

**St. Margaret Mary Parish
Pastoral Council Minutes
September 3, 2002**

Present: Rick Burton Matthew Johnson Mark Oliphant
 Harry Dubnick Jim Kacena Fr. Bill O’Shea
 Molly Fara Cathy Kaduk Fr. Danny Soriano
 Tom Gavin Joe Kash Tom Walz

Also Attending: Mike Prus Sr. Madelyn Gould Mike Doody
 Mark Boehlen Mike Bruni

Not Present: Dan Ptak

Opening Prayer: Tom Gavin
Welcome to New Members, Return of All Members

Approval of Meeting Minutes

Minutes of the June 4, 2002 meeting were approved without changes.

Discussion Items

A. PC Agenda Prior to Meeting in Bulletin

The Constitution states that the agenda for each month’s meeting is to be included in the bulletin prior to the meeting. This is difficult to do on a consistent basis, especially with the advanced time that bulletin items are required and the inevitable changes to the agenda up to the time of the meeting. Tom Gavin will attempt to include the agenda in the bulletin on a monthly basis, noting that changes may occur prior to the meeting.

B. Suggestion by Fr. Bill to have Presidents of Area Pastoral Councils Meet

Fr. Bill has suggested that the presidents of Naperville area Pastoral Councils meet on a regular basis, possibly quarterly. This suggestion is favorable to Council members, and Tom will contact the other presidents and ask of their desire to form this group. Mike Prus suggested that they look into the Diocesan Pastoral Council, which is a rather unknown group in this area and can provide valuable assistance. Molly noted that St. Elizabeth Seton is also looking at possible changes to their Council election process, and that SS. Peter and Paul has a professional facilitator who can speak on a variety of topics including Pastoral Councils. This would coincide with one of the goals listed at the PC/Staff Day.

C. Review of Pastoral Council/Staff Day

Tom Gavin commented that this was the best PC/Staff Day that he has attended. Mike Hawley, Sr. Madelyn, Molly and Tom Walz were very instrumental in making this a very productive and sharing day. New members appreciated gaining information to ‘get them up to speed’, and the prayerfulness of the day was special. At times the time allotted to answer the questions was not sufficient, but there often was a reason for this, to gather the ‘best’ answers. The timing was productive, since the day was well filled yet not too long. The evening dinner at the Gavins’ was very enjoyable.

Topics for next year’s PC/Staff Day will be further discussed at the January meeting, as well as the need for either an in-house or outside facilitator.

D. Recommendation to Purchase HVAC System

Mark Boehlen and Mike Prus presented Council with a summary of the current (poor) condition of the HVAC control system and the recommendation from Administration Commission to purchase a new system. They endorsed a proposal from Johnson Controls, with a cost of \$68,950, to be implemented as soon as possible. In addition, a new PC workstation for the system will be needed at a cost of \$5,000. The control station is modular and expandable, which would be very important if there is an

expansion to the building. The schedule for the project would be approximately three months from the time of order to completion. This means that if a decision is made by Council and a contract signed (including a signature from Bishop Imesch) in the very near future, the system could be fully functional prior to the Christmas season. This issue/problem has been addressed periodically over the past few years, both when long range needs have been discussed as well as discussions on the budget. The funds would come from the Repair and Replacement Reserve.

Council members support the suggested proposal from Administration Commission, with certain questions. They would like proof in writing that the system would be expandable should the addition to the building be completed. They want assurance that any new HVAC components will be compatible with the control system. They feel that members of the Administration Commission have done a fine job researching the situation and obtaining outside recommendations. Due to the cost of this system, it is recommended that a new review be made this year of the Repair and Replacement depreciation account. It is hopeful that the new system will be completed within the three next months.

Consensus: Council approves the purchase of a new HVAC control system from Johnson Controls and the purchase of a new workstation, as recommended by the Administration Commission. Approval is given to as long as the system is expandable and compatible with future equipment purchases.

E. Summary of PC/Staff Day

Harry, Matt and Joe prepared a summary of the thoughts/ideas generated during the PC/Staff Day regarding the selection of PC members. The questions included – What do we do well? What could we do better? The report offered suggestions, which included:

- Improve communication between Council and parishioners
- Improve PR by publicizing issues in bulletin
- Explore other avenues for gaining new members other than election process
- Improve recruitment process
- Create ‘air of desirability’ to be a Council member
- Formulate and adopt core values

Sr. Madelyn shared that the diocese has a committee which gives seminars that focus on the recruitment, selection, election and discernment process of PC members. This subcommittee (Harry, Matt and Joe) could meet with the diocese committee then present Council with a select list of models to offer for approval. These models would be compared with the other items discussed at the PC/Staff Day, such as examination of current election procedures, recruitment, communication, PR, nominations from other parishioners and a look at what other options are used successfully at other parishes.

The subcommittee has agreed to contact the diocese committee and return to Council with a report of suggested models and options.

F. Regional School Update

Sr. Helen Jean has informed Fr. Bill that they are 98% certain that the diocese will purchase a portion of the Calvary property on Aurora Avenue, which would include 20 acres of land and the school building. The developer who bought the land from Calvary would sell the property to the diocese, and it is estimated that the regional school could begin classes in 2005. Details will follow as more information is obtained.

G. Campaign Preparation Process

The Steering Committee presented its report to Pastoral Council on August 27th, with a list of several recommendations, beginning on page 19 of the report. The recommendations were discussed with the following changes, approval and/or deferments.

Recommendation #1:

SMMP Pastoral Council adopt the Parish Goals (which begin on page 11 of the report).

Changes suggested include:

- We will nurture and strengthen SMMP's successful model of church by developing and maintaining high quality, meaningful ministries to all of our parishioners, through all phases of life. (*Delete 'from birth'*)
- Remain committed to shared leadership between the pastor, paid staff, and lay leadership. To assure the success of this approach well into the future, we will aggressively develop future lay leaders, *and seek out and encourage vocations to religious life.*
- Continue the effective stewardship of parish resources *in a responsible manner.* (*Delete 'through the application of sound business practices.'*)

Changes will be submitted to members of the Steering Committee and CRD and the changes will be made to the document prior to further distribution. With the changes, Council approves the Parish Goals.

Recommendation #2:

SMMP create and fund a new paid staff position to recruit and support lay leaders, as well as to develop and manage a plan to increase parishioner participation.

Discussion/comments included:

- Question as to the functions/job description of this proposed position – how narrow or broad is this job – what functions would specifically be performed?
- Would this new person need a separate office?
- Does a job like this even exist elsewhere?
- Are there recruitment/support actions being done well within certain groups of the parish that can be shared with those groups who are looking to develop lay leaders in particular field rather than to hire a new person?
- What would be the focus of this new position – would it include marketing, recruitment and development?

It was determined that there are too many questions at this time for the approval of this new position. Members of the Administration Commission, Council, Steering Committee and Stewardship Committee will look into this recommendation and report back to Council. Mike Prus will coordinate these efforts.

Recommendation #3:

SMMP begin a capital campaign to raise \$4 million to:

- 1. Expand the ministry space including classroom, office and ancillary space, and***
- 2. Build an additional large, flexible gathering space.***

Discussion/comments included:

- The recent development of the regional school property purchase has taken a new spin to this issue. Now that the purchase of the property may be imminent, this issue needs to be re-addressed.
- Mike Bruni (CRD) has found that running dual capital campaigns at the same time is most often difficult and divisive.
- It is apparent through the many meetings held during the recent months with parishioners, CRD and the Steering Committee, the main concern that involves capital expenditures at SMMP is the space needs issue.
- The regional school issue is a secondary issue, though a passionate one with many, but not deemed as important by the majority of the participants of the CRD research.

- The majority of parishioners who took part in the various meetings voice a great desire to 'take care of their house'. This means that the majority of those questioned will support the expansion of the church building to fully maintain/expand the needs of the parish with the programs that are currently offered as well as those that can be offered if the space is provided.
- The research gathered by CRD and the Steering Committee show that this parish could raise approximately \$4 million to support the cost of the building expansion. It has been estimated that the parish could not support the additional funds expected for a second capital expenditure, which could be between \$3 million and \$7 million. Again, it is important to remember that the regional school issue was not determined to be the priority to this parish by the participants of the CRD research.
- However, in June of 2001 Council discerned that both issues are important to the parish and felt they both should be addressed. Therefore, both have continued to be supported by the committees/individuals involved.

It was decided to suspend discussion at this time on this recommendation until next month's meeting when more information on both the space needs and regional school are available.

Recommendation #3a, 3d:

The Building Committee works with the architects to modify the existing architectural renderings. Secure input directly from teens.

Discussion/comments included:

- Meetings will be held in the near future with the teens to further discuss the needs of a large meeting space. This information will then be given to the architect for a revision of the drawings.

This will be further discussed at next month's meeting.

Recommendation #3b:

Identify increases in operational expenses

Discussion/comments included:

- These calculations will not be available until the architect completes the revised drawings.

This will be further discussed at next month's meeting.

Recommendation #3c:

Pastoral Council vote to approve a capital campaign at the September Pastoral Council Meeting.

Discussion/comments included:

- Not enough information is available at this time on the pertinent issues. It is important to obtain additional information which will be presented at the October meeting. This will include meeting with focus groups on the space needs issues and asking for their input on the regional school, getting revised architectural drawings and revised operational expense calculations.

