

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

Members Present	Mike Prus Lane Epstein Harry Dubnick Matt Johnson Mary Runger	Sr. Madelyn Gould Judy Thalmann Dick Backer Dick Henke	Fr. Bill O'Shea Josephine Lewis Mark Oliphant Fr. Danny Soriano
Not Present	Chuck Marquis	Mike Pettinger	
Also Attending	Bill Hassett	Molly Fara	
Opening Prayer	Mark Oliphant		

Approval of Meeting Minutes

Minutes of the October 5 meeting were approved without changes.

Discussion Items

A. Capital Campaign Steering Committee Update

Campaign contributions continue to be slow. Since 1,400 families still need to be contacted, the committee has decided to solicit telemarketing workers through the bulletin. Costs for these individuals will be taken out of the budget. Results have shown that 3 out of 10 cold calls result in contributions. They are expecting, with these additional resources, to contact the remaining parishioners before Christmas.

B. Budget/Financial Review

Bill Hassett reported that to date, collections and expenses are close to expectations. It is hoped that expenses will continue to be below budget, which will ensure a balanced budget for 2004/5. Stewardship Sunday/Weekend will be held November 20th and 21st and it is hoped that the focus placed on our fragile financial condition will encourage parishioners to increase their contributions.

Council members suggested a new format for the information in the bulletin of the collections, comparing actual budgeted on a weekly basis to monies received, since weekly budgeted is different than average weekly budgeted. The Finance Committee will take this into advisement and consider changes.

C. SMMP Scholarship Structure and School Update

Molly, on the behalf of the Scholarship Committee, thanked Council for their support of the school and the scholarship committee. There will be an open meeting this month for families interested in the scholarship program and school enrollment will take place during the first half of November.

The name of the program has been changed to Catholic Education Scholarship Program, with two components. One is a 'flat grant', with the same basic concept as the current subsidy program. The second, the 'variable grant', is allotted for those who qualify for additional financial support.

An outside company, FAIRS, has been hired to administrate the program, and the scholarship committee will orchestrate the details.

With the new program, families are required to apply for scholarships – both flat and variable grants. Any flat grants that are not applied for will be rolled over to variable grants. Variable grants will be given to qualifying families who have submitted detailed financial applications with supporting documentation. The actual amount of the flat grants will not be known until all decisions have been made for both types of grants, but a general dollar amount will be given in early spring. Final decisions of monies to be granted will be made during the month of May and appeals will be permitted within the realm of the committee regulations.

It is expected that each participating parish will have its own scholarship program. Anticipating that our parish will provide more generous funding than other parishes, (since the subsidy program has been in place since our parish's inception), it is anticipated that some

families may wish to become members of our parish in order to participate in this program. The scholarship committee will monitor this trend.

It is acknowledged that the overall dollar amount per student will decrease in scholarship monies compared to the current subsidy due to the expected increase of students receiving funding with the opening of the new school.

D. Follow-up of Parishioner Input

Chuck and Harry met with Chuck Topping concerning the letter he sent to Council. Chuck (Topping) is concerned that although the majority of restricted funds for the capital campaign are committed to the parish expansion, sufficient funds may not be available for this expansion now that a substantial commitment to the new school has been made. He is concerned that there will not be enough capital contributions for both expenditures. He has spoken to other parishioners and feels that many would be willing to make a commitment to the campaign if they felt assured that their monies would go toward the parish expansion.

E. Appreciation Dinner Viability

The committee members discussed potential changes or cancellation to the appreciation dinners. They came up with three options:

- Council members would cook and serve dinner for the attendees, with a potential cost of <\$1,000 for food, a reduced cost for entertainment by using a DJ and a reduction in cost of decorations.
- Scaled-down cocktail reception (wine and cheese), with a cost of <\$1,000 (more if catered, less if done by PC members).
- Mardi Gras event, one night only, with a caterer that would provide theme food and simplified music.

