

**St. Margaret Mary Parish
Pastoral Council Minutes
January 3, 2006**

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	Judy Thalmann	Fr. Bill O'Shea	Jennifer Rosenbaum

Also Attending: Al Gustafson, Rick Burton, Brian Kinney, Bill Hassett, Sr. Elizabeth, Candy Rice

Not Present: Fr. Dan Hessling

NOTE: Fr. Dan is celebrating the first anniversary of his ordination and as a Priest at SMMP.

1. GOSPEL READING/FAITH SHARING (7:30 pm): Gary Skarr

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

- **Approval of December Meeting Minutes**
 - The minutes for the December 6, 2005, PC meeting was approved.
 - Minor changes were discussed at the meeting that will be made to the December minutes and re-sent to Gary Skarr for the bulletin.
- **Parishioner input**
 - None

3. VISIONING (7:50 pm):

- **Building Expansion Committee Update – Josephine Lewis, Chuck Marquis, Dick Backer and (guests) Rick Burton, Brian Kinney**
 - BEC negotiated a ¾ % reduction in fees from Larson and Darby. The services included as part of their fees will include full-service architectural services, weekly construction meetings and semi-supervision of the construction site. The remainder of the services will be the same as previously negotiated.
 - BEC needs a change order with the scope of work and fee changes. BEC believes that the initial contract (with signatures) should be fine for the Dioceses.
 - A revised timeline (see hand out) has been completed and distributed internally, so the next step is to get Larson & Darby to meet and finalize the drawings by the end of January.
 - All task dates have been met on time, up through the Jan 3rd PC meeting
 - Critical events are occurring between now and March 30, 2005
 - BEC believes that the schedule is doable and still has a little wiggle room
 - BEC needs to meet with the Diocese at their Feb meeting before the SMMP Town Hall meeting in the middle of March.
 - March 16th is the new SMMP Town Hall meeting instead of March 23rd, because of spring break.
 - BEC will bring some updated architecture concepts to the PC meeting in Feb.
 - A major step in the schedule is presenting to the City of Naperville and the Planning Commission to start the zoning process.
 - Decisions made on the design of the expansion structure:
 - Two story addition coming off the Narthex (looking southeast)

- Upper level - large gathering space, which can be divided into 2 sections (undefined space right now)
 - Lower level - (built into the existing hillside)- new set of offices for Administration, a more convenient new entry by the parking lot, and religious Education offices will be moved back into where the Administration offices exist today.
 - We will be recapturing some of the existing Religious Ed offices and converting them into a teen center- no gain or loss for classroom space.
 - We are planning to add sprinklers to the worship space because of what the Fire Marshall requires if a new addition is added to the church.
 - COMMENTS:
 - Dick Backer needs to discuss the functional standpoint of the new space, and Sr. Madelyn needs to be involved, as well.
 - As long as we are talking about the expansion, let's drop the specific \$1.66M dollars and talk a little more towards the \$1.7M so we aren't limiting ourselves, since we might resurrect the fund drive.
 - The existing Expansion Fund Drive signs need to be removed from the church.
 - February 1st Bulletin will contain information from the BEC.
- **VOTE: Should 50% of the unrestricted funds be used towards the expansion project?**
 - The Parish Council approved that 50% of the unrestricted funds may be used.
- **Administration Commission Finance Chair Presentation - Bill Hassett**
 - The PC would like to thank Bill for the Bulletin insert illustrating the 2006 fiscal year.
 - We are at the early part of budget process so we would like to send out a letter to all of the commissions to get them to start thinking about their needs for fiscal 2007.
 - We are on target for the \$87,000 surplus that we talked about for fiscal 2006- and this was primarily met through expense control and not larger collections.
 - Collections are running about the same as last fiscal year, because we are not seeing any growth in collections to meet the inflationary increase.
 - We are probably looking for the same \$87,000 surplus for the 2007 fiscal year.
 - For fiscal 2006, a 15-20% reduction in expenses was requested of each commission and so a flat budget for fiscal 2007 could be a starting point.
 - It might make sense to restore some budget to the commissions that were hit hard in 2005.
 - The ASCA student subsidy reduction was the largest contributor to the \$87,000 surplus- and we would not forecast a further significant reduction in fiscal 2007.
 - Within the next 30 days we need an estimate of expenses from each of the commissions.
- **Wish Group 1 – Vision Narrative Presentation by Al Gustafson: “What does SMMP look like in 2010?”**
 - Progress to Date & Plans for the Future
 - Late September 2005 we started with a Vision document that was read at the PC retreat
 - Our plan was to take the next 11 months and deliver a strategic plan for SMMP in August 2006
 - Committee members visited other “robust” parishes in the suburbs and city and documented ideas from those churches in a new version of the narrative that was published at the end of October.
 - Engaged focus groups in November- which included about 50 people from different groups within the parish community, there were 2-7 people in each of the focus groups and they had 1-hour to respond to 2 questions = What in the narrative excites you? What would you like to see that is currently not in the narrative?

