

**St. Margaret Mary Parish
Pastoral Council Minutes
December 6, 2005**

MEMBERS PRESENT:

Mary Runger	Dick Henke	Josephine Lewis	Matt Kerr
Paul Weinewuth	Dick Backer	Chuck Marquis	Pat McAuliffe
Nickie Everett	Sr. Madelyn Gould	Mike Prus	Rachel Ptak
Gary Skarr	Fr. Bill O'Shea	Fr. Dan Hessling	Jennifer Rosenbaum

Also Attending: Tom Cordaro, Terry Kerr, Brian Kinney, Rick Burton, Sr. Elizabeth

Not Present: Judy Thalmann

1. OPENING PRAYER (7:30 pm): Faith Sharing – Blessing of our Priests (Matt)

2. OPERATIONAL TO-DO's (7:40 pm):

- **Introduction of new chairperson for CSC – (Mary)**
 - Pat McAuliffe
 - 12-year Parishioner of SMMP
 - Started at SMMP as part of the Welcome Club
 - Member of Adult Ed Committee
 - Head of Daybreak
 - Finance background
- **Presentation by Tom Cordaro and Terry Kerr (see proposal handout)**
 - Bay St. Louis, MS
 - 80 miles East of New Orleans
 - 8200 people in the town
 - \$42,000 per family is the median income
 - Our Lady of the Gulf Parish- Bay St. Louis, MS was affected by Hurricane Katrina
 - Church is a hollow shell- only the walls remain (roof was destroyed)
 - Parish rectory and offices were totally destroyed
 - Our Lady Academy (Girls high school) was damaged
 - Bay Catholic Elementary school was damaged
 - Mass is currently held in the Parish Community Center, which is completely open, because of the damage it sustained
 - Requesting that SMMP work with Our Lady of the Gulf Parish
 - Fr. Tracy's (sole Priest for 1500 families) focus is with rebuilding the church
 - The Diocese plans to keep the church operational
 - Our proposal is to invite Fr. Tracy to preach at masses over a designated weekend and encourage a second collection in support of rebuilding the church with a basket in the Narthex
 - If SMMP parishioners have a desire to do more- we are willing to help them take next step- help rebuild, etc.
 - Youth Group is traveling over spring break to help with the rebuilding
 - **QUESTIONS:**
 - Is the church a Landmark/Historical church, because this would be more expensive to rebuild? - Not sure.
 - What is the estimate to rebuild the church? \$1-2 million is estimated to rebuild only the church. The Diocese insurance money has already been used up.

- Charitable Contributions Commission recommended that the money from SMMP should come from a second collection
 - The amount of money in the Charitable Giving Committee's budget has been cut, and they must still support organizations, which are already depending on them
 - We tend to get better financial response from second collections
 - SMMP's first collection for Hurricane Katrina victims went to Catholic Charities for relief effort, which is different than re-building
 - The Men's Club sent \$1000 to the Diocese but not to a specific church in MS
 - We should make sure we publicize in advance once the date is set-
 - Use promotional material
 - Communicate the plan for the donations
 - Possibly tie in with a hospitality Sunday
 - COMMENTS:
 - Overall, the PC agreed that it was a great idea and there were no objections!
 - It was recommend that we make it a general collection- not to a specific part of the re-building
 - The PC and SMMP appreciate Terry and Tom working this project through the system- it's a very worthwhile cause.
 - The consensus from the PC is to go-ahead with the plan as presented and keep the council posted on status or changes
- **Approval of November Meeting Minutes**
 - The minutes for the November 1, 2005, PC meeting was approved with a few additional changes.
 - Jennifer will make sure that the changes discussed by Mary and Pat during the meeting will be included in the final copy.
- **BEC (Building Expansion Committee) Update- (Rick Burton, Chuck Marquis, Josephine Lewis, Dick Backer, Brian Kinney, etc.)**
 - Status of work completed (Josephine)
 - BEC met on Saturday 12/3 with Rob Wrobel and Linda Songco, who were volunteer architects with 15-20 years of experience
 - Rob had some definite ideas for the location of addition and the BEC spent 2-hours with him
 - Linda came with more sketching paper, but her basic idea for the location for the expansion was exactly the same as Rob although they were working and interviewed independently
 - The locations specified by the architects confirm with what Dick Backer has been saying regarding the location of the addition
 - There is a need for parishioners to be able to leave Mass and enter into a community area/multi-purpose room
 - BEC did meet with Sr. Elizabeth and Candy Rice to discuss the bare minimum needs
 - There has been no decision made on whether we are sticking with the same architect firm
 - Dick Backer expressed the urgency that at least 50% of the available funds collected by the Capital Campaign and Designated as Unrestricted need to be approved by PC to keep moving forward with this project.
 - All three architectural ideas recommend that the new wing ought to mirror the present wing where classrooms and offices are.
 - The funding and existing contracts still need to be addressed

