

**St. Margaret Mary Parish  
Pastoral Council Minutes  
March 2, 2004**

**Members Present:** Dick Backer Jim Kacena Jeanne Mulroy Mike Prus  
Harry Dubnick Joe Kash Mark Oliphant Gary Skarr  
Dick Henke Chuck Marquis Fr. Bill O'Shea Fr. Danny Soriano  
Matt Johnson

**Also Attending:** Molly Fara

**Not Present:** Sr. Madelyn Gould Sarah Eckstein

**Opening Prayer:** Jeanne Mulroy

**Approval of Meeting Minutes**

The minutes of the February 3 and February 16 meetings were approved without changes.

**Discussion Items**

**A. Regional School Update**

There still is no word on the debt repayment plan. The school property will close during the first week in June. Single family homes in the \$500,000+ range will be built on the remaining portion of the property. Sandy Renehan, an active parishioner at SMMP, has been hired as principal. STA and SES have formed leadership groups for their capital campaigns and Holy Spirit will do the same in the near future. Parishioners at each participating parish are given the chance to vote their choice for the name of the school.

**B. PC Election Committee and Discernment Process Updates**

Jeanne will meet with the CSC this month to discuss the discernment process – all other commissions have been given the information. Fr. Ted will have a large group discussion on the process on March 10.

The 2004 election is progressing as planned, with five nominations received thus far. The last day to submit a nomination is March 7. Fr. Bill will meet with the nominees on March 16.

**C. Time and Talent Sunday Planning**

Joe coordinated the PC table last year, providing summaries of significant issues being addressed by Council at the time, and other paperwork that relates to this group. The significant issues this year will include using the discernment process for Council member selection, the capital campaign – the building addition and the regional school, with names included of whom can be contacted for questions. Dick Backer volunteered to coordinate the table this year.

**D. PC/Staff Day**

It was decided to schedule the PC/Staff Day for August 27<sup>th</sup>. An outside speaker may possibly be used. Jeanne and Dick Backer will form the committee with Sr. Madelyn.

**E. Capital Campaign Update**

Mike Doody has stepped down as one of the three co-chairs of the Capital Campaign Committee. It was decided that the committee should be restructured, to better divide the duties that need to be performed by each person. There are now five co-chairs – Chuck Corbett, Jim McSherry, Dick Henke, Jim Luthman and Molly Fara. All five co-chairs will be equally equipped to answer questions and will rotate representation to Council.

There will be a major Kick-Off during the weekend of March 20/21, with Fr. Bill giving an update to the campaign at each of the masses. Prior to this weekend, all parishioners will receive a letter concerning the campaign.

There will be two sets of displays in the church beginning that weekend. Displays in the narthex will focus on general information, in an effort to bring the parish together. Nothing about the campaign will be mentioned on these displays. Information about the capital campaign will be shown on the displays that will be located by the entrances to the church.

This new kick-off is being held in hopes that there will be an increase to the campaign contributions and to reunite the parish. The new approach will also be focused in bulletin announcements. This will be a transition from the previous quiet, individualistic approach to one that is open and inviting and bring 'number awareness' to everyone.

In addition, the two separate projects will be broken into 2-3 phases. This will allow us to ensure that sufficient funds are in the account at the diocese prior to each phase of the projects, allowing them to commence.

#### **F. Council Corner Assignment**

Dick Backer will write this month's Council Corner, focusing on the change in the co-chair assignments for the Campaign Committee, with a special thanks to Mike Doody.

#### **G. Catholic School Subsidy Committee Update**

There will be two meetings in March concerning this issue – one for parents of students currently attending SSPP and SJA, and the other for parents interested in enrolling their child in the new regional school. Molly will preside over the first meeting and Dick Henke will preside over the second. The meetings will include the history of the subsidies, who is on the Subsidy Committee, how the decisions were made and what the decisions are. The meetings will be scheduled after the March 20/21 'rejuvenated' campaign efforts.

Molly will prepare a letter to parents currently receiving subsidies by March 11, and there will be a bulletin insert for all parishioners around the same time.

The Subsidy Committee will be an ongoing committee (although renamed), and some of the current members will move off while others will remain. It is hoped that the committee in the future will consist of nine parishioners. These individuals will include three from each of the three schools that are currently receiving funds, a member of the CEC and one from the Finance Committee, one that is a non-school parent, and at-large members.

A budget line will need to be created for this committee to fund the administrator for the financial needs-based students. The committee is looking at general costs and these will hopefully be obtained in time for this year's budget.

#### **H. Changes to Catholic School Subsidy Proposal – Renamed: Catholic School Financial Assistance Program**

Dick Henke re-opened the proposal that was agreed on at the February 16<sup>th</sup> meeting. He still had concerns about the 7<sup>th</sup> section of the proposal, which stated that all unused funds would be 'rolled over' for the use of the school's financial assistance.

To put things in perspective, from 1998-204 all of the current religious education groups within our parish have spent approximately \$25,000 less than was budgeted, and these funds were not allowed to 'roll over' to the following years.

After much discussion, it was decided that the wording would be changed on section 7 of the proposal, to read:

*All funds committed to the financial assistance program shall stay devoted to the SMMP students at the NRCS (or grandfathered students for as long as grandfathering occurs as described in Section 6). Once these committed funds are allocated, they will remain allocated for the Catholic day school Financial Assistance Program. Any unused funds shall not revert back to the general parish, unless approved by Pastoral Council.*

In addition, a new section was added:

*The Financial Assistance Program stated in this policy shall be reviewed by Pastoral Council or its designee in the fall of 2008.*

[Note – the final proposal that will be distributed is included at the end of these minutes.]

