

**St. Margaret Mary Parish  
Pastoral Council Minutes  
November 1, 2005**

**MEMBERS PRESENT:**

Mary Runger	Dick Henke	Josephine Lewis	Matt Kerr
Paul Weinewuth	Dick Backer	Chuck Marquis	Judy Thalmann
Rick Weller	Nickie Everett	Sr. Madelyn Gould	Mike Prus
Jennifer Rosenbaum	Fr. Bill O'Shea	Fr. Dan Hessling	

**Also Attending:** Klaus Rummer, Mark Bohlen, Bill Hassett, Tony Mankus

**Not Present:** Rachel Ptak, Gary Skarr

**1. OPENING PRAYER (7:35 pm):** Faith Sharing -Gospel reading and reflection question – Mike Prus

**2. OPERATIONAL TO-DO's (7:45 pm):**

- **Approval of Meeting Minutes**
  - The minutes for the October 4, 2005, PC meeting was approved without changes.
  - Jennifer included the last minute changes from Sr. Madelyn and Mary in the minutes
- **Parishioner Input**
  - Update on 25<sup>th</sup> Anniversary events and budget
    - Larry Lucas provided feedback via an email to Mary and provided a list of who was involved with the 25<sup>th</sup> Anniversary celebration
    - Mary was able to write thank you notes on behalf of Parish Council to all of the 25<sup>th</sup> Anniversary volunteers
    - Everyone did a fantastic job and there was lots of positive feedback from the evening
    - SMMP budgeted \$20,000 for the 25<sup>th</sup> Anniversary celebration, however, it seems that expenses will be under budget by about \$7000 to \$10,000

**3. COMMISSION GOAL-SETTING AND REVIEW- ADMINISTRATION (7:55 pm):**

- **Introductions/Overview of Commission Goals (15 minutes):**
  - Purpose of Administration Commission:
    - The purpose of the Admin Commission is to see to the stewardship of parish resources. The commission has the task of planning, providing for and supervising the financial affairs and physical properties of the parish.
  - ~9 Parishioners are part of the Administration Commission
    - Website and Technology committee- Mark Bohlen & Jim Bayer
    - Budget and Audit Committee- Bill Hassett
    - Building and Grounds Committee- Tom Hill & Joe Clare
    - Scholarship Committee for ASCA- Molly Fara
    - Personnel & Stewardship Committee- Mike Prus & Mary Ann Turza
    - Liaison with Pastoral Council – Chuck Marquis
    - Delegate at Large- Klaus Rummer
  - What do you want to build from the previous year's accomplishments 2004-2005?
    - **Communication –**
      - 2004-2005
        - Monthly and Quarterly Financial Reports
        - Regular Pastoral Council reports
        - Regular reporting on Men's Club activities

- Increased regularity of financial presentation in the church bulletin
  - Studied and implemented automated giving
  - Refined the budget process
- 2005-2006
  - Revitalize the SMMP website
  - Create a Website team that includes a webmaster and four sub-webmasters
  - Create a brochure about Administration Commission for the Ministry fair
  - Publish a new Parish Directory
  - Develop Stewardship Committee objectives for the financial Stewardship Appeal
  - Continued distributions of weekly envelopes for contributions
  - Maintain and increase awareness for Automated giving (Credit and Debit cards) – 105 Parishioners have signed up for this service
  - Maintain and improve the budget process
- **Stewardship –**
  - 2004-2005
    - Implemented a revised SMMP scholarship program
  - 2005-2006
    - Audit of church books
    - Audit of Men’s Club Books
    - Audit of Payroll
    - Contract Review
    - Study operational efficiencies for cost savings
    - Financial Communications with ASCA to refine scholarship pay plans
    - Take part in the ASCA Finance Committee
    - Refine the SMMP pay plans (Automated Giving)
- **Building and Grounds –**
  - 2004-2005
    - Studied and presented the options for fire mitigation to the Parish Council
    - Work with snow removal vendor
    - Worked with Land maintenance vendor
    - Defibrillators installed and some parishioners were trained
    - Child safety and security was assessed in SMMP facilities
  - 2005-2006
    - Document the maintenance schedule utilizing the Condition Assessment Survey (CAS method)
    - Review and implement options for fire mitigation in the church lighting system
    - Roof needs an inspection
    - Review the HVAC System/ new compressor
    - Complete a Repair and replacement report (last done in 2000)
    - Lawn maintenance
    - Snow Removal
    - Land Maintenance
    - Participate in the Building Committee/ Expansion plans
- **Human Resources & Business Management-**