- Time line and where are we going (Rick & Brian)
 - March 30, 2007 is currently planned for the ground breaking
 - The timeline is taking design and political process into consideration
 - Anything we do requires action from City of Naperville at the Planning Commission and City Council level
 - If a PC member would like to see the current timeline for the detailed steps, you should talk to Rick or Brian- still in a draft format.
 - Parishioners will be informed before the expansion becomes a public event with a town hall meeting before the Naperville City Council presentation
 - Another town hall meeting is scheduled for Parishioners before the contractor bidding begins
 - This is a mildly aggressive schedule, which currently does not take actual construction time estimates into consideration- only goes through ground-breaking.
 - The plan is to present the plans to the Diocese before we present to the City of Naperville.
 - We are still on schedule- but we should be going out for architectural proposals based on our concepts by the end of December, however we are still working on the internal delegation of space needs.
 - Naperville doesn't need the final working drawing plan for the building permit review, because it's more of a zoning issue
- Communications Plan
 - Formal communications via the bulletin will begin in January regarding that we are starting to move ahead with the expansion
 - We are utilizing a Town Hall concept for the larger parish
 - It's important to tie in the BEC coordinates with visioning committee, because the visioning committee is addressing the vision through 2010
 - Sister Madelyn suggested that, if possible, an announcement ought to be placed in the bulletin for Christmas weekend, as attendance at Mass is significantly higher. This needs to be given to Mary Straub by the 17th of Dec.
- COMMENTS:
 - We are going to have to run the numbers, but we should be fine with the Diocese.
 - We have just over \$3 million pledged and about \$850,000 is available cash-in-hand of the \$1.66 million (including half of the unrestricted funds) available for the expansion
 - Difficult to predict construction costs in 2007 with the fluctuating rates.
 - Larson & Darby is familiar with project, but the expansion plans will need to be re-done so there is some efficiency with using the same firm, but could be a cost savings to re-bid
 - We need to be ready to deal with this project once it gets going, so the steering committee must present at the January Parish council meeting to discuss the details about using 50% of unrestricted funds.
 - The PC will receive a more definitive timeline at the January 3rd meeting.

3. MID-YEAR REVIEW of PASTORAL COUNCIL GOALS (8:55 pm):

- **Overview of Goals (15 minutes) – (Mary, Gary)**
 - See updated goals emailed from Gary
 - COMMENTS:
 - We're on the right track, but confused with using the word Ministry in Goal 1. We should replace with "develop the faith-sharing" of this ministry.