- We revised the narrative again in December after the conclusion of the focus groups and then met with the staff.
- The staff recognized that the narrative was lacking theological and ecclesiological perspectives- there was a lot of information related to the SMMP programs, but we still didn't address: Is the Parish a place where... or Is the Parish people who...
- Vision Narrative was then revised again and is being presented to the PC today.
- Glen Trembley, Mike Doody & Scott Jessee are interested in helping our cause from other parishes and have experience in strategic visions, will assist us in beginning the transition process from narrative to strategic plan on 1/18/06.
- We will extract 4-5 robust long-term goals from the Vision Narrative, which the strategic plan will support in achieving by 2010 and a final approval will be required from Fr. Bill, etc.
- DISCUSSION (Parish Council discussion about the current version of the Vision Narrative):
 - Vision Narrative seems a little specific and I think it should be written at a much higher level
 - A lot of anti-corporation commentary seems to be threaded throughout the narrative
 - We should not make this the agenda, we should use the narrative as a discussion starter- be careful on how you approach the specifics so people aren't using this as a laundry list
 - Is this going to be taken literally or impressionistically? Concern that a literal interpretation of the document could cause problems.
 - Concerned with what is stated in the 2nd page, 2nd paragraph- if that is something we aim at doing, does that mean that we want to get rid of the RCIA program, Pre-school, etc.? It seems that in doing new things, we would have to get rid of some of the things that we do really well.
 - People are going to get distracted by the literal and miss the vision- I am continually stuck on this point.
 - Maybe when we are at the Town Hall meeting, we should already be at step-two and have the robust goals chosen, so the details don't cloud the purpose.
 - We still need to look at what we do very well, and build on it, and not try to reconstruct everything.
 - We should also think about spaces available for informal discussions and not necessarily just for formal classes.
 - The narrative seems to be out of balance between Justice specifics and the rest of the narrative. Justice is important, but we don't need all of the examples.
 - Document is so focused on "doing" but we should also concentrate on the Sabbath (i.e. spending time with family, praying together). Prayer and quiet could reduce your stress and clear your mind for spiritual choices.
 - Need to take into consideration the time parishioners will spend at SMMP after Mass- and parking issues?
 - A lot of "doing" and not a lot of "strategic" goals.
 - We are trying to come from a wide narrative and distill the robust goals- there seems to be too much detail, which may hinder the process.
 - Intent of Narrative was to get people to think about what they want- not to spell out the specifics for 2010. "What are you looking for?" and try to come up with some level of understanding of what this parish collectively is looking for. I believe that the narrative was successful with this purpose.

- Possibly introduce the Narrative with a more positive scene.
- The Narrative is doing what it's supposed to do- provoke discussions and ideas and comments. It's a good tool and should be worked more with other people. Afterwards, decide what the important focus points should be.
- Verbiage needs to be more uplifting in next revision.
- We need to make sure that the community aspect of small faith-groups (i.e. attending daily mass, Rosary group), are included in the comments.
- Seems to be ignoring teens who gather after meetings and go out to breakfast together.
- Narrative needs more discussion about why we do what we do- the spiritual components. Jesus isn't mentioned.
- The narrative needs to have an introduction and a postscript. Need to specifically state..."this is a vision document", "this is the plan" spell out the process so people understand the document's purpose.
- People aren't ready for this document, need more talk in the church before it's introduced.
- Insufficient biblical metaphors.
- What do you do? Why do you do it? What is your Biblical foundation? What is your image of God? God/Christ/Church//Ministry- provide a balance if all parts are addressed in the Narrative.
- Committee should meet again. And revise the narrative to make it more concise. (2-3 pages at most). Vision shouldn't try to differentiate us from other Parishes necessarily.
- A lot of good ideas and it reflects everything we've heard from the focus groups.
- It will be interesting to see what Glen, Mike & Scott distill from the narrative.
- It's very important that we recall our identity and gifts and build on them.

----- BREAK @ 9:25pm -----

4. GETTING TO KNOW YOU QUESTION? (9:40 pm)

- DIN (Do It Now) List – What would be one thing on your list for 2006?

