and a new family will take its place. Mark Oliphant will replace Don as Chair of the commission.

**Worship**

No additional report.

**Youth Representative**

No report.

**Pastor's Comments**

Fr. Bill thanked Council members for initiating conversation at the meetings concerning the sex-abuse crisis.

**Final Whip Around**

Good meeting and a fine job done on the budget with good discussion concerning it. Appreciate sensitivity on issue of Youth Representative.

Closing Prayer

Meeting adjourned 10:20

**New/Continuing Action Items:**

| <b>Person Assigned</b> | <b>Date of Origin</b> | <b>Item Description</b>   | <b>Due Date</b> |
|------------------------|-----------------------|---|-----------------|
| Tom Walz               | 4/2/02                | Coordinate details for Pastoral Council/Staff Day   | 6/4/02          |
| All members            | 5/7/02                | Review budget data and refer questions to Chuck Marquis   | ASAP            |
| Tom G., Joe            | 5/7/02                | Review Constitution's wording for process of candidacy, offer suggestions to changes via email to Council members | Prior to 6/4/02 |
| Sr. Madelyn            | 5/7/02                | Provide Council with participants' feedback from Bishop Imesch's presentation                                     | 6/4/02          |

**Completed Action Items:**

| <b>Person Assigned</b> | <b>Date of Origin</b> | <b>Item Description</b>                                 | <b>Due Date</b> |
|------------------------|-----------------------|---|-----------------|
| Tom Gavin              | 4/2/02                | Coordinate efforts for PC table at Time & Talent Sunday | 5/4/02          |

Respectfully submitted by Katrina Meder