- Possibly, make results more measurable- i.e. Everyone in PC attends an offsite meeting or participates in a prayer/reflection before each meeting for Goal 1.
 - Maybe we shouldn't call the results "measurement", but a benefit or summary of the goal. The measurement for each goal is the actual completion of each associated short-term and long-term goals.
 - It might be beneficial to communicate via the bulletin on who will be turning over on the PC.
 - Prepare Parishioners to think about how they could get involved with the Parish Council.
 - Mary address in January bulletin about the specific roles of PC.
 - Possibly develop and publish a pamphlet for Parish Council that could be distributed to recruit people to discern for positions on the Pastoral Council.
- **Offsite meeting Date/Location**
 - February 11, 2006, from 9:00am – 3:00pm (including lunch)
 - *Council Membership as Church Ministry* workshop offered by Diocese
 - Planning for the future, listening to parishioners, prayerfulness, church model of decision making
 - PC members should RSVP to Mary by the council meeting in January.
- **What does the "dream" Pastoral Council look like?**
 - Larger meeting space to accommodate guests
 - Makes a point, listens to others, will compromise and change opinions
 - Fill open positions with people who don't have an agenda, but will be open to listening and sharing
 - A roomful of talented people
 - A group of diverse people
 - Encourage this conversation to take place at a separate meeting or another time
 - Must have a vision statement before this can be determined, because we are too focused on specifics instead of looking towards the future
 - Discernment for all members- including the Commissions
 - Don't concentrate on the nuts-n-bolts, instead use the vision to make decisions
- **"Pastoral Council Corner" article in January 2006 bulletin to be written by Mary**

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

4. GETTING TO KNOW YOU QUESTION? (9:20 pm)

- What gifts do you bring to Parish Council?

5. WISH GROUP REPORTS (9: pm):

- **WISH GROUP I (Paul)**
 - Finished up the group Focus sessions and have compiled the notes
 - Five, 1-hour focus groups completed with a total of 50 people have given their reaction to the narrative
 - By having 3 groups in a row, you can start to hear the strong refrains
 - Minutes have been typed and the vision narrative will be re-drafted for the staff session next week.
 - Focus Group questions: What did you like in the narrative? What was missing from the narrative?
 - This project requires a lot of hard work, but we are very excited because parishioners are passionate and have come up with new ideas.
 - One more formal session for the staff will take place in January

- We plan to take the notes from the last meeting and compile them into a new vision narrative statement that will be presented in January to the Parish council
 - 30-45 Minutes will be available on the PC's January agenda to discuss the Vision Narrative
 - Role of PC needs to be decided for this project
 - Paul will pull out notes related to building expansion and send to the BEC-
- **WISH GROUP II (see handout) (Gary)**
 - Met as a group on November 28th
 - Wish II: Develop plan for affirmation and accountability of SMM leadership (staff and volunteer) distinguishing pastoral and administrative responsibilities.
 - Team: Father Bill, Mary Runger, Chuck Marquis, Gary Skarr and Maria Kazlauskas
 - What are the plans?:
 - Resource support and process improvement for assessment and goal setting
 - Accept proposed planning year calendar
 - **COMMENTS:**
 - Great idea for a “skills day” and each commission can select which skills they want to improve from different work shops
 - Not sure if people will even show up to participate
 - Great idea and wonder what the reaction would be from the commission if this idea is presented- possibly create enthusiasm
 - Get everyone out of “silos” and bring people together to learn
 - Meal might bring about more interaction- might start out slow, but if we keep this up each year, may have more attendees as word gets out
 - Good idea, but it's tough with busy schedules to select one day for training
 - Possibly take new skills to make meetings move more efficiently.
 - It's important to keep the meetings on track- don't let one person de-rail the classes.
 - We should use a Key-note speaker on leadership with specific break-out sessions. (I.e. How to run a tight meeting, how to recruit members, etc.)
 - Supportive of workshops and maybe will grow into some other sessions.
 - Restructure pastoral council agenda
- **WISH GROUP III (Josephine & Mike Prus)**
 - Group has had 2 sessions on the 7th and 30th of November
 - Identified 3 areas where they will be concentrating:
 - Enhancing Hospitality Sundays
 - Form a permanent committee for logistics
 - Free-up the host group to engage in conversation
 - Provide training on how to listen and have discussions with parishioners
 - Close to a proposal that we could present to PC in January related to the Hospitality Sunday committee
 - Website
 - Looking for volunteer graphic artists
 - Website will become a permanent committee, but not sure which commission it will sit under
 - Goal is to promote the Website in its initial roll-out