In addition, Mary has discussed the topic with Larry Lucas to combine the appreciation dinner event in 2006 with an anniversary dinner-dance celebration (possibly held at Benedictine University) that would involve a cost per attendee.

After a discussion, it was decided that the 2005 appreciation dinner plans should be scaled back, and the committee will continue to look at options and communicate their findings to Council members as quickly as possible. They are considering options of a Mardi Gras or cheese/cracker/wine theme on January 15 at All Saints Academy or at our church.

F. Town Hall Meeting/Dinner

Dick Backer was complimented on his idea of having a pasta dinner with the annual meeting, which was very well attended (80 in attendance). It is hoped that this format will continue in the future with even more participants. It was suggested that future meetings include handouts from each Commission and Council, with shorter presentations.

Council voiced thanks, and will send thank you notes, to Men's Club members (David Henkelman, Bob Maro, Gene Klimek and Drew Piraino) and Peer Ministry members (names to be added) who took charge of the meal's preparation, serving and cleanup.

G. Pastoral Council Election Changes

The committee presented a draft for the changes of the selection/election process. They request review and affirmation of their changes by Council by next month's meeting, and hope to begin this new process with the 2005/6 year. (Any changes will need to be amended into the Constitution.)

Council would invite nominees through the bulletin, utilizing a list prepared by Council of the gifts and talents desired by Council for future members. The discernment process would take place over several meetings, involving the Selection Committee, Sr. Madelyn and Fr. Bill. The time required for these meetings would depend on the individuals and their discernment process. Those who decide not to continue with the process would be encouraged to become involved with other parish activities that are well suited to their talents.

H. Pastor Discernment Process

The diocese has sent inquiries to certain members of Council and Staff, asking for input concerning Fr. Bill's discernment process. Those who have received the inquiry and not yet completed it will do so in the near future. In addition, Fr. Bill is listening to personal discussions with parishioners. The process will continue.

I. Wish #1 Update

The group sent an email to Council members with their short and long term strategies. They requested additional members (non-staff members) and will begin a process of determining the model of Church out of which Council, Staff and Commissions operate. Josephine volunteered to be part of this group and Chuck Topping will be asked to participate. A change was made to the Wish 1 statement: *Create and articulate a common thread (vision) that unifies and unites the Parish, Council, Staff and Commissions.*

J. Wish #2 Update

This group also sent an email with their updates. Although it is a grand wish that a paid position be added to staff to perform human resource tasks, it is acknowledged that due to lack of funding, current staff and volunteers will accomplish the tasks. These include formulating goals (ministerial and personal), then presenting/sharing them with Staff and Council. In addition, Commissions and Council will compose goals for the year.

It was suggested that this information is first shared with Commissions to ensure their willingness to participate with the goal setting process. All Council members are encouraged to consider someone that could take on the (volunteer) position of a human resource coordinator. Deadlines to be imposed will be determined at a later date, but it is encouraged that goals are set early in the year (through summer into early fall) with evaluations made in late spring. This year the goals will be more generalized, with a more concrete format beginning next year.

All Commission heads will respond at the December meeting.

K. Wish #3 Update

The survey process is electronically available on the parish's website, and will continue through the end of November, with the results reported to parishioners by the beginning of December. An announcement will be provided in the bulletin and verbally at the end of the mass. General and statistical data will be available in the bulletin and complete comments will be available through the website, with hard copies available in the church office.

L. Wish #4

There was a discussion about the discord within the parish due to the financial concerns of the capital campaign. Dick Henke gave his thoughts of the impressions expressed through the Steering Committee, and options were discussed of decisions that may need to be made in the future.

M. Staff Appreciation Statement

Josephine proposed that Council publicize a positive statement in appreciation of the work and efforts done by Staff members. There was a concern of the impression that might be given if it would be done out of context. Harry proposed a statement that could be publicized in the bulletin in the format of a general thanks to staff and volunteers, as a reaffirmation from the annual meeting.

