

**St. Margaret Mary Parish  
Pastoral Council Minutes  
March 7, 2006**

**MEMBERS PRESENT:**

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

**Also Attending:** Rick Burton, Sr. Elizabeth, Molly Fara, Brian Kinney, Joe Clare

**Not Present:** Matt Kerr, Nickie Everett

**NOTE:** (Mary Runger) Great job and thanks to all who have worked through their commissions to put the Lent pamphlets, music and liturgies together.

**1. GOSPEL READING/FAITH SHARING (7:35 pm):** Paul Weinewuth

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

- **Approval of February Meeting Minutes**
  - The minutes for the February 7, 2006, PC meeting was approved with no additional changes.
  - Jennifer will begin to note the changes that are made to each revision of the minutes in a new section at the top of the minutes entitled "Changes Since Last Revision".
- **Parishioner Input**
  - Sr. Elizabeth – Religious Education:
    - As long as I've been at SMMP, SMMP's primary goal has been education and faith formation from "womb to tomb".
    - Religious Education has always been funded because it has been discerned as necessary and important for our parish.
    - Now, Religious Education is facing a budget dilemma.
    - In the past 2 years- our budget will have been cut by an estimated 25% and our number of participants in the Religious Ed. programs has not significantly decreased and so the Religious Education commission is becoming very concerned.
    - Last year (2006 Fiscal Year), Religion Ed decided not to cut anything that would be detrimental so we raised tuition for our programs. However, we can't do that every year to make sure we can still offer all of our programs.
    - Retreats, Mission trips and Speakers/facilitators cost the most:
      - Retreats are very expensive in \$ cost, but the result of the retreats is priceless- they provide for faith changing experiences at all ages, including developing future leadership in the church and forming deeper spirituality in our parishioners.
      - Mission Trips are expensive, but results are phenomenal- young adults are now looking at becoming youth ministers and/or going into outreach ministries for careers. The mission trips can have great effect on their lives.
    - I am very concerned on what will happen to our high-quality, Christian Education program if our budget continues to be cut every year. (i.e. First

- Communion booklets, pins and holy cards are not distributed to the children anymore.)
      - Every time we take something away, it lessens the effect of the education on children and adults.
      - We ask Parish Council to fairly cut across the board, and put some effort into raising the collections to make up for the budget cuts.
- **Building Expansion Committee Presentation- Update from 2/28/06 Diocesan meeting (30 minutes)**
  - Fr. Bill introduced the presentation with a letter from the Bishop:
    - Comments from Fr. Bill - Many years ago, the PC spent 18 months discussing the regional Catholic school and Expansion of the parish- and it was a unanimous decision that we do both.
    - March 2, 2006, letter was sent to Fr. Bill from the Bishop granting SMMP permission to begin the church expansion, and congratulated Fr. Bill on his time and work at SMMP.
  - The Building Expansion Proposal was distributed during the meeting (used for 2/28/06 Diocesan meeting)
  - Expansion will be built completely off of the Northeast portion of the church
  - The existing courtyard area will be left in tact
  - Lower Level- trying to accomplish building an entry to the administrative area via the courtyard area, there will be a stairway up to upper level, new washrooms will be constructed
  - Upper Level – moveable partitions will be used to break up meeting rooms 1 & 2, storage for tables & chairs, large bathrooms will be constructed
  - Handout was distributed that included the timeline - we are on schedule to date
  - A plus from the Naperville city zoning approval standpoint is that we are not expanding towards the residential neighborhoods, which also improves relations
  - The existing administrative offices located in first addition will be moved to the lower level of the new addition and the RE offices will be moved into the existing Administrative offices, so we will be doing some work where the RE offices are now to create a teen center.
  - The Building Committee would like to submit a concept review to the staff next week in order to get their feedback
  - The Naperville Planning Commission is only concerned with the actual footprint of the expansion - where is it? how does it function? Moving interior walls or making changes to the inside after the public hearing is not a concern.
  - Elevation on diagram shows a flat roof, however the architects are playing with a vaulted space on the upper level community area as long as we can afford that, because it adds cost.
  - The windows shown on diagram on lower level are possible, but we are not sure whether a retaining wall is required at this time.
  - Illinois State law requires a certain size for bathrooms, which is why they are so much larger than the bathrooms we have now. There might be a way to cut back on some of the space to add size to the meeting rooms.
  - FINANCIALS:
    - Total Budget set for the Expansion project: \$1,670,000
    - As the plan stands today (not finalized), the SMMP Expansion account should remain positive throughout the Campaign ending in 2011
  - APPROVAL:
    - PC gave their approval to submit the plans/drawings to the city of Naperville for concept review and for zoning (this does not signify final approval for expansion plