

**St. Margaret Mary Parish
Pastoral Council Minutes
September 2, 2003**

Present: Dick Backer Matt Johnson Chuck Marquis Mike Prus
Harry Dubnick Jim Kacena Jeanne Mulroy Gary Skarr
Dick Henke Joe Kash Mark Oliphant Fr. Danny Soriano
Sr. Madelyn Gould

Also Attending: Chuck Corbett Jim McSherry

Not Present: Fr. Bill O'Shea Sarah Eckstein

Opening Prayer: Matt Johnson

General Items

Matt welcomed new and returning members. He will include the monthly agendas in the bulletin during the year and Gary will be responsible for the bulletin's meeting summaries and minutes added to the website. The annual agenda items were discussed.

Approval of Meeting Minutes

Minutes of the June meeting were approved without changes.

Discussion Items

A. Capital Campaign Update

To date, there have been 176 personal solicitation visits and 60 solicitations by mail, with 159 pledge cards returned and 70 declinations, many of which included prayers for the campaign. This equates to 254 commitments of estimated cash or pledge of \$1,739,845, with \$539,065 restricted to the regional school, \$686,950 to the parish expansion and \$428,030 unrestricted. The initial general campaign phase will end on September 14th. The Capital Campaign Steering Committee is working diligently to solicit the necessary funds through the methods that will best work for both the donors and our parish.

B. Regional School Update

SMMP, STA and SES have given commitments as sponsoring parishes for the regional school, with Our Lady of Mercy committed as a supporting parish. Presentations were given in late August to pastors of SSTs. Peter and Paul, St. Raphael and Holy Spirit. Presentations will be given this month to their respective pastoral councils. A presentation was also made to St. Joan of Arc but they have communicated that they are not interested.

The Calvary School closing between the developer and the Diocese of Joliet remains on target for June, 2004 but the date of new occupancy is still undetermined. It is still *hoped* that the regional school will open in the fall of 2004. The Regional School Committee has retained the services of Foley Consulting and Latz Bruni and the architect selection process is underway as is the selection process for the school principal. The Communications, Education, Governance and Finance Committees have been meeting regularly.

C. Review Ongoing PC Projects and Procedures from Last Year

It remains imperative that Council stays in touch with the parishioners. This has been discussed in previous years and will be an ongoing commitment of the current Council. Besides monthly agendas and monthly meeting summaries included in the bulletin and edited minutes included on the website we will continue to send Thank You notes to people within the parish who have done something special during the month. Harry will follow up with this task and asks that all Council members bring a name for these notes at each meeting. In addition, he is asking that members take turns writing a periodic "Parish Council Corner"

enclosure to the bulletin, where issues are discussed in a more expanded format than the minute summaries will allow. In addition, photographs of Council members will be included so parishioners may get to know their elected Council members better.

Harry will prepare a prototype of this new bulletin insert for the next meeting. He will also contact Mary Straub concerning this new addition to the bulletin. Members of Council who have expertise in the subject chosen to discuss will be asked for input of the article, but other members will be asked to review it for factual validity only.

D. Review PC/Staff Day

All agreed that Sr. Madelyn, Harry, Mark and Jim did an excellent job preparing for the day, and they were thanked for their hard work, especially Sr. Madelyn. The day was arranged to inform members of what was going on in the parish both past and present, beginning with the legacy of the parish, updates of major issues, then moving onto volunteerism and Parish Council selection process. The format allowed everyone to get to know each other better. The group worked very well together with the excellent leaders. Some felt that Joe Ferrari could have used more time to discuss the parish's legacy. Planning for next year's day will begin in January, and a decision will be made at that time if inside or outside facilitators will be used.

E. Pastoral Council Election Process

A continuing agenda item is the discussion whether there is a need to change the election process, since in 2001 and 2002 we experienced two years with no election due to lack of candidates. The nominating process in 2003 that was used (as suggested by Harry and Matt of the Nominating Committee) was very successful in obtaining many more candidates. One of the presenters of the PC/Staff Day described the discernment process of selecting Council members, and members of Council agreed that this model should be looked into further for use at our parish.

A core committee was formed for this issue, with the potential for additional members. The members include Dick Henke, Dick Backer, Jeanne, Mike and Joe, with Jeanne convening the first meeting.

F. Establish Term Limits for Commission Membership and Leadership Positions

There was a concern discussed at the PC/Staff Day that several (unpaid) commission members have been on their commissions for extended periods of time. Harry sent a survey to the commissions and found that there are limits written into each of the commissions' by-laws. However, some parishioners have been part of their commission for an extended period of time because of their involvement with a certain group or committee. The concern is that some parishioners may not want to become part of (volunteer for) a certain group because someone has been leading it for such a long period of time. On the other hand there is a concern that if changes are made/limits are enforced, it might affect the groups' volunteerism and culture, as well as not allowing those who are with a group to become efficient at a position before being replaced or this happening immediately thereafter.