Commission Reports

Administration

The Commission continues to research methods of enhancing the lighting in the worship center, and will involve Worship Commission members. Stewardship Sunday will include commitment cards and letters sent prior to the weekend.

Christian Education

Open Houses were held October for the RE classes. There are no classes this week due to the Threads program. Over 600 individuals have signed up for this month's Threads program.

Christian Service

Kathie Kalina replaced Cheryl Gach as the funeral luncheon coordinator. Men’s Club reported that this year’s parish picnic provided the best financial results since 1990.

Worship

The new greeter coordinator is Ken LeWald. The Commissioning Ceremony was both well received and well attended. Mary Oliphant did a fine job coordinating this event. New hymnals have been ordered. The Commission has set their goals for the year, as requested by Wish Group #2.

Youth Representative

Two youths in the area were involved with a serious accident near our church. One was an active teen in the youth program – Alex Wells. Our prayers are with both young men.

Pastor’s Comments

Appreciate efforts by the new funeral coordinator. Sr. Madelyn shared Diocesan Pastoral Council information, reporting that our diocese passed the inspection of abuse control and education. In addition, SMMP can stand tall with our financial practices, in comparison to many other parishes. There will be a workshop on April 16, 2005 for pastoral councils, which will include an update of the Brown Book. Details will follow.

Final Whip Around

Mary gifted Council members with advent reflection booklets. She attended Protecting God’s Workshop and will send thank you notes to Deacon Terry, Sr. Elizabeth, Mary Costello and Loretta Mercandante. Chuck Marquis and Dick Henke will ‘man’ the PC table for the November 7th Hospitality Sunday. Harry will send thank you notes to those responsible for the Annual Meeting dinner. Dick Backer was thanked for his continued help and best wishes were given for his continued recovery.

Closing Prayer

Meeting adjourned 10:10

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Matt, Harry, Mary	10/3/04	Research alternative options for Appreciation Dinners	Continuing
Discernment Committee	9/7/04	Present proposal for Discernment Process for PC member selection, including changes to Constitution	continuing
Matt	9/7/04	Distribute yearly agenda. Reformat monthly agenda	continuing
Wish Group #1	11/2/04	Invite Chuck Topping to become a committee member	12/7/04
Commissions (except Worship)	11/2/04	Formulate goals working with Wish Group #2’s assignment	12/7/04
Mary, Harry	11/2/04	Send thank you notes	ASAP
Harry	11/2/04	Prepare statement for bulletin re: appreciation	ASAP

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Chuck	10/3/04	Request member of Finance Committee to give financial/budgetary update at November meeting	ASAP
Dick Henke, Mary, Chuck	10/3/04	Dick will give Larry Lucas decision from Council for approval of Anniversary plans; Mary and	ASAP

		Chuck will give Larry additional feedback from personal ideas as well as survey results	
All Members	9/7/04	Organize Town Hall Meeting – food and tickets, presentation. (Due to Dick’s hospitalization, dinner will be prepared by Men’s Club members – Dave Hinkleman, Bob Maro & others)	ASAP
Harry, Chuck	10/3/04	Meet with Chuck Topping to further discuss his letter sent to Council	11/4/04
Wish Groups	10/3/04	Provide status report to Council, especially Group #1	11/4/04
Dick Henke, Harry	10/3/04	Discuss tickets distributed to survey takers at picnic with Men’s Club officers	ASAP

Refreshments and Prayer:

December 7 – Lane/Judy
January 4 – Dick Henke
February 1 - Josephine
March 1 – Dick Backer
April 5 - Chuck
May 3 - Mary
June 7 – Matt/Katrina

Hospitality Sundays:

December 12 – Administration
January - None
February 13 - Education
March 13 - Service
April 3 – Administration (Diocesan Appeal)
May 22 - Worship
June - None

Respectfully submitted by Katrina Meder