It was determined that there is too much information that still needs to be gathered before approval for a capital campaign can be given.

Additional comments:

- All of the above mentioned items are time-consuming and it is important to pursue these issues as quickly as possible, while at the same time being thorough with the details. There is a great deal of interest generated within the parish due to the capital campaign preparation phase, and it would be good to go forward while there is a momentum. Mike Bruni (CRD) believes that the ‘window of opportunity’ to begin a capital campaign is estimated to run through January or February.

Recommendation #4:

To add a Sunday evening Mass, to enhance liturgies so they are consistent with the feel of the 9:00 a.m. and 10:45 a.m. Masses.

Discussion/comments included:

- A Sunday 5 p.m. Mass will be added beginning September 15, with a Teen Mass once a month.
- Changing the other Masses to be consistent with the feel of the 9 and 10:45 Masses would not necessarily work well for those who appreciate the ‘flavor’ of those Masses.
- Other enhancements to the masses in general will be discussed at the September Worship Commission meeting and will be shared at the October Council meeting.

Commission Reports

Administration Commission

No additional report.

Christian Education

There is a great momentum with the teens as the Quest program begins and the RE classes will begin next week. The theme for the year of “Called to Hope and Trust in Our Ever Changing World” will be incorporated into all of the education classes. There will be two special memorial presentation/services on September 11th.

Christian Service

The Commission will have an Enrichment Evening for its volunteers on October 22nd, which will mirror what Worship Commission did last year. The evening will include wine and cheese, a presenter and musicians. The service will end with a commissioning blessing by Fr. Bill. There are no funds in the budget to cover the expected cost of \$1,000 for this evening and Mark requested approval from Council to increase their budget for this amount. It was thought that there had been approval given last spring for all of the commissions to include funds for such events, and if not, approval was given.

Worship

There will be a new Sunday 5 p.m. Mass each week with a Teen Mass one week a month. They are soliciting Eucharistic Ministers, lectors, greeters, etc., for this new Mass. They are also looking to increase volunteers for all of these ministries. Discussion will be held at this month’s meeting to ‘enhance (Masses) so they are more vibrant’ as recommended in the Steering Committee report.

Youth Representative

No report.

Pastor’s Comments

We have been listening to comments made at Town Hall Meetings and this is why the Sunday 5 p.m. Mass has been added. However, comments from parishioners include both ‘provide more variety’ and ‘don’t change our Mass’. The 5 p.m. Sunday will be the one then that will provide more variety and hopefully ‘relevant’ homilies.

Final Whip Around

Good meeting. Sr. Madelyn has information on the Diocesan Workshop on Pastoral Council that Council members can attend, the cost of which will be covered by the church. Mark is scheduled to attend. It is important that both the regional school and the space needs issues were discussed tonight and the discussion will continue. It is not that we are delaying the capital campaign for a month but rather redefining what the campaign will look like once all of the new information is gathered. Thanks to Tom Gavin for probably the most difficult inaugural meeting as the new president. It was an interesting meeting, and things will continue to be interesting as we look at large issues with limited resources. Appreciate how Council and staff dealt with the Fr. Larry issue and how it was shared with parishioners. Thanks for the support from Council members. We will look at things in light of what we know today and move forward.

Closing Prayer
Meeting adjourned 10:30 p.m.

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Rick	9/3/02	Present updated Repair & Replacement report	Current year
Matt, Harry, Joe	9/3/02	Present updated subcommittee report on suggested models and options for PC recruitment and selection process.	11/5/02
Katrina	9/3/02	Send suggested changed to Parish Goals from Steering Committee report to Kate Moffett (CRD)	ASAP (completed)
Mike Prus	9/3/02	Coordinate efforts between Administration Commission, Council, Steering Committee and Stewardship Committee to discuss possible new position as recommended by Steering Committee report	12/03/02

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Tom G.	6/4/02	Prepare letter to accompany donation to diocese	ASAP
Tom Walz	4/2/02	Coordinate details for Pastoral Council/Staff Day	6/4/02
Tom G.	6/4/02	Reply to Bishop Imesch concerning Council's comments and votes on proposals	ASAP

Refreshments and Prayer:

- October 1: Matt Johnson
- November 5: Harry Dubnick
- December 3: Mark Oliphant
- January 7: Cathy Kaduk
- February 4: Tom Walz
- March 4: Molly Fara
- April 8: Jim Kacena
- May 6: Joe Kash
- June 3: Katrina/Tom Gavin

Hospitality Sundays:

- October 20: LIFE
- November 17:
- December 8: Education
- January: None

February 9: Worship
March 9: Service
April 6: Administration (Diocesan Appeal)
May 4 or 18: Education (Time and Talent Sunday)
June: None

Respectfully submitted by Katrina Meder