

**St. Margaret Mary Parish
Pastoral Council Minutes (Revision C)
February 7, 2006**

MEMBERS PRESENT:

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

Also Attending: Mary Ann Cronauer, Deacon Ken Miles, Brian Pelz, John Schlaman
Not Present: Rachel Ptak, Paul Weinewuth

1. GOSPEL READING/FAITH SHARING (7:30 pm): Nickie Everett & Deacon Ken

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

- **Approval of January Meeting Minutes**
 - The minutes for the January 3, 2006, PC meeting was approved with no additional changes.
- **Review of Parish Events & Thank You's - Mary Runger**
 - Thanks to Sandy for her mechanic ability before the Appreciation dinner
 - The music was wonderful
 - SMMP helped to purchase ½ of a dance floor with ASCA because building a floor was more cost effective than continually paying the high rental fees
- **Stem Cell Research discussion- Sr. Madelyn**
 - About 57 people attended
 - Participants asked very intelligent questions
 - The discussion will be televised in the Spring on PBS- date is TBD
- **Parishioner input**
 - **Discuss the Protect Marriage Illinois petition - Mary Ann Cronhauer (Rep. of Pro-Life Committee)**
 - All Life Coordinators have been asked to bring the petition in front of the Parishes per the Joliet Diocese
 - Petition is requesting that IL add an amendment to the state constitution stating that marriage is only meant to be a union between a man and woman (see quote in provided document)
 - **COMMENTS:**
 - SMMP Administration previously denied supporting the petition, because it could cause a division between homosexual and heterosexual parishioners in the church – this position is still maintained by the Parish Administration
 - Although, SMMP is not actively participating in the petition drive, the parishioners are still free to sign the petition if they so choose.

3. DIALOGUE WITH CHRISTIAN WORSHIP COMMISSION (7:55 pm):

- **Introductions/ Overview of Commission Goals**
 - A handout was distributed with the Purpose and Duties for this commission
 - Highlights of Commission's Accomplishments: Mass & 25th Anniversary Celebration, New Hymnals, Special Liturgies throughout the year
 - The goals that will be discussed are a work in progress
- **Goals for Liturgy Review Committee – Ken Miles**

- Difficult to find a date to review the goals with all of the 25 people involved in the commission being available
- Liturgical Directives & Goals for all Liturgies:
 - Hospitality (Hospitality Sunday Proposal)
 - Participation (Mass is not a spectator sport)
 - Creativity (Variety of music and art)
 - Excellence (Do what we do well)
 - Reverence (Worship, Praise, Give God Glory)
 - Consciousness (Source and Summit of Vatican II & Liturgy as a model for us)
 - Relevance (Make sure liturgies can be related to the rest of our lives)
- Dreaming Dialogue: Ran out of time during the meeting.
- Goals to work on:
 - Sunday to Sunday (Put Mass into practice)
 - Look at the Liturgical Norms and investigate how to go about discerning the documents the Church gives us
 - Publish the Liturgical directives and what they mean so that SMMP understands what we are trying to achieve in the liturgies
- All of the goals are a work in progress and we are constantly trying to work towards the goals we've set
- We are especially excited for Lent 2006- the Liturgies promise to be different than in past years and we are looking forward to trying something new.
- **Goals for the Music Director - John Schlaman**
 - It's my philosophy to sing the Liturgy and not sing "at" the Liturgy
 - There is a definite difference between Performance vs. Prayer, and it's my goal to make sure we are working towards Prayer.
 - Goals that we are thinking about:
 - Never be satisfied with the status quo (even with a good liturgy)
 - Always look at how to bring people together within and out of the church (i.e. Choir swaps)
 - Would like everyone in the pews to sing during the Liturgies
 - Our hope is that people start to complain that we don't have enough hymnals
 - It's not about pleading to the Parishioners to sing- it's about doing your job as a choir member
 - We view ourselves as a commission/community- so it's important that we try to involve the greater church
 - We need to continue to work on the theme and coordination between music and readings
 - The musicians should own the Masses- the Parish should not be satisfied with cantors alone- there should continually be more innovative and fun ideas, with variety of different types of musicians
 - We are not doing a good enough job involving the youth in the masses each week-
 - SMMP is missing some blocks aimed towards Elementary, Jr. High and High School youth.
 - Budget is broken down between Professional Services and Sheet music
 - We need the budgets to be re-adjusted
 - Cantors should be paid for their services to make sure that the high-quality musicians that we have today remain at SMMP
 - We've only had 2 masses not covered in the past 1 ½ years, which is proof that our musicians are extremely dedicated and work very hard
 - The choir is looking forward to traveling to Europe in 2007 (Italy)
 - Fund raising is in process

- Any Parishioner is welcome to participate on the trip
- **Goals for the Contemporary Choir Director - Brian Pelz**
 - We would like to make sure that the liturgies are something that continually touches the parishioners hearts week after week
 - I've had some great opportunities and I am very blessed to be a part of this parish
 - COMMENTS:
 - The Parishioners need instructions on how to purchase CD's and adding some information and/or a link to the website might be a good idea
 - It seems that we never have worship/liturgical issues brought up to the Parish Council, so I would like to know how we could be more involved.
 - The PC is just as surprised about the liturgical plans as the rest of the Parish.
 - Yes, we can read the discussions from the commission's minutes but how can we be a part of the actual discussions?