- 2004-2005
  - Reviewed and updated the Personnel Policies document
  - Contract reviews
  - Repair/Replacement activities
  - Financial Review completed
- 2005-2006
  - Complete Personnel policies and programs document
  - Install a new computer system
  - Provide new Broadband service and PC networking in Parish offices
  - Provide a new computer for the music director
  - Hire a new custodian
- **Website update (Mark)-**
  - 1996-2004
    - November 1996- the website was launched
    - There have been 180,000 hits to the home page between 1996 and 2005, which equates to about 400 per week
    - The “World Famous” Advent Calendar averages about 50,000 hits
    - If you enter Saint Margaret Mary in the Google search engine, SMMP’s website will be the 3<sup>rd</sup> listing and the 1<sup>st</sup> Parish
    - If you enter Advent Calendar in Google search engine, we are the 5<sup>th</sup> listing
  - 2005-2006
    - Reorganization of the website was deemed necessary after assessing in the spring, because we needed a stronger technology base - We required a more efficient flow of content from the providers to the site as well as a new look
      - Planning to provide better content and content management
      - More visually appealing site
      - Avoid presenting stale content
      - More structured towards the user based on specific demographics: youth, singles, families and empty nesters
      - New features are still TBD
    - We are structuring a committee of 4-5 sub-webmasters to report to a primary webmaster
      - Experienced professionals who volunteered have been meeting weekly since September
      - Currently, we are down to the actual build and design tasks for the site
    - The new website is planned to be online by the end of 2005
    - We are still in need of a web-graphic artist
  - **QUESTIONS & COMMENTS**
    - Will ASCA be a part of the site?
      - There has been no specific dialogue regarding this collaboration, but we will be providing links to the ASCA site
    - CEC probably has the largest flow of content for the SMMP site
- **Budget Process (Bill)-**

- The Administration commission will share the financial dimensions, but PC should direct us with the priorities
  - Administration Commission will report after the New Year with the first 6-months of expenses to see if we will meet the 2006 budget.
  - The most difficult number to budget is the collections.
  - Expenses are running slightly under the budget but we will update after New Year with the Christmas numbers.
  - Paul and Tom Hill have joined the finance committee of ASCA (fully staffed with 7 members on committee) along with a part time financial person to play a role in financial operations.
  - Monthly financials will eventually be distributed from ASCA.
- **Review of 2005/2006 Administration Commission Staff Member Goals:**
  - **Fr. Bill**
    - Update on Convocation- Lake Geneva, WI –
      - Wonderful experience
      - Speakers were better than usual
      - Builds spirit in the Diocese
      - Provides an opportunity for all of the Priests (including retired Priests) to get to know each other
  - **Fr. Dan Hessling**
    - Update on Convocation- Lake Geneva, WI –
      - Very community forming experience
      - Met other priests in the Diocese who I haven't previously met
      - It's nice to experience the positive attitudes among the priests vs. what the media is reporting
      - Candy Rice and Fr. Dan will head up the Vocations program at SMMP- need to work fast, because the training and education takes many years
  - **Mike Prus- Business Manager**
    - Review of Goals
      - Updating the financial model is a very large task, but is essential for budgeting
      - Plan to continue to promote the auto giving program
      - The computer network is up and running- this is a huge improvement for staff (and makes Mike's job easier)
      - There is a huge sense of commitment on Administration commission, they are very dedicated and committed to the church- the Administration commission to helps the Parish flourish and grown
      - Mike wanted to thank all of the members of the commission and the committees, thanking the maintenance and support staff, and "anyone who picks up a shovel".
      - QUESTIONS & COMMENTS-
        - How do you report the electronic giving in bulletin?
          - Currently, we don't report the amount of contributions via electronic giving on a regular basis.
          - We can estimate that we receive about \$3000 per week via electronic giving could be added to the total contributions
          - Maybe we should add a line in the bulletin on a weekly or monthly basis- "electronic contributions each month"
        - Is there a way to re-assess the Diocesan appeal \$ goal?

