

**St. Margaret Mary Parish
Pastoral Council Minutes
March 4, 2003**

Members Present:	Rick Burton Harry Dubnick Tom Gavin Cathy Kaduk	Matt Johnson Joe Kash Mark Oliphant	Fr. Bill O'Shea Fr. Danny Soriano Tom Walz
Also Attending:	Mike Prus	Mike Doody	Sr. Madelyn Gould
Not Present:	Molly Fara	Dan Ptak	Jim Kacena
Opening Prayer:	Tom Gavin		

Approval of Meeting Minutes

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

Discussion Items

A. Capital Campaign Steering Committee Update

Mike Doody provided an update of the capital campaign. The "Capital Campaign Corner" is a new feature in the parish bulletin which will provide periodic updates and give answers to FAQ, keeping parishioners informed on the status of the campaign and list dates for upcoming large group meetings. Everyone in the parish is invited to attend at least one informational meeting. The next several months will be concentrated on these as well as personal meetings – most of which Fr. Bill and Sr. Madelyn attend - where individuals are asked to contribute funds (\$5,000 or more) to the campaign corresponding to the contribution pyramid.

Although the company hired for our capital campaign virtually remains the same, it has a new company name – Latz Bruni, Partners, LLC.

B. Parish Budget 2004

Pastoral Council's FY2004 budget was discussed. It was decided to decrease the budget slightly, with decreases in Professional Services and Postage and an increase in Food Expense.

C. Election Update

As of today, there are 22 parishioners who have either nominated themselves or nominated others as potential candidates. Phone calls and letters will be sent to these individuals to invite them to the discernment process.

Council members were very pleased and encouraged by the large number of interested parishioners in the election process this year. Members of the Election Committee were praised for their efforts.

D. Report on Daybreak Funding

Charitable Contributions, which is part of Christian Services, notified Council that it received approval from the CSC and the Finance Committee to change funding for Daybreak Transitional Housing. Daybreak will no longer be considered part of the Charitable Contributions budget, but be shown as a separate Christian Services Commission line item beginning in the next fiscal year.

Currently Daybreak has an 'open checkbook' for its expenditures, 100% of which are covered by the parish. With the change, the expenses would remain part of the parish's 10% allotted for charitable contributions, but the funds would be reviewed more closely including annual review by the Finance Committee. Additional review may be needed by the Commission, the Business Manager and Parish Council if expenses exceed budgeted numbers, and this difference would not automatically be drawn from Charitable Contributions Committee funds.

E. St. Margaret Mary 25th Anniversary

Molly has contacted several parishioners who might be interested in forming an Anniversary Committee, but is having trouble getting firm commitments. It is hoped that celebration of the anniversary will be part of the capital campaign process.

F. Report on Staff Discussions – Appendix E

Sr. Madelyn reported on the 'Bold Steps For Future' list, which is the result of small group future sessions (Campaign Preparation Process)

1. *Succession plan for Fr. Bill* – Sr. Madelyn has asked the Diocesan Pastoral Council to develop a process to address pastoral transitions, and Mike Prus, Mike Doody and Tom Gavin will meet to discuss the same issue.
2. *Develop program to develop lay leadership* – Mike Prus will address this at the April meeting.
3. *Develop program to encourage religious vocations* – this is currently discussed in the 4th and 5th grade R.E. classes, and literature/information is offered to teens. Religious Orders do not accept members until after college.
4. *Develop Family Life Ministries* – Several intergenerational family programs are currently offered within our parish. There is a plan for a Focus on Family Life Ministry Program as an optional way of doing Religious Education. It involves members of each age group within a family meeting with others at their age level, then the family reconvenes to do a family project together, followed by mass. This type of program will be re-addressed when more building space is available. In the meantime, the Staff will read and consider the material sent out by the Diocesa, February 12-13, 2003.
5. *Expand service-oriented ministries to serve the needy* – Several staff members and parishioners will meet with Nora Jackson from SPP to discuss this matter.
6. *Increase commitment to Sacred Heart Parish* – Tom Cordaro is setting up a staff luncheon with the two parishes to discuss future collaboration.
7. *Enhance spiritual programs* – it is felt that our parish already excels in this area for parishioners of all ages, with many programs/classes offered. Possibly some individuals are not aware of the programs due to not reading the bulletin or other information brochures that are frequently offered.

Staff members continue to work with the points of the 'Bold Steps for Future' as it is an ongoing process.

G. PC/Staff Day Preparation

The main focus for the August 22nd PC/Staff Day will be the legacy of the parish – what has been built to date (re: community, programs and building structure), what will continue to be built in the future and include an update of the capital campaign. The committee sent a list of suggested discussion topics to Council members for their review. This list will be narrowed to two due to time restraints, and Council and Staff members are asked to provide feedback on these topics. A facilitator and/or speaker will be asked to be part of this day.

Commission Reports

Administration Commission

This year's lawn maintenance contract was approved. Funds were moved to the Repair and Replacement Reserve account. Information on the capital campaign has been added to the website. The HVAC control system has been completely installed. Members of the Diocesan Administration Committee approved the presentation for our building addition and participation with the regional school.

Christian Education

Monthly Children's Masses are being well received with volunteers from various class grades participating on a rotating basis. There will be a teen-lead Stations of the Cross on March 7th. The diocese is now requiring background checks for all who are involved with children, which will be a time-consuming and costly task. Funds will be budgeted for a Commissioning Service to be

held during the next fiscal year, organized by the Oliphants. The Commission is planning to send thank you cards to Christian Education volunteers on behalf of the parish. The Adult Education programs are receiving very good feedback and are well attended, including the series on 'Crisis in the Church'. 18 men are already signed up for the Men's Retreat this month.

Christian Service

Sharing Parish is again sponsoring the Easter Basket program. Thirty-four attended February's St. Joseph the Worker meeting. Daybreak had to let one client go because rules were broken and they are making plans for a new client. Plans are being made to bring the missionary image of Our Lady of Guadeloupe to the parish this summer. Fr. Pavone will speak at several parishes in April.

Worship

No report

Youth Representative

No report

Final Whip Around

Good meeting.

Closing Prayer

Meeting adjourned 9:25

Respectfully submitted by Katrina Meder