4. VISIONING (8:30 pm):

- **Wish Group Updates**
 - **Wish Group I – Defining the Vision Narrative – Sr. Madelyn, Al Gustafson (15 minutes)**
 - Glen Trembley, Mike Doody & Scott Jessee met with Wish Group to help shape the next movement of this strategic planning process.
 - The team distilled the most important and essential pieces from the Vision Narrative and feedback from focus groups to create 8 goals (4 = ministry/programs, 4 = resources/infrastructure)
 - The Parish staff re-worked the goals and were distributed at the PC meeting
 - Moving forward with this process- we would like to engage a larger cross-section of the Parish in Feb 2006, to obtain feedback and their ownership through a survey.
 - The survey will be used to test the 8 goals:
 - Do people resonate with them?
 - Where are our strengths?
 - Where are our weaknesses?
 - What are other opportunities?
 - Scott Jessee put the current version of the survey together
 - Our plan is to distribute the survey to the Parish community via a website using a survey software called Survey Monkey
 - We also plan to distribute the survey by hand as well. Someone from the Wish Group I would be required to enter the responses into the website by hand so we are able to tabulate all of the results using Survey Monkey.
 - Ideas on how to engage the Parishioners?
 - Notify by mailing that a survey is available with a letter
 - Announcements made at mass to invite Parishioners to fill out a survey after Mass (refreshments?)
 - Return the survey the following week and place in the collection basket
 - FR. DAN'S COMMENTS: (see handout)
 - I believe that we should disseminate the letter through a bulletin insert or mail and online as well as in the Parish center.
 - I believe that we need to add to the survey:

- Do we promote/supply adequate Devotions? IE Adoration, Rosary, etc.
 - Do we promote/supply adequate Para-liturgical celebrations? IE stations, benediction, etc.
 - Do we do enough to address the teachings of the Church in homilies? IE morals...
 - Do we do enough to teach and explain church doctrine and dogma?
 - Do we celebrate the Liturgy within the norms of the Church?
 - Do we maintain a healthy respect for the teaching authority of the church? IE present Church Teaching with fidelity, follow Church Law and Norms, present a truly Roman Catholic vision.
- I believe that we should remove from the survey:
 - The ending phrase, “or significant other” at the end of page five. (This can easily be construed as accepting immoral situations such as “living together”.)
 - I also think we can leave out, “I support lay people giving a reflection during the liturgy.”
- OTHER COMMENTS:
 - Add a field where the person can enter the number of years they’ve been a Parishioner of SMMP
 - Ask the person, Where do you attend Mass regularly?
 - The Vision Narrative has served its purpose and will now be used primarily as a reference document moving forward
 - Page 2 seems to be related to quality and Page 5 relates to Importance- These pages should be combined and a column added, “This is what is important to me.” and “This is how well I think that SMMP is doing it.”
 - In the Strategic goals section of the survey- I am concerned because the first part should be more theological and use more God language (i.e. Hospitality- missing understanding of Christian Community vs. General community)
 - When stating the past, we need to be specific on timeframe and so the checkbox column can be removed because if the person answered the question, they’ve participated in the event.
 - Possibly, group page 2 and 5 into categories to make it less intimidating for the survey taker.
 - To clarify, the survey is directed towards the specific SMMP community and not the Church or Diocese, as a whole
 - Page 2 could be eliminated in my opinion
 - Possibly include the survey in the bulletin as an insert.
- **Wish Group III – Discussion of Hospitality Sunday Proposal – Mike Prus & Team (15 minutes)**
 - Today, we are discussing the proposal and not deciding on the proposal
 - Who would determine who could participate in the hospitality Sunday?
 - A standing committee would allow any group to participate/host who would like to use Hospitality Sunday as a forum for educational, service or advocacy opportunities
 - We are planning to schedule 7-8 hospitality Sundays at 4 masses each weekend, so there are 28 opportunities for the standing committee to participate