- % of people contributing is important so any amount is appreciative
- If we don't make the \$ amount set by the Diocese, it's possible that we could still be successful if we meet a certain % of total people contributing.
- This issue should be re-opened to discussion.

----- BREAK @ 8:45 pm -----

#### **4. GETTING TO KNOW YOU QUESTION?**

- Which saint or saintly person has had meaning in your life this year?

#### **5. VISIONING (9:10 pm):**

- **Review and approve Pastoral Council Goals for 2005/2006 – Mary Runger**
  - Gary has not been able to get together with Mary
  - This item will be on hold until the December meeting
- **Mid-year review for Pastoral Council Goals and Staff- December**
- **Pastoral Council Workshop- Diocesan? Offsite? Other?**
  - This is a great opportunity to increase our ability to work together and with other groups
  - Would we benefit from all attending different workshops?
    - I think I would feel strength in attending a workshop as a council.
    - It might be ok to attend 2 different seminars.
  - PC should make sure to email Mary with choice of workshop
- **Priesthood Sunday- discuss how SMMP will celebrate**
  - Incorporate a "Blessing of Priests"
  - A PC representative will read the blessing at each mass while parishioners hold their hands over the Priests

#### **6. FOLLOW-UP ON CONTINUING ACTION ITEMS FROM OCT 4<sup>th</sup> MINUTES:**

- **Building Expansion Committee- update from meeting on 9/27/05 – Josephine Lewis and Dick Backer**
  - Building Expansion Committee is meeting every two weeks
  - We are fortunate to have parishioners who understand the trade and have volunteered to help
  - We are estimating to break ground in Fall of 2006 or Spring of 2007 - Rick Burton put together a timeline
  - Two volunteer architects will be meeting on 12/3/05 (Saturday), for a design create sp? to brainstorm designs for the expansion project
  - Overall, we are making progress
- **SMMP/ASCA update- minutes of ASCA School Board Meeting on October 25, 2005– Mary Runger**
  - SMMP now has representation on the Finance committee for ASCA
  - ASCA is looking to talk with our Religious Education directors
  - Sandy is willing to come to the CEC meetings as often as she can (currently CEC Commission is meeting one time per month)
  - Long range plan- The Bishop is willing to sell off the west parcel of ASCA land that backs up to the new homes (still open to discussion)
  - The ASCA Facility is planning to build a community structure for income for the school
- **Wish Groups – completion of Wish Fulfillment Strategy sheets/hand-out**
  - WISH GROUP 1

- A timeline was distributed that frames out what Wish Group 1 would like to accomplish, along with the milestones
- The *Vision Narrative* is a story of how Wish Group 1 envisions SMMP in the future.
  - The Vision Narrative will help to identify and form a vision statement for SMMP based on the narrative.
  - Our plan is to break the vision narrative into logical portions and then develop teams or groups to focus on each of the individual portions.
  - We need to determine where SMMP is today, and then create plans on how to get to the future using yearly steps.
  - Our plan is to solicit feedback from parishioners and volunteer participants in addition to the Wish Group and Parish Council
  - We are planning to organize 5 focus groups with about 6 individuals in each group and will meet for a 60-minute discussion to review the Vision Narrative.
    - Wish 1 committee will be observers and take notes from focus groups.
    - Our goal is to touch on each of our identified demographic groups: new members, leaders, disillusioned, experts and spectators.
  - <Paul reviewed the steps that were documented in the Timeline that was distributed to the Parish Council> (see Proposed Timeline for Wish Group 1)
  - Wish Group 1 is seeking approval from the Parish Council on the direction of the proposed timeline and the overall process so they can continue to move forward in a timely and efficient manner
- COMMENTS & QUESTIONS:
  - Overall, I am comfortable with the direction that it's going- PC can get more involved if concerned with the details.
  - Wish Group 1 Worked hard- the plan seems reasonable with a lot of ideas and details
  - I really like it
  - Both the expansion and vision should lead each other and the document should reflect that
  - Looks good, however I am concerned that there are only 5 groups of 6 involved with the focus groups- is that enough to cover the general opinions of the Parish.
  - I think you should refine the Vision Narrative and then invite the entire parish to comment.
  - March through May is too short of a time for determining the final vision of SMMP.
  - PC seems all in favor of direction of plan.
  - What is the expectation from the PC for the December 6<sup>th</sup> Parish Council meeting? Comments?
    - Take the facts from the focus group sessions and then the PC should derive where we should take this vision.
    - Possibly PC should be part of the focus groups?
    - Most of the decisions should be made by Wish Group 1
    - I am willing to allow the focus groups and Parishioners to own the decisions
    - We should make sure PC keeps away from micro-management so we somehow need a compromise between

