

**St. Margaret Mary Parish
Pastoral Council Minutes
October 4, 2005**

MEMBERS PRESENT:

Mary Runger	Dick Henke	Gary Skarr	Josephine Lewis
Paul Weinewuth	Rachel Ptak	Chuck Marquis	Judy Thalmann
Rick Weller	Nickie Everett	Sr. Madelyn Gould	Mike Prus
Jennifer Rosenbaum			

Also Attending: Sr. Elizabeth, Candy Rice, Maria Kazlauskas, Linda Griffin, Laurie Krebs
Not Present: Fr. Bill O'Shea, Fr. Dan Hessling, Matt Kerr, Dick Backer

1. OPENING PRAYER (7:30pm): Faith Sharing -Gospel reading and reflection question -
Judy Thalmann

2. OPERATIONAL TO-DO's (7:50pm):

- **Approval of Meeting Minutes**
 - The minutes for the September 6, 2005, PC meeting was approved without changes.
 - Gary sent the September minutes to Mary last week to be published in the bulletin in full.
- **Feedback on new Agenda format- Suggestions?**
 - Keep working with the format. There were no major comments.
- **Parishioner Input**
 - No input

3. COMMISSION GOAL-SETTING AND REVIEW- CEC (8:00pm):

- **Introductions/Overview of Commission Goals (15 minutes):**
 - The purpose of CEC commission is to provide policy direction for all Religious Education programs of the Parish. The commission will assist pastor and ministry administrators by keeping informed of the Religious Education Programs, seeking feedback on programs from parishioners and advising the pastor and ministry administrators concerning present programs and future needs.
 - **What do you want to build from the previous year's accomplishments?**
 - CEC has a history of providing superior education programs to the parishioners at SMMP. There are a variety of programs available at SMMP, so all ages of the Parish are provided with educational opportunities. CEC would like to thank the staff because they are very dedicated to the CEC programs; CEC is very happy to work with all of the staff.
 - **What 2-3 things did you do well?**
 - There are 100's of wonderful volunteers involved in the religious education programs and we plan to continue to build the group in future years.
 - CEC utilizes a spirit of cooperation and collaboration when working with all of the ministries. CEC is always open to suggestions from other commissions, because they are willing to change any of the programs to meet the needs and wants of a changing Parish.
 - **What needs improvement?**
 - CEC is looking for ways to get more parishioners involved in the Threads program, as well as to increase the CEC's leadership role in the Threads program.

- CEC plans to offer additional training and guidance to volunteers for a more successful experience in the religious education programs.
- CEC would like to see representatives from both St. Joan of Arc and ASCA join CEC, as to bring all education under a single, unified commission in the Parish.
 - There should only be one body at SMMP to address Christian Education questions or issues brought forth by the Parishioners.
 - Today, there are education decisions being made without involving the CEC, so we are not presenting a unified front to the Parish.
 - Parish Council needs to re-educate the Parishioners that the CEC is the commission that addresses all of the Educational programs at SMMP.
 - CEC proposes that they gather as a commission and identify any by-laws that are not being utilized currently.
- CEC would like to change/improve the “voice” that CEC has in educational decisions, because CEC feels that they are not utilized as much as they were in the past.
 - CEC would like to always be involved in addressing educational issues or new/existing programs in the Parish. Following their analysis, CEC would bring their recommendations to the Parish Council before a decision is made. (i.e. Confirmation).
 - CEC needs to be involved in the groundwork for any new projects/programs that impact education at SMMP. (i.e. Threads, ASCA)
- CEC distributed an Education Survey last Spring 2004 to families with children who were 3-years-old through 8th grade and who were enrolled in Catholic schools or who have children that are involved in Religion Education at SMMP.
 - CEC has received 160 responses.
 - The responses are still under review, although all of the staff has had an opportunity to read the responses.
 - The CEC would like to identify 3 issues from the survey that they will need to resolve. For other issues, CEC plans to respond to them via the bulletin in the appropriate section so that Parishioners understand that their voices are being heard.
 - Completion date: beginning of 2006
 - A summary of the survey results will be presented to Parish Council by CEC.
- **Review of 2005/2006 Commission Goals**
 1. Re-establish CEC as decision making body
 2. Study, prioritize, and act upon 3 issues brought up in the survey and communicate to the Parish by responding to the issues via email or the bulletin.
 3. Identify areas of concern related to the recent budget cuts. Recognize that SMMP has 1500 children enrolled in education programs, and that incurs a large expense, so we can't keep cutting this budget.
 - Limits CEC's ability to use updated materials for their programs
 - CEC is forced to recycle textbooks more drastically than in the past
 - You can only re-use a book so many times before it's unusable.
 - As a result, Sr. Elizabeth is providing new books for a single grade-level each year, beginning with the 5th grade.