- 1 staff and 1 PC member should be present (so that's about 3 x per year that you would need to participate)
- A sign-up process would occur at the beginning of year with the dates so we can schedule all of the volunteers
- Would duties need to be outsourced?
 - This would be a last resort option
- We would be creating/forming a new ministry and defining the roles
- A permanent committee would allow the sponsoring group to select how to communicate with parishioners – training could be provided by the standing committee on how to engage parishioners
- A communication process needs to be in place for the sponsoring group to close the loop on questions or concerns brought up at a Hospitality Sunday that would need to be directed to the right groups
- Possibly ask teens to be a part of the process?
- We need to make sure that we communicate to the church on who is sponsoring the hospitality Sunday.
- Recruiting for this committee will be parish wide – PC should brainstorm potential volunteers, our plan is for an informal recruitment model involving a fairly large group
- We need approval on this proposal by the next meeting so can move along

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

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

- SKIPPED FOR THIS MEETING

4. VISIONING (continued):

- **Wish Group II – Laity Leadership Development Workshop – discussion of Questionnaire for Commissions (10 minutes)**
 - Gary Skarr is currently looking for an HR resource within the church to work with the staff, the commissions, and the Pastoral Council on goal setting and assessment.
 - Commissions should take the questionnaire back to their March meetings to discuss and provide feedback to Wish Group II
 - Mary will send out the questionnaire to the entire PC after this meeting
- **Town Hall Meeting - March 2006**
 - **Approval for date – Mike Prus**
 - Had difficulty with selecting a date
 - We needed to make sure that we could present to the Parish before presenting plans to Naperville's City Council
 - March 22nd is the date for the Town Hall meeting
 - Need to move the Boy Scouts to another location
 - Move Tae zae prayer service to another date
 - **Format & Agenda – Mary Runger**
 - See document distributed at meeting
 - Parish Council should be seated at tables along with the Parishioners and not up front
 - A common mic should be used for presentations and questions
 - **COMMENTS:**
 - The Building Expansion presentation would require about 45 minutes of time, so this should be moved to the top of the agenda.

- The financials need to be separated from the Building Expansion presentation
- Need to keep ASCA as far away from Expansion, so ASCA update should be removed from the agenda
- Dialogue is important with Parishioners, so make sure there is enough time for this during the evening
- Mary will re-work the agenda and dialogue with Chuck
- Timing will also be estimated in the new version of the agenda

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

- **Pastor's Comments – Fr. Bill O'Shea & Parochial Vicar – Fr. Dan Hessling**
 - Update on ASCA – we opened the year with 290 students, and currently we are projecting an enrollment of 370+ for next year (we are currently in open enrollment)
 - 3- first grades, 2- second grades, 1- third grade, 2- fourth grades, 1- fifth grade and Possibly 2 - sixth grades
 - ASCA is expanding faster than the original projection
 - We were hoping to take the Preschool to 6 rooms, but we must stay at 7 rooms next year
 - Every Wednesday we have Mass at 8:15am where the parents are invited to attend.
 - A Dinner Dance & Auction for ASCA is schedule for February 25th and the goal was to raise \$50,000 and we have already met that goal
 - Protecting Marriage Petition – It was a unanimous vote among the staff to not promote this petition, because the staff felt that by supporting this petition, SMMP would not be welcoming to all people in the Parish.
 - The Teen Mass is coming back, which is great news!
- **Administration Commission – Chuck Marquis**
 - Letter to commissions from the Finance Committee regarding FY2007 budget preparations (10 minutes)
 - The Budget Letter was sent out to PC and on February 1, 2006, a subset of PC met to discuss
 - Any feedback for Bill Hassett?
 - We are recommending that we ask the commissions to prepare a flat budget and a budget with a 10% cut to see what it means
 - More debt and less collections makes the budget a challenge
 - Our goal is to mail the letter immediately since we need to give the Commissions time to prepare numbers by March 31, 2006
 - Remove the word "Renovation" from the letter
 - We shouldn't lose track that Parishioners are donating more money, because a lot of money is going towards the ASCA debt
 - In the April PC meeting we will discuss the impact of the budget scenarios
 - The Building Committee met on February 1, 2006, and discussed two conceptual drawings
 - Staff will review and provide feedback tomorrow in preparation for another meeting on February 21, 2006
 - Our plan is to take the drawings and financials to the February 28, 2006 Dioceses meeting
 - PC will discuss the results in the March meeting.
- **Christian Worship Commission – Nickie Everett**
 - No additional update- see minutes
- **Christian Service Commission – Pat McAuliffe**
 - Welcome Committee is to become part of CSC - Dick Henke (Ann Schwartz)