This issue will be tabled until commission heads discuss it at their next meeting and report back to Council at next month's meeting. Harry will prepare a summary of what will be presented to the commissions. In addition, this topic may be incorporated into the Volunteerism Project.

G. Volunteerism Project

This topic has been discussed over the past year beginning with the Future Sessions coordinated by the capital campaign in 2002 then a committee presentation given to Council called "Recommendation 2" which was lead by Mike. In addition, the topic was presented the PC/Staff Day, but from the viewpoint of an institution or non-profit organization rather than specifically a church. Mike feels that volunteerism, while it is a broad issue, can be combined with stewardship, which is using one's personal resources (time and talent as well as monies) for the works of God. He suggested that the Stewardship Committee should take over the issue and include Fr. Bill and other staff members for input. Mike would then

provide Council with the group's vision, mission, and suggestions for future actions. Council members approved this suggestion.

H. Newcomer Project

This has also been discussed often in the past and all members agree that a committee should be formed now make this an ongoing part of our parish. Harry volunteered to be part of this committee and will contact others within the parish to join him. They will gather information from other churches on how they welcome new members, and will look at options such as power-point presentations given at Hospitality Sundays or an individual family welcome at their homes. He will report the status of this committee at future meetings.

I. Addressing Unemployment in the Parish Project

Harry opened the discussion that many people who were contacted for the Capital Campaign told the caller that there was no current income in their family. He feels that our parish should help address the needs of such families (those who have recently lost their job and are having trouble finding a new one), in ways that augment the functions of St. Joseph the Worker. There are many organizations that are available for people who need help in obtaining a new job but many are unaware of these resources. On a short-term basis it would be beneficial to provide such information in the bulletin. Jim has much expertise on this subject and will prepare a bulletin insert. A longer-term proposal will be discussed at a later meeting.

J. Defibrillator Status

This past spring the diocese's insurance company approved the use of a defibrillator at our church but as of yet the diocese has not given its approval. Mike is following with the diocese and will provide us with an update next month.

K. Subsidy Committee Update

The committee met during the summer. They are not ready to give an update report since they are still in the information gathering stage. This has found to be a larger issue than expected since so many parishes are involved. A proposal will be given in December for the 2004-2005 school year as expected, however the proposal may be different for the following school years.

L. PC/Staff Dinner

This dinner is scheduled for September 13th after the 5:00 mass. It will be catered and held at the church. Spouses are welcomed.

Commission Reports

Administration Commission

The new Building Manager has been hired and begun working.

Christian Education

The Evening of Enrichment/Commissioning is scheduled for October 28th.

Christian Service

No additional report

Worship

They will hold their first meeting of the year next week.

Youth Representative

No report

Final Whip Around

Matt will speak with Mike then contact all members concerning the schedule for Hospitality Sundays. Matt was commended for doing such a fine job as president at his first meeting. He thanks everyone for their cooperation and support. Very good meeting.

Closing Prayer
Meeting adjourned 10:30

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
All Members	4/1/03	Add members to Anniversary Committee, with leader from Council	Continuing
Mike	9/2/03	Follow up with diocese on status of defibrillator approval	10/7/03
Mike	9/2/03	Take Volunteerism issue to Stewardship committee for suggestions of appropriate actions	Continuing
Harry	9/2/03	Prepare presentation to Commissions of term limit questions (completed by 9/3/03)	ASAP
Dick H, Dick B, Jeanne, Mike, Joe	9/2/03	Establish committee to discuss discernment process of selecting Council members, reporting progress to Council	Continuing
Harry	9/2/03	Prepare prototype of "Pastoral Council Corner", discuss with Mary Straub	10/7/03
Jim	9/2/03	Prepare bulletin insert of resources for those looking for employment	10/7/03 or sooner
Harry	9/2/03	Form New Member Welcome Committee, reporting progress to Council	10/7/03 or sooner

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Harry, Matt, Gary	4/1/03	With others, form committee for subsidy proposals	Continuing

Respectfully submitted by Katrina Meder

Hospitality Sunday

(subject to change)

October 19 – Administration (Stewardship)
November 23 – Service (Life)
December 21 – Education
February 15 – Worship
March 14 – Service
April 18 – Administration (Dioc. Appeal)
May 2 or 16 – Education (Time and Talent)

Refreshments and Prayers

October 7 – Harry
November 4 – Gary
December 2 – Mark/Chuck
January 6 – Dick Backer
February 3 – Dick Henke
March 2 – Jeanne
April 6 – Jim
May 4 – Joe
June 1 – Matt and Katrina