

**St. Margaret Mary Parish  
Pastoral Council Minutes  
April 6, 2004**

**Members Present:** Dick Backer      Matt Johnson      Mark Oliphant  
Dick Henke      Joe Kash      Sr. Madelyn Gould  
Jim Kacena      Chuck Marquis      Gary Skarr  
Jeanne Mulroy

**Also Attending:** Bill Hassett

**Not Present:** Fr. Bill O'Shea      Fr. Danny Soriano  
Harry Dubnick      Sarah Eckstein

**Opening Prayer:** Jim Kacena

**Approval of Meeting Minutes**

Minutes of the March 2 meeting were approved without changes.

**Parishioner Input**

General information was shared concerning the two meetings held in March to discuss the Catholic School Financial Assistance Program. Parents of Catholic school students attended both meetings. The only major dissent of the new program was that children of a family could be split between different schools. The committee will review this once actual data is collected.

**Discussion Items**

**A. Capital Campaign Update**

The 'State of the Parish' was presented at each mass during March 20 and 21, which included a very general update of the capital campaign. Seven new pledges were received after this presentation. Campaign members will meet with the Steering Committee and begin the Parishioner to Parishioner phase, which entails volunteers reaching out to each family that has not yet committed to the campaign. The Parishioner to Parishioner phase will continue into the fall months.

It is hoped that having the Financial Assistance Program in place will help families that needed this information before making their pledge decisions.

**B. Regional School Update**

The principal of the new school, Sandy Renehan, is involved with the school committees. The architects have been selected for renovation of the school and the name of the school will be chosen in April. Returned surveys are being analyzed and the education model is being fine-tuned.

The diocese is expecting the \$10 million purchase cost to be repaid in 10 years, with the first \$7 million to be paid within the first five years. The regional school will be responsible for the carrying costs. STA, SES and Holy Spirit campaigns are progressing well.

**C. Parish Budget**

Chuck Marquis, Bill Hassett and Mike Prus presented general information about the fiscal budget and financial projections for the next ten years.

The key assumptions for the budget include an optimistic campaign *receipt* total of at least \$4,000,000, annual compensation increase of 3% and annual increase in Sunday collections of 3%. The school will cost \$3,000,000 and construction cost of the expansion is estimated at \$2,520,065. Additional operating costs after the expansion is \$40,000 per year.

Projected cash flows include:

Sources:

Campaign collections – expansion and school	\$4,000,000
Interest at diocese for campaign	377,189
Parish reserves used	<u>750,000</u>
Total cumulative sources	\$5,127,189

Uses:

Expansion costs	\$2,520,065
Campaign costs	479,936
Commitment to school	<u>3,000,000</u>
Total cumulative uses	\$6,000,000

Resulting Debt (additional funds needed) \$872,811

At this time several factors are apparent. Costs of the school and building addition cannot exceed what has been committed otherwise our debt will significantly increase. It is hoped that collections will increase at least 3% over the next several years, even though this year's collections have decreased.

Projections through 2013-2014 show that cash flow is minimal. There is a possibility that next year's budget will show a negative cash flow. This trend might continue for the next few years unless receipts increase and/or budgets are cut. Next year's budget will assume a flat collection rate, and some programs or expenses will only be funded if the monies are available during the year. Our priorities may need to change to ensure financial solvency.

This negative budget is a new territory for our parish and communication needs to be a key component. Parishioners will be asked to work with difficult decisions that will be made and will be asked for additional funds. We need to ensure that we provide the opportunity for discussion.

Several members of Council will meet with the Finance Committee prior to next month's meeting to allow small group discussion. In addition, major budget data will be distributed to Council members prior to the May meeting.

Thanks to Mike Prus, Chuck Marquis and Bill Hassett for their fine work on the budget and their explanations to Council.

**D. Parish Council Election Update**

Six candidates have gone through the orientation and discernment process with Sr. Madelyn and Fr. Bill and will be placed on the ballot. They are Rich Bartell, Josephine Lewis, Mary Runger, Gary Skarr, Chuck Topping, and Mary Anne Turza. The election will take place May 1 and 2.

**E. Pastoral Council's Representation for Time and Talent Sunday – May 15 and 16**

During Mike's presentations to Commissions to discuss Stewardship, there was a strong desire for all weekend masses to be covered for Time and Talent/Ministry Weekend. Administration will be responsible for Saturday night's food (limited selection) and Education will be responsible for Sunday night.

March 31 was the deadline for handbook selections for the various groups. Harry submitted the paperwork for Council, but many other groups have not submitted theirs to Mike. The new deadline is April 12<sup>th</sup>.

**F. Pastoral Council Election Changes**

The workshop with Fr. Ted was well received. One participant voiced the opinion that parishioners should continue to elect candidates, and Sr. Madelyn responded that parishioners participate by nominating the candidates. The nominees would then go through a discernment process to decide if they are called for this position.

It was noted that many who are not elected or will not be discerned, find other wonderfully suitable positions within the parish to utilize their gifts and talents.

If the discernment process is to be used for at-large Council member selection, the Constitution will need to be amended.

**G. Intergenerational Programming Proposal**

Last year the diocese recommended a faith-sharing program that included multi-age, or intergenerational groups. The diocese offered one of three options - not to participate, to fully participate through all religious education programs, or to use the 'blended approach'. Staff members of our parish have heard much from other parishes that are enthusiastically beginning this program. They read a program book and attended a seminar, and agree that this is an effective tool for faith formation and has merit for our involvement.