- Pastoral Care – 8-9 people have been certified by Diocese to provide Pastoral Care at SMMP
- Bereavement Committee - Deacon Terry conducts discernment with the volunteers to make sure they are ok to handle the role.
- Fr. Tracy will be at the Masses on February 19, 2006 and a second collection will be taken for Our Lady of the Gulf Parish, along with a Hospitality Sunday
- St. Vincent DePaul has not seen big request for funds this year so for the time-being, we are ok with money
- **Christian Education Commission – Judy Thalmann**
 - Elementary –
 - 13- second graders received reconciliation
 - Jr. High -
 - Mini-series is beginning
 - Alternative program to the “Safe Touch” has been created by SMMP and approved by the Diocese
 - 800 boxes were filled for Harvest Sunday
 - It’s required that 1 service project be completed per grade in Jr. High
 - High School –
 - A Summer Mission Trip has been scheduled
 - There were 80 participants in bible study
 - February 15, 2006 a program is being offered called, “A family who prays together, stays together”
 - All of the Education groups are looking to pull money together for speakers that all areas could benefit from
- **Adult Education – Sr. Madelyn**
 - This is a heavy retreat time for SMMP:
 - 67 people participated in the Unemployment breakfast
 - 22 people participated in the Women’s CHRP retreat
 - 40 people participated in the weekend retreat at Cenacle
 - In lieu of supporting the Illinois Protect Marriage petition, SMMP has scheduled an evening on Marriage for May 24, 2006, at 7:30-9pm. Fr. Bill is going to talk during the evening and Sr. Elizabeth plans to offer marriage enrichment sessions.
- **Teen Ministry– Matt Kerr**
 - We still need to determine a date for the Teen Ministry representatives to be guests at a PC meeting
 - March 2006 would be the preferred month
 - Budget will be discussed during the Teen Ministry presentation
 - The worksheet will be sent to Teen Ministry to assist in the format of their presentation
 - For our spring break mission trip, we are traveling (flying) to Gulfport, Mississippi and driving to our location where we will be working for a week and staying in Government trailers
 - We are currently working on a Mission Trip to Clinton, VA in the summer

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

- **Discernment Committee Timeline – Josephine Lewis**
 - Josephine emailed her timeline to a select group of people
 - She is primarily following the model from past years
 - She is ready to pass the paperwork over to Gary- including hand outs we’ve used in the past
 - Josephine plans to talk with Fr. Bill to set a date in early April so we will have more time for Parishioner input

- An announcement for the discernment process for Parish Council will be running in the bulletin for 3 weeks starting this week
- **Nominations for Pastoral Council – Mary Runger**
 - Mary would like to encourage the entire Parish Council to think about a candidate to approach and encourage them to start the discernment process
 - By the next meeting (March) we need to come up with a list of the qualities and skills of a PC member
- **Parish Staff/Council Workshop Day-August 2006-selection of date - Sr. Madelyn**
 - The Wednesday- Thursday format seems to be the choice that enables the most PC members to attend
- **Diocesan Workshop – “Pastoral Council as Church Ministry” – confirm # of attendees and time**
 - 3 people are attending the workshop from Parish Council
- **Appreciation Dinner Budget Review & Expenses – Dick Henke & Nickie Everett**
 - We received great feedback from the Parishioners who attended.
 - We spent about \$5000 for the entire event – (~\$3400 food and ~\$575 rented equipment)
 - There were 238 reservations with 34 no-shows
 - It would be interesting to compare these reservation numbers with past years to understand the attendance metrics for the Appreciation dinners
 - We did not communicate with the Parishioners soon enough to allow them to make proper plans to attend (i.e. secure babysitting, etc). Families need at least a month to RSVP.

8. CLOSING (10:20 pm):

- **Final Whip Around:**
 - Good comments- thank you; good meeting; a week ago I was at 10:45am Mass and heard a reflection by Tom and felt very good about it; there seems to be progress on all fronts with everything we’ve talked about with Wish Groups and the Building Expansion- let’s hope we can get through the budget; good meeting; We should reflect on the events that are occurring in the surrounding diocese- I was surprised how many people are concerned and engaged; Good meeting with nice interactions and I appreciate that we kept it moving along; real cohesiveness among groups talking about hospitality; I would like to compliment Mary for putting the agenda in the bulletin front and center for PC, because it helps people to understand what we do during the meetings.
- **Closing Prayer – Fr. Bill**

MEETING ADJOURNED at 10:35 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Parish Council	2/7/06	Parish Council should think about a candidate to approach and encourage them to start the discernment process	March
Parish Council	2/7/06	Parish Council should brainstorm potential volunteers for the new Hospitality Sunday committee.	March
Parish Council	2/7/06	By the next meeting (March) we need to come up with a list of the qualities and skills of a PC member	March
Mary	2/7/06	Update the agenda for Town Hall on March 22 nd with	ASAP

		appropriate timing and distribute to PC via email	
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

REFRESHMENTS/PRAYER for March: *Paul Weinewuth*

Respectfully submitted by *Jennifer Rosenbaum*