- Updated curriculum changes are more difficult to introduce
 - For the first time, a fundraiser is required to support the Mission trip. Although, as a Parish, we have policies that restrict the use of fundraising.
 - Threads is being threatened with \$0 budget line item. For Lent, a theatrical event has been planned that costs \$500 per night. As a result, Sr. Madelyn has to “beg” for money from the parishioners that have chosen not to donate to the school, but are willing to sponsor Threads. This type of donation collection can’t be maintained every year.
4. Create a means to reach out and communicate more effectively to parishioners by utilizing email, the bulletin and/or the website.
 5. Establish a policy where peace and social justice will be incorporated into each grade level’s education.
- **Comments?**
 - Is the CEC survey too limited? I believe that we should also target the “wisdom” of the professional teachers in the Parish or the parents of children who have already graduated from the SMMP educational programs. You will most likely identify some key “nuggets” of information.
 - Maybe SMMP should change the policy and start to utilize fundraisers more often. A fundraiser is a good opportunity for kids to get together and socialize and join together for a good cause.
 - It’s possible that fundraisers could take time away from the Catechists and teachers who should be planning for their class lessons.
 - Does SMMP follow the Doctrine? All texts are accepted by and recommended by the Diocese’s office.
 - **Review of goals of staff members who are part of commission:**
 - **Elementary Education – Sr. Elizabeth**
 1. Enhance the Catechists’ formation and development to raise the quality of Religious Education at SMMP
 - Diocese has developed a plan where all catechists should accomplish at least 6 hours of training each year
 - To be considered a certified Catechist in the Diocese, you must now have 6 hours of training, so CEC is trying to provide the appropriate training while tracking the progress a little more strictly than in previous years. (i.e. now using a filing cabinet for education training records)
 - SMMP didn’t lose any of the Catechists from these requirement changes.
 - There is flexible training available from Sr. Elizabeth.
 2. Sacramental Programs for Religious Education and Catholic Schools
 - Diocese has determined that we have to offer the sacrament of Reconciliation to 2nd graders if parents choose to do so.
 - The new Sacramental program is in its infancy.
 - There were 45 out of 143 families that attended the meeting discussing the new option and 44/45 wanted to keep the Sacrament for 3rd graders.
 - As of now, the program will remain with 3rd grade except for parents who choose the 2nd grade option.
 3. Evaluate impact of ASCA on Religious Education at SMMP
 - Opening the school didn’t affect the program per se (only about 5 children dropped Religious Education classes at SMMP)
 - We don’t know the impact to Pre-school or Kindergarten (19 pre-school and Kindergarten students from SMMP attend ASCA)
 - We have the lowest number of 3 year-olds through Kindergarten children enrolled in RE in the last 16 years. However, we don’t believe that this is

related to the opening of ASCA. In fact some times we don't fill all of the 13 classrooms.