- Liturgy Commission
 - Trying to figure out how to be more welcoming when people come to our parish

6. FOLLOW-UP ON CONTINUING ACTION ITEMS FROM NOV. MINUTES (9:30 pm):

- **Recruiting for Discernment Committee – (Sr. Madelyn)**
 - Waiting for committee
 - Josephine has agreed to assist Paul and Gary.
 - Sister Madelyn and Mike Prus will help with the timeline.
 - Why is the committee only limited to PC members?
- **Appreciation Evening on January 21, 2006- (Dick Henke, Nickie Everett)**
 - ASCA Hall is set aside and the rental place has been contacted (dance floor and tables)
 - Need to scout out new look to the gym
 - The Choir has agreed to be involved
 - We can't get into the building until Saturday morning, because another group has it for Friday, so maybe we could split the cost of decorations or rental with that group
 - We have chairs but we will have to rent tables
 - Not sure what to do with food?
 - To keep moving with the dinner, we need an official budget and people assigned to specific roles
 - Dick or Nickie will distribute an email to PC requesting that they volunteer for particular roles
 - COMMENTS:
 - Not about the food- it's about the appreciation
 - What about beverages? Beer & Wine should be provided
 - We shouldn't have formal dinner or appetizers
 - Pizza or Subs
 - Send food ideas to Dick and Nickie
 - We need to determine how many people fit in the room for a "cut-off"

7. CLOSING (9:50 pm):

- **Commission Reports**
 - Youth Ministry (Matt)
 - No report
 - Service (Pat)
 - Cancelled Dec. meeting because everyone already had meetings
 - Daybreak has only 1 family in the program because Catholic Charities is waiting for another applicant
 - Each committee must present each month during the commission meeting
 - CEC (Sr. Madelyn)
 - THREADS program in November – 350 attended (85-90 families) and served everyone for \$2.50 per person
 - Christmas Tea is tomorrow
 - Jan. 11, 2006 at 9:15am, Fr. Kevin O'Rourke will be discussing stem cell research, and PBS will be here to tape presentation so a good crowd is encouraged.
 - Sr. Elizabeth has been organizing Reconciliation for 148 students
 - Worship (Nickie)
 - Planning for advent and Christmas
 - Based on some discussions involving the Virgin Mary statue, it was decided to allow the Blessed Virgin Mary statue to be used during the week and

stored away for the weekend! This was voted upon and carried out. Larry Lucas confirms this procedure.

- Administration (Mike)
 - Feedback about Administration's attendance at the PC meeting
 - Administration now understands PC
 - All of the commissions should get together to so that they can learn about each other
- **Final Whip Around:**
 - Fine meeting, why am I always sitting in pews with only one songbook, keep focusing on the bigger picture and not the details, happy advent, look forward to working with all of you on the appreciation dinner, timing, keep emails and suggestions coming for Jan 21 dinner, Merry Christmas, See if Jan. can compete with the length of this meeting.
- **Closing Prayer – Matt**

MEETING ADJOURNED at 10:52 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Parish Council	12/6/05	PC members should RSVP to Mary by the council meeting in January for the offsite workshop	January
Paul	12/6/05	Pull out notes related to building expansion from the Focus Group sessions and send to the BEC	January
Parish Council	12/6/05	Send all food ideas for the appreciation dinner to Nickie and Dick as soon as possible.	ASAP
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
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
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
Parish	11/1/05	Make sure to email Mary with your choice of workshop from	December

Council		the list that was distributed.	
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

REFRESHMENTS/PRAYER for 1/3/06: *Gary*

Respectfully submitted by *Jennifer Rosenbaum*