5. PASTOR'S COMMENTS & COMMISSION REPORTS (9:45 pm):

- **Pastor's Comments – Fr. Bill O'Shea**
 - Staff had several rich conversations about the Vision Narrative. I believe that it is effective in starting conversations so the narrative is doing its job.
 - QUOTE: Sometimes friends can tell you things about you that you don't know.
 - I need the Parish Council to continue to focus on the big picture as we have started to do during this meeting- keep it up!
 - As we move forward, our emphasis should be with worrying about the building expansion and not on the school. At the appropriate time, we will seek additional funding for the school. Communication issues within the Parish for the building expansion could be related to the concentration on the school.
 - Some of the ASCA teachers are struggling with the diverse expectations from the students and families, but that is something that will take time and patience to overcome.
 - Fr. Bill will work with Sandy for an ASCA update for the Feb PC Meeting.
- **Christian Worship Commission – Nickie Everett**
 - Reflecting, researching and sharing regarding the request for an additional statue of Mary in the chapel area.
 - We are exploring possible solutions, which have provoked a lot of passion and commentary from parishioners.

- **Christian Service Commission – Pat McAuliffe**
 - CSC talked to Tom Cordero, and Fr. Tracey will be presenting at the Masses on Feb. 18th & 19th, which corresponds with the CSC's scheduled Hospitality Sunday.
 - The Giving Tree- all of the names/families were covered after two weekends of parishioner sign-up.
 - Daybreak had two people participate in the giving tree
 - St. Vincent DePaul will be at SMMP on Jan 8th-9th collecting donations of clothing, house wares, etc.
- **Christian Education Commission – Judy Thalmann**
 - CEC didn't meet in December
 - CEC is in the process of looking at the current Confirmation practices. We are addressing questions and concerns related to what is being offered today and providing recommendations.
- **Administration Commission – Mike Prus**
 - AC met on Dec 21st.
 - The non-pictorial directories have arrived, and parishioners should begin receiving them in mid-January. The directories were 100% supported by advertisements.
 - The Parish Council would like to thank Mike Prus and Mary Straub for their hard work with directories
 - We will be developing an educational program related to the Illinois Bishops' campaign referendum for Marriage between men/women. The SMMP program will review the Catholic teachings on marriage.

6. FOLLOW-UP ON CONTINUING ACTION ITEMS FROM DEC. MINUTES (10:00 pm):

- **Appreciation Evening Update (January 21, 2006) – Dick Henke & Nickie Everett**
 - 25 Teens have volunteered to help with the evening per Candy Rice – PC appreciates all of the help! (Mary will email Candy thanking her and the Teens for their assistance)
 - 6 Teens will be utilized for the coat check, and the rest will be utilized for the soft-drink tables and for bussing tables.
 - Hired 2 bar tenders – 1 per each station
 - Will most likely need to rent a dance floor, because the dress shoes people wear will most likely damage the floor.
 - Researched food caterers- Grecco's vs. My Chef
 - Grecco's seems to be the favored caterer, because their fee is \$9/person and includes:
 - 3 Servers
 - Chef
 - Dessert
 - Salad
 - Mixed veggies
 - Garlic bread
 - Pasta
 - Chicken
 - Tableware, napkins, utensils
 - We will need to buy/rent table covers
 - 25 tables that will each seat 10 (6ft. round) have been rented
 - Chairs can be used from ASCA
 - Dave Schwartz will take care of the beer and wine
 - We will need help with: decorations and clean-up
 - Information related to the Appreciation dinner is available in the bulletin
- **Discernment Committee Timeline**
 - Josephine has put a draft timeline together

- Provide information from the Discernment Committee last year to Gary Skarr
- COMMENTS:
 - It's hard to discern when you have such a short amount of time together, but we are still without a good solution for this issue
 - More should happen at the orientation session regarding specific roles
- **RSVP for Diocesan Workshop – 2/11/06**
- **Parish Council - Staff Workshop**
 - PC agreed to bring Al and John back for another staff-council workshop
 - Date of workshop will be August 25, 2006
- **January 15-17th 2006:**
 - Fr. Brennan to host evening discussions at SMMP
 - These evenings are considered a “Parish Retreat”
 - Everyone is encouraged to attend at least one night

7. CLOSING (10:20 pm):

- **Final Whip Around:**
 - Good meeting, Fine meeting, Wondering what happened to the Welcome Committee report- not assigned to any commission so need to pick a commission, Good meeting, Didn't expect to laugh so much, Sunday- World Day of Peace- would like to pray especially for the children of Africa, because 75% of armed conflicts have children involved, We pray for the trapped miners.
- **Closing Prayer – Gary Skarr**

MEETING ADJOURNED at 10:30 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Dick Henke	1/3/06	Call Welcome Committee and ask which commission they would like to be a part of.	February
Josephine	1/3/06	Send information for Discernment to Gary Skarr.	February
Mary	1/3/06	Brainstorm on decorations for the Appreciation dinner and provide feedback to Dick Henke.	ASAP
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 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	January

		Group sessions and send to the BEC	
Parish Council	12/6/05	Send all food ideas for the appreciation dinner to Nickie and Dick as soon as possible.	ASAP

REFRESHMENTS/PRAYER for February: *Nickie*

Respectfully submitted by *Jennifer Rosenbaum*