- **Jr. High Ministry – Maria and Michael Kazlauskas**
 1. A parent handbook was distributed to explain the 3-year track program for Jr. High
 - There are 4-6 classes for each topic in 6th, 7th, and 8th grade courses
 - We plan to update one grade level manual per year
 - The basis for the course content is the Doctrine
 2. SMMP must incorporate the new “Safe Touch” program, which was introduced by the Diocese. The program educates children on what “safe touch” is and how to protect themselves from unsafe touch.
 3. Provide a retreat night for Jr. High students and their parents. (January 14, 2006)
 4. Establish Junior High Edge Nights, which gets the kids motivated about their faith:
 - There are 5 goals for the Edge Middle School Ministry
 - Held four times a year at ASCA
 - The Edge ministry is a collaborative effort between ASCA and the seven parishes
- **Adult Education – Sr. Madelyn**
 1. Develop a core team to carry on Threads
 - In the past, the staff did most of the work.
 - CEC has picked up a lot of the leadership, but we still need a consistent core team.
 2. Increase the number of the men who attend the Cenacle retreat by 25% over 2005 enrollment.
 - About 2000 men have gone through the CHRP retreat
 - About 20 men attended the weekend retreat at the Cenacle in 2004
 3. Begin a monthly spiritual enrichment program for women, including contemplative prayer and journaling.
 4. Continue to incorporate prayer and Catholic teaching into all of the Adult Education programs.
 5. Remain a spiritual resource for the Parish council-
 - Assist with the planning for the Council staff day
- **High School Education – Candy Rice**
 1. Improve the quality of the QUEST program. Revise the QUEST program to make it more “leader friendly” incorporating community building activities and Scripture for prayer while adding additional training and better communication with our leaders.
 - We've added another large group night on January 29 @ ST. Raphael's to discuss abstinence
 - March 5th will be the introduction of the new Safe Touch program
 - A new Vocations Committee was formed with guidance from Father Dan.
 2. Have the QUEST leaders provide two service projects for their group to do together allowing for quicker community building and additional opportunities for teens to do service hours while adding a better understanding of “Catholic Social Teachings.”
 - Continue to offer and publicize Hopkins Park to QUEST groups, which is our local mission site. Together with St. Thomas, SMMP has been helping to get the site in shape over the last 3 years. The plan is to eventually stay on that site and from there, get out into the Hopkins community.
 3. Find more creative and less expensive ways to train Peer Ministers
 - Have two or three teens attend the “Notre Dame Vision Retreat Week”, which is a weeklong focus on Religious and Lay vocations. This may be able to be incorporated into the leadership-training curriculum.
 4. Add more social opportunities for all teens to gather

- Provide a “Lock-out” during the fall (November 10th). We will be rock-climbing and attending “Pump-it-Up”.
 - 5. Continue to keep in touch with our college teens
 - After Christmas and before New Year’s, we try to get together with the Peer Ministers to hang out and catch up.
 - The Clintwood Mission trip is organized and planned by the College teens.
- **Conclusion of Dialogue:**
 - What does your “dream” commission look like in 2010?
 - Representatives from all educational areas of the parish
 - CEC would be recognized as the commission to handle educational issues
 - CEC would establish as needed sub committees to explore and report on educational issues
 - CEC would become familiar with Religious Education Document presented by the US Council of Catholic Bishops and review current policies and practices in relationship to this document
 - Develop a schedule and means to share “Best Practices” with other parishes
 - Issues to consider: -
 - Input for building expansion
 - Flexible meeting space
 - Large enough to accommodate retreats
 - Include small group areas
 - Storage space
 - Areas to accommodate short and long term storage
 - Office Space
 - Sr. Madelyn needs a quiet space for spiritual direction
 - There is no room currently to expand to allow for additional staff
 - Adult washrooms
 - There is a need for adult washrooms in the administrative area
 - This would allow adults and the children to use separate facilities
 - Representatives who will prepare article for bulletin (i.e. CEC Corner)
 - Linda Griffin: 416.9560 or sandlgriffin@comcast.net

----- **BREAK @ 9:15pm** -----

4. VISIONING (9:20pm):

- **Review and approve Pastoral Council Goals for 2005/2006 – Mary Runger**
 - They are a foundation, promote accountability much easier to look at and relate to then previous abstract goals.
 - Too many goals- might want to be careful that this is more than we can handle in one year. Although, I haven’t reviewed what is important and what is not from the list of goals.
 - Recruiting teens is more important than the actual communication. We need to make sure that recruiting is kept at the top of the list. Address leadership training and ministry turnover and engaging fringe parishioners.
 - Overall, very good. If you look at the verbiage, some of the measurements are vague, but most of the goals are concentrating on good areas of improvement. I feel pretty confident that we can do it!