Therefore, they have agreed to commit to the blended process for one year, with the large group meetings focusing on the themes of Thanksgiving, Lent and Pentecost. They will ask selected parishioners to assist in the planning process.

Sessions will be scheduled for Friday and Saturday nights, with the possibility of Thursday nights also scheduled if the numbers necessitate an additional night. It is estimated that the cost would be \$3,000-\$6,000 for the year which would include the meal, paperwork, home kit and speakers. Fees would be charged for the sessions to help absorb the cost.

The evenings would consist of a meal, prayer and input (multiple activities for an hour). These would be divided into groups of adults only, children only or children with adults. The evening would conclude with a prayer and the distribution of a home packet.

It is expected that regular religious education classes will not be scheduled during the weeks that these programs take place – rather they would take the place of the classes for that week.

Council gave support of this program for a one-year experiment format. They suggest that the program be self-sufficient, and ask for additional information after the planning meetings next month.

**H. Newcomer/Welcoming Project**

Harry, Mark, Dick Backer and Jeanne would like to reinstate the Newcomer/Welcoming project. Mark will spearhead this project and give updates to Council.

**I. Pastoral Council/Staff Day – August 27th**

This committee has suggested a general/working agenda of the day to include prayer, discussion and input. There will be an interactive process in the morning in large and small groups, taking the 'pulse' of the group and of the parish. How do we solicit and handle feedback, do we prioritize what parishioners really want prioritized? Topics for discussion could be the capital campaign, welcoming of new parishioners, etc. Parts of the discussion would include determining an action plan on how to move forward in these particular areas. The afternoon will be used for updates on the status of current such as PC member discernment, stewardship, the intergenerational program, and parish's financial status.

**J. Pastoral Council Budget**

The fiscal budget was discussed and the following decisions were made:

Appreciation	\$ 200	
Workshop	500	
Professional Services	1,000	
Dues & Expenses	50	
Food Expense	250	
Postage		<u>25</u>
	\$2,025	

This will cut the current fiscal budget of \$2,995. However, the Anniversary Celebration budget will be included in Council's budget, which will change these figures once this group's budget is known.

**K. Commission and Council Accomplishments and Goals – Town Hall Meeting**

Sr. Madelyn reminded Council that the Constitution states there should be an annual update, often in the form of a Town Hall Meeting, of what Council has accomplished the previous year and their future goals.

There was a question whether the 'State of the Parish' update that Fr. Bill gave meets this requirement. It was decided that it did not.

Matt will send an email to members with a suggested concept of the meeting, which will hopefully be scheduled during the latter part of May.

**L. PC Corner**

Gary will be responsible for the PC Corner for April to discuss the subsidy issue.

**Commission Reports**

**Administration Commission**

The commission approved the seal coating and striping of the parking lot. They have agreed in principal to initiate the use of debit and credit cards for contributions. A study will be done in the near future for the Repair & Replacement account.

**Christian Education**

Bible Study and Business Breakfasts both concluded for the year on a high note. This year's programs were very well received.

**Christian Service**

150 out of 200 families needed for Family Service Day have already signed up. Tool Collection Day for this event is on May 23. These tools will be donated to the families that are helped that day. CCW is still looking for recipe donations for their cookbook and if enough are not received the project will be dropped. PADS members committed to assist during the summer months at Trinity Lutheran. Pro-LIFE is sponsoring a Child Safety Night this month through the religious education programs. There is a suggestion to include obituaries in the bulletin, and Staff will discuss this. There was also a question if a periodic update could be provided of parishioner address/phone numbers since the last photo directory. Staff will look into this.

**Worship**

The commission is planning to have a Commissioning Service again this year. Three new at large members will be needed, including one to replace Jim.

**Youth Representative**

No report.

**Final Whip Around**

Matt thanked Sr. Madelyn for the Business Breakfasts that she coordinates – he has enjoyed them greatly this past year. There was a question about the 'choice' of issues that Sr. Madelyn and Mike are given to vote or not vote on, since they were not allowed to vote on the subsidy issue. This will be looked at in the future. It was a good and constructive meeting, with many topics to discuss and many good action items. There was a sense of liveliness that was a nice part of the meeting. Joe gave a brief discussion of the general format of the radio station 820, and encouraged all to listen to what it offers. Council members appreciate the work that was done on the budget and how it is apparent that competent parishioners are in charge of the finances.

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	Coordinate Time and Talent table	May
Dick B, Jeanne, Sr.	3/2/04	Plan PC/Staff Day	Continuing

Madelyn			
Mark	9/2/03	Form New Member Welcome Committee, with Harry, Dick B. and Jeanne, reporting progress to Council	Continuing
Finance Committee	4/6/04	Schedule meeting that Council members can attend to discuss the budget	ASAP
Matt	4/6/04	Format concept of Town Hall Meeting	ASAP
Gary	4/6/04	Write PC Corner for April – Subsidy	ASAP
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

**Completed Action Items:**

Person Assigned	Date of Origin	Item Description	Due Date
Harry	3/2/04	Prepare Council's portion of the Ministry Handbook (reviewed by Council members)	3/31/04
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

**Hospitality Sunday**

May 16 – Time and Talent/Ministry Fair – Education all masses Sunday, Administration Saturday night

**Refreshment and Prayers**

May 4 – Joe

June 1 – Matt and Katrina

Respectfully submitted by Katrina Meder