## **Commission Reports**

### **Administration Commission**

All groups are required to submit their budgets to the Finance Committee by March 13. Text for the Ministry Handbook is due March 31. Harry will prepare Council's portion of this handbook and submit it to members for approval.

### **Christian Education**

Members of the commission, as well as many parishioners, gave great praise to the way our parish is handling the sex abuse report; most specifically the homily and comments given by Sr. Madelyn and Fr. Bill prior to the report's distribution. Sr. Mary Seeley will be at our parish on March 4 to address concerns on this issue. The staff is considering the use of some type of intergenerational programming for next year, to be blended into all of the religious education classes.

### **Christian Service**

The commission is working on the Stewardship's Ministry Handbook as well as the budget. Daybreak just graduated a family, and will accept another participant soon. Five new Pastoral Care Ministers have become certified.

### **Worship**

They are also working on their contribution to the Ministry Handbook. They ran a 'mini' Time and Talent Hospitality Sunday in February and nine parishioners showed interest in becoming involved.

### **Youth Representative**

No report

## **Pastor's Comments**

Fr. Bill recently received a very nice thank you note from one of the Daybreak participants. He feels that again Council members have done a wonderful job dealing with a difficult topic. Money is the core of what is being addressed at this time with the building addition and the regional school, and it is the job of Council and the pastor to make the necessary decisions for the best of the parish.

## **Final Whip Around**

It is very good that even when there are conflicting points of view within this group, we can work together to make the decisions that are best for our parishioners. Good meeting.

Closing Prayer

Meeting adjourned 10:30

## **New/Continuing Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Dick B	3/2/04	Write bulletin insert for "PC Corner" for March with update of Capital Campaign Committee with specific thanks to Mike Doody	ASAP
Dick B	3/2/04	Coordinate Time and Talent table	May
Dick B, Jeanne	3/2/04	Form committee with Sr. Madelyn for PC/Staff Day	Continuing
Harry	3/2/04	Prepare Council's portion of the Ministry Handbook (reviewed by Council members)	3/31/04
Matt	10/7/03	Obtain a written commitment of SMM's portion of the school loan through the diocese	Continuing
Mike	9/2/03	Follow up with diocese on status of defibrillator approval	Continuing
Harry	9/2/03	Form New Member Welcome Committee, reporting progress to Council	Continuing

## **Completed Action Items:**

Person Assigned	Date of Origin	Item Description	Due Date
Dick H and Dick B	2/3/04	Write bulletin insert for "PC Corner" for February on topic of PC Election for this year	ASAP

**Hospitality Sunday**

April 18 – Administration (Diocesan Appeal)

May 2 or 16 – Education (Time and Talent)

**Refreshment and Prayers**

April 6 – Jim

May 4 – Joe

June 1 – Matt and Katrina

Respectfully submitted by Katrina Meder

## **Catholic School Financial Assistance Program**

**Approved by consensus decision, St. Margaret Mary Pastoral Council**

**Tuesday, February 16, 2004**

**and**

**Tuesday, March 2, 2004**

The following proposal outlines the Financial Assistance Program for St. Margaret Mary Parish (SMMP) families attending area Catholic Schools beginning in the academic year 2005-2006.

1. The Financial Assistance Program shall be set as a percentage of SMMP's total collections based on the previous calendar year, with 10% eventually being established as the Financial Assistance Program "cap".
2. The target for the above stated percentage of total collections based on the previous calendar year shall be phased in over a period of 5 years to the final Financial Assistance Program budgeted amount of 10% of total collections based on the previous calendar year. The five-year phase-in period would begin the year the Naperville Regional Catholic School (NRCS) opens. The percentage of budget reduction would occur evenly over the phase-in period by 0.5% per academic year from its present 12.5% percentage of total collections until it reaches the 10% cap in the 5th year.
3. The budgeted amount of money committed to Catholic school financial assistance shall be dedicated to a primarily needs-based system, phased in over a period of time. The end needs-based model will commit 70% of such funds to those families that demonstrate a need for financial assistance and the remaining 30% will be divided equally among all students who attend the Catholic schools. The Subsidy Committee envisions a confidential third-party administrator assisting the permanent SMMP subsidy committee in determining "financial need" on a year-to-year basis.
4. The needs-based model shall be phased in over a 5-year period of time, from the current 100% universal subsidy to the mix of the universal subsidy/needs-based Financial Assistance Program, beginning with the 2005/6 academic year.
5. A grandfathering clause shall provide financial assistance, under the new system set forth in Sections 1 through 5 above, for any student who will commence 2nd grade through 8th grade at Saints Peter & Paul (SSPP) or Saint Joan of Arc (SJA) schools in the academic year of 2005/6. The financial assistance will remain in effect through the completion of that student's 8th grade graduation. Students who do not fit that description (principally Pre-school, Kindergarten and first grade students in 2005/6) must enroll in the NRCS to be eligible to receive financial assistance from SMMP. After the academic year of 2012/13, ONLY students enrolled at the NRCS will be eligible for SMMP financial assistance, as long as there are seats available at the NRCS. Should a child apply to the NRCS and not be accepted due to limited seats, the student will be eligible for financial assistance if they attend SSPP or SJA. However, this is with the

understanding that when a seat becomes available at the NRCS the child must transfer to the NRCS or lose all remaining financial assistance and will not be eligible for financial assistance again, unless the student attends the NRCS.

6. All funds committed to the Financial Assistance Program shall stay devoted to the SMMP students at the NRCS (or grandfathered students for as long as grandfathering occurs as described in Section 5). Once these committed funds are allocated, they will remain allocated for the Catholic day school Financial Assistance Program. Any unused funds shall not revert back to the general parish, unless approved by Pastoral Council.

7. The Financial Assistance Program in this policy shall be reviewed by Pastoral Council or its designee in the fall of 2008.