- Great foundation, but tighten them up to make them more measurable/quantifiable. I feel that these are ongoing goals, not necessarily meant to be implemented in one-year.
- How do we take measurement of the goals? What does “ongoing communication” really mean? Add specific actions for each goal that we can measure or complete.
- Great foundation, we are off to a really good start! I believe that we will make some good progress.
- I don't quite understand all of the details for the goals. I like it to a degree, but it still needs some work.
- It's not Mary's responsibility to come up with the goals. Mary did a fine job, because the rest of the PC should provide input. Too wide of focus and we need to really focus on accomplishing something, for example the Vision Statement. We are trying to get the Vision Statement finalized before the first of the year. All of the achievable goals will fall in line behind the Parish Vision statement. Mary shouldn't have to feel like she has to do it all herself.

Goal 1: Incorporate more prayer and reflection

- Short term: Gospel reading and reflection question at monthly pastoral council meetings.
 - Implement: Sept. 2006
- Long term: Attend off-site retreat during year as a council.
 - Implement: Early 2006
- Result: Increased unity of group, and deepen spirituality as a group to further the visioning process.

Goal 2: Increase productivity of long and short-term goal setting and review.

- Short term: New agenda format for Pastoral Council monthly meetings.
 - Implement: Sept. 2005
- Short term: Incorporate goals of Wish Group 2, including approval of "Annual Short and Long Term Planning Sheet"
 - Implement: October 2005?
- Short term: Dialogue with other local parishes in regards to "best practices", methods for long/short planning, and visioning process.
 - Implement: On site visit to St Raphael Parish (August 2005) and on-going
- Long term: Incorporate outside consultants and/or parishioners as resources for review process of long/short term goal setting and planning
 - Implement: Spring 2006?
- Result: Unification of staff/pastoral council/commissions and increased accountability of each facet of parish leadership

Goal 3: Expand outreach and communication within pastoral council and parish as a whole

- Short term: On-going communication with parishioners via bulletin and/or website
 - Implement: Sept. 2005-"Parish Council Corner" article and printed agenda in bulletin prior to monthly meeting
- Short term: Create monthly "Commission Corner" article in bulletin on a rotating basis with each commission
 - Implement: October 2005
- Short term: Encourage participation of "fringe" parishioners by broadening scope of Stewardship Sunday and Welcome Committee activity
 - Implement: March 2006
- Long term: Parish wide lay ministry leadership training and/or ministry workshop
 - Implement: ?
- Long term: Incorporate Wish Group 3 goals
 - Implement: on-going through late spring 2005
- Result: Improved turnover in parish leadership positions
- Result: Increased sense of community and unity of our parish family

Goal 4: New VISION statement for our parish

- Short term: Support Wish Group 1 and contribute to formation of vision statement
 - Implement: Allow time for dialogue at December 2005 monthly council meeting
- Long term: Aid Wish Group 1 in the communication and celebration of new parish vision statement
 - Implement: October 2006-Feast of St Margaret Mary??
- Result: Parish has unified vision to be utilized as a foundation for every aspect of planning and development of parish life

6. FOLLOW-UP ON CONTINUING ACTION ITEMS FROM SEPT. 6 MINUTES:

- **Building Expansion Committee- update from meeting on 9/27/05 – Josephine Lewis, Chuck Marquis, Dick Backer**
 - Quite a few people attended the meeting representing a variety of experiences and knowledge. Lots of energy at the meeting- people are ready to get started.
 - Good conversations related to the expansion changes- contact Josephine with email and phone of people who would want to volunteer their architect expertise.
 - 3 prime responsibilities of the building commission:
 - Review the priorities and programs with staff and see what part of the plan is still valid- Functional vs. Emotional benefit must be balanced for the plans. Some type of parishioner input would be great without starting from scratch.
 - Process to develop the plans without undermining the original plan– volunteer architects from parish and other interested architects to participate- Josephine and Brian Kinney are leading the charge.
 - Have identified some potential volunteer architects
 - Bulletin will have article on architect volunteers this Sunday
 - Project Plan or timeline needs to be put in place if we are planning to put a shovel in the ground in 12-15 months; we need to understand what it will take. A timeline needs to be flushed out in order to build a sense of momentum. Rick Burton will be drafting the timeline and presenting to PC, and possibly the entire Parish.
 - Another meeting is scheduled for October 11th.
 - Comment- Is updating the SMMP sign part of the expansion? The Christian Worship commission should propose this to the building commission. Christian Worship commission has already started to identify the changes and will be presenting to the building commission.
 - At next council meeting we need to figure out what to publish related to this topic in the bulletin.
- **5 year payment schedule/accelerate donor schedule – Mike Prus, Dick Henke**
 - Hands are tied until we have something that can interest the parishioners to pay sooner.
 - SMMP – as far as we know, the obligation is still at \$3,300,000 over 15 years.
- **SMMP/ASCA update regarding liaison and loan agreement – Mary Runger**
 - See Theresa's Email
 - Comments:
 - ASCA communication in Theresa's note hits squarely (again) on Admin and CEC- plus an offer of a visit to Parish Council 2-3 times a year if desired. Can we delegate (again to CEC and Admin to discuss the communication relationship we should have with ASCA? I don't propose we land ASCA on just one Commission. We should ask Admin and CEC to mutually define their roles with ASCA and ask both Commissions to check with one another to assure no major gap is left uncovered.

- Communication with Education- CEC requests active communication, but in Theresa's email, it doesn't seem as active. Room for conversation on this topic.
- CEC would like to have a rep.
- Issue is that we want to know what is going on. CEC would need a more intimate relationship with the "Parish Relations" committee.
- PC should do everything we can to find someone to sit on CEC from ASCA and represent the school. Concerned with the last bullet discussing the "Bible Study" program. CEC should address the separate education classes being offered at ASCA and SMMP. We shouldn't be competing.
- A number of reasonable suggestions. I attended the SHPP program (PTA), to learn about everything that they are doing- and it doesn't seem viable to have a single avenue of communication- must have a multi-pronged approach. ASCA isn't thinking of the same classes offered by the parishes. Communications needs to be bi-directional; we need reps on our side and from their side. Finance committee from SMMP has reps sitting on ASCA's finance committee, and trying to communicate information to each of the Parishes. Formal communication should come from Fr. Bill. If we could create a primary channel for communicating with the school if something is identified as an issue- not Sandy- possibly Theresa? A person who would act as a suggestion box for our communication needs.
- Contacted the other Parish Council presidents and they are in the same situation as SMMP. It's difficult, but we are at least trying to solve the issue, because no other PC had it on their agenda.
- **Wish Groups – completion of Wish Fulfillment Strategy sheets/hand-out**
 - All Wish Groups will be addressed at the November PC meeting
- **Review Commission Dialogue Worksheet- changes needed? Suggestions?**
 - Comments:
 - Make sure everything is sent out in advance.
 - Make sure the commission members concentrate on the main objectives- stay out of the details.
 - Should have given CEC more time, because they are a large commission.
 - Need to be allowed to have more time for discussion following the presentation.
 - Too much information- need to stick to the major goals and stay away from the data points.
 - Think we should alternate meetings on when we should invite the Commission to present, because takes a lot of time at the meeting.
 - Very important and informative, but too much detail. Focus on highlights and snapshot. Stay on the schedule. Make it very succinct.
 - Tighten up the information with less detail.
 - Very informative- possibly divide the larger commissions into multiple sessions. Better way to manage the time instead of all at one meeting.
 - Every commission will be different, so hard to say that this experience will be the example for the rest of the commissions.
 - It was a great chance for the CEC to voice their frustrations and give us a picture of what they have to deal with that other people don't always appreciate.
 - CEC had very in-depth, lengthy goals to review. They were probably the most extensive commission. Format will stay the same. Commission doesn't need to read the goals word-by-word, because we received them ahead of time.
- **Family Fest/Appreciation Dinner- Mary Runger, Dick Henke**