- rubber stamping and spending 90 minutes reviewing and re-writing the vision in a PC meeting
  - Parish Council should take a hard look at the Vision Narrative and organize a separate meeting for those who are interested to review it in detail
  - It's a very ambitious program but we should use a session with Parish Council in a separate meeting
  - I am concerned on how to incorporate all of the commissions' goals that are moving forward ahead of the creation of the vision statement
  - Possibly have 90 min. conversation in March after all of the data points have been collected
  - We know that anything presented at this council is going to take more than 5 min. per person, so if we plan a separate meeting, it will not be short.
  - Remember that the vision is not a cut and dry business plan- a vision will be dynamic and grow and change with SMMP each year. The vision is more of a guide to influence future business plans.
  - I agree with moving the vision discussion to March after all of the parishioner discussions have been concluded, but the PC should keep in continuous dialogue in the meantime with Wish Group 1.
  - I have confidence with our parishioners in the focus groups and see the PC's concern with the direction of the timeline. However, a vision statement will be broad enough for goal formation but specific enough to fit our parish.
  - I am not sure if the timeline is too compressed. Ultimately, the PC should approve the final vision statement. Let's see what Wish Group 1 can present in December based on the focus groups and the PC can make a decision on out involvement from that point.
- WISH 2 –
  - Have not yet met.
- WISH 3 – Mike Prus
  - We are currently studying the procedures for hospitality Sundays. We would like to form a permanent committee that is responsible for organizing and planning hospitality Sunday's.
  - We are going to work in collaboration with the website committee to promote use of website from our parishioners.
  - We will be working in collaboration with the CEC to form information cards.
  - Two weeks ago, the survey from last year was published, because we needed to communicate to Parishioners about the results.
  - We are planning to meet again on 11/7/05.
- **Family Fest/Appreciation Dinner- Dick Henke, Nickie Everett and Gary Skarr**
  - We need to look into transferring any funds from the money that wasn't spent during 25<sup>th</sup> party to the Appreciation dinner.
  - Some of the comments from the survey for the Appreciation Dinner:
    - People like to get together and celebrate
    - Parishioners wouldn't mind a format change to the evening

- They would prefer no admission costs
  - Parishioners would like an adult night out without the kids
- COMMENTS:
  - If Religious Education does participate this could swell the numbers, but organizations weren't opposed to sharing the costs
  - Requiring a nominal fee makes it easier for head count and planning
  - The Choir and band could be approached again for entertainment, because they seemed to enjoy the evening
  - The date will be January 21, 2006, and the location will be ASCA
  - We agree that recognition is needed, but I would suggest a Sunday in May with recognition favors instead of a dinner
  - The Family Fest is not a favored option
  - Dinners are tough to serve, so we should stick with appetizers and drinks
  - We shouldn't use up all the money left from the 25<sup>th</sup> Anniversary budget and I agree with minimal food
  - A potluck seems like a good idea and it brings people together
  - I support a scaled down dinner and we should choose a time that is not during dinner so people don't come especially hungry
  - Appetizers can actually cost more than the dinner and we should re-use the decorations
  - I like the appetizer idea and possibly charge a small fee to get a head count
  - I like the idea of party- buffet or appetizers, with drinks; maybe everyone could bring a dessert?
  - I affirm that appetizers are more expensive than providing a dinner, but I definitely want some type of party with food.
  - Make the appreciation inclusive of Religious Education so Sr. Elizabeth will encourage them to come.

## **7. CLOSING:**

### **• Commission Report**

- Youth Ministry (Matt)
  - Candle Sales – There is not a total yet, but a good amount of people did purchase candles. There was a problem with the Mass announcements, because our message wasn't read at any of the Masses.
  - We are recruiting college students for the 2006 mission trip – old peer ministers are contacted about 1-year ahead of time, as well as outgoing seniors. We are limited to 2 vans (16 people).
  - We are working on organizing a 2<sup>nd</sup> missionary trip during spring break to Mississippi to help rebuild a church that was destroyed in the hurricane. We are going to work as a partner with the Parish in Mississippi.
- Service (Rick)
  - Update on Commissioning Service on October 27, 2005-
    - Deacon Terry and Fr. Bill conducted the service
    - Brian provided music
    - Wine, cheese, cake and coffee were served
    - 40/65 RSVP attended, which was respectful of budget constraints
  - St. Vincent DePaul opened Senior Housing in West Chicago
    - There are 17 apartments @ \$560 per month
    - 4 units have been rented and a 5<sup>th</sup> is on it's way
    - The building is close to downtown West Chicago with a part time person on site

- The giving tree has had to reduce the number of families SMMP supports by 10% over last year because of decreased parishioner volunteers,
    - The Men's club picnic had a great turn-out
    - Boy scouts will be taking a more hands-on approach with the CSC
  - CEC (Judy Thalmann)
    - Safe Touch Program
      - Kicks off with a parent meeting where the parents will watch a parent video and the children's video
      - The program is split into K-1, 2-3 and 4-5
      - Permission slips will be used for the program
      - Safe Touch program is a mandated Diocesan program
      - This topic is Important to discuss within your own families
    - CEC Corner article – Linda Griffin will be posting the article with the goals after surveys are in.
  - Worship (Nickie)
    - Most of the meeting's discussion was spent on the 25<sup>th</sup> anniversary celebration
    - We are planning to repair the Church Crucifix- and are looking into bids for the repair work
    - We are also working on purchasing a crucifix for the chapel
    - We are planning to meet with Dick to talk about Church sign replacement
      - Should mass time be posted?
      - Who should pay for the sign?
      - Mass times should be placed on entrance door, as well
    - 150 nameplates have been placed in the hymnals so far
- **Final Whip Around:**
  - Keep the meetings moving- we are making progress, Announcement needs to be placed in the bulletin that a PC table is available on hospitality Sunday, The Newcomers group needs to be an integral part in the church, We should check-in and report on what is going on with the Newcomers, Make sure that there are chairs at the appreciation party on 1/21, Even though we have diverse dialogue- it's great, Keep the meeting moving, Mary has worked very hard to make PC meetings go smoothly and her preparation is showing, Good meeting, I like the exchange, Note that next month's agenda might include discussion involving sponsoring a parish on the gulf coast.
- **Closing Prayer** –Chuck

**MEETING ADJOURNED at 10:40 pm**

**New/Continuing Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Parish Council	11/1/05	Make sure to email Mary with your choice of workshop from the list that was distributed.	December
Parish Council	11/1/05	Re-read the Vision Narrative and brainstorm how PC should be involved with the creation of the SMMP vision.	December
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
Chuck	10/4/05	Chuck to work with CEC to talk about fundraisers and how we	November

		can change the policy and present to the PC. Take another look at how we can use fundraisers for our benefit.	
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
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
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:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Gary, Nickie, Dick	10/4/05	Will do the research for recognition ideas and provide parameters for the next meeting for discussion. Feb 4 <sup>th</sup> is the best date at SMMP. Feb. 11 <sup>th</sup> is available at ASCA.	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	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 be prepared to interact with this commission from emails prior to the meeting	10/4/05

**REFRESHMENTS/PRAYER for 12/6/05:** *Rachel & Matt*

**Respectfully submitted by** *Jennifer Rosenbaum*