- Question is what are we going to do?
- Comments:
 - The 25th anniversary was the reason why we were not going to host the appreciation dinner this year, but we could still look at hosting a dinner with some nominal share cost up front.
 - Family Fest- adults and children, although the children aren't who we are appreciating, but would be good to expose them to the opportunities.
 - If we do have one, shared costs are a great idea and people should be understanding. We should go back to the caterers so everyone can enjoy the evening. Possibly use a DJ or a Parish band that can perform for free or at minimal cost.
 - We need to somehow to say "thank-you" to the volunteers, either a dinner or in another format. Picnic, light refreshments?
 - I am not sure that skipping the dinner is a good idea.
 - We do have some money in the budget that could be used (about \$4000) that is separate from the 25th anniversary expense. The choir loved to do it last year, so possibly ask them to do it again.
 - Other alternative would be to have a visioning dinner- if a parishioner participates in a visioning exercise; they get a ticket to a visioning dinner.
 - Sometimes traditions continue on and nobody knows why. We should forgo it this year and start next year with something new. Possibly use the choir CD to hand out to the volunteers to say "thanks". Lets try something different in the spring.
 - Make sure whatever we choose, includes the Catechists.
 - If we don't hold it, let's see what the feedback is. Possibly, won't be missed. Possibly tie it in with the Ministry fair to acknowledge those who already volunteered.

7. CLOSING:

• Commission Report

- Education
 - Pass
- Administration
 - Provided a balance sheet and Profit & Loss report documents
- Worship
 - Working on the 25th Anniversary Mass
 - Working on a method for accommodating parishioners in Wheel chairs
 - Still selling memorial bookplates
 - In December, there will be a Memorial flower offering to help defray costs for Easter and Christmas flowers.
 - Working on expanding our greeter coverage at Mass
 - Working on documenting procedures for Eucharistic ministers
- Service
 - Pass
- Youth Ministry Update
 - "Out" is next big retreat (late night)- at ASCA, which has great facilities for retreats
- (FYI) Wish Group 3 met and the results from the survey from last year will be in the bulletin very soon.

• Final Whip Around:

- Good meeting. Nice to have CEC present. Despite the hour- it was well worth everything we went through and still have synergy. Appreciate you taking the risk to try something new. 25th anniversary committee- how will we thank them for their

efforts- bulletin “thank you” insert in the PC corner. Productive meeting. Observation- amount of anxiety in the room was less than in the past. Fruitful meeting. Thank you to the CEC for their participation. Appreciation to the council because it’s the first time we’ve actually heard from a Commission. Thanks for the food and drinks.

- **Closing Prayer** – Judy Thalman

MEETING ADJOURNED at 10:55 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Chuck	10/4/05	Chuck to work with CEC to talk about fundraisers and how we can change the policy and present to the PC. Take another look at how we can use fundraisers for our benefit.	November
Chuck	10/4/05	Communicate with the Parish about the fact that there was no salary raise for Parish employees to meet the cost-of-living increase.	November
Gary	10/4/05	Help to revise the PC Goals using his HR experience and send back to Mary to include in next month’s PC meeting.	November
Parish Council	10/4/05	Send revisions to Mary of Parish Council Goals with your specific comments from the meeting.	November
Nickie	10/4/05	Christian Worship commission should talk to the Building Commission related to the research that has been done on updating the SMMP sign outside. Possibly include changes in the expansion?	November
Mary & Paul	10/4/05	Arrive at a bi-directional communication- summarize what we’ve discussed and go over the draft changes with Theresa.	November
Gary, Nickie, Dick	10/4/05	Will do the research for recognition ideas and provide parameters for the next meeting for discussion. Feb 4 th is the best date at SMMP. Feb. 11 th is available at ASCA.	November
Wish Groups	9/6/05	All groups meet during prior to October meeting and send summary of meetings to Council.	10/4/05
Mary	7/12/05	Liaison needed from SMMP PC on the school Board of Trustees- Need a method to communicate with the Board of Trustees representatives. We need to get the 3 sponsoring parishes together to talk this budget over without the school rep’s. involved.	September
Building Committee (Dick)	7/12/05	Need to re-address the building plans with the new budget. Building committee to present to Parish Council.	Continuing

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Mary	9/6/05	Contact school board and other parishes – help determine how school is represented to Council.	10/4/05
Mary	9/6/05	Prepare bulletin insert describing Council’s current issues and desire to interact with parishioners	September
Judy	9/6/05	Invite CEC members to October’s meeting. PC members will	10/4/05

		be prepared to interact with this commission from emails prior to the meeting	
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REFRESHMENTS/PRAYER for 11/1/05: *Chuck & Mike*

Respectfully submitted by *Jennifer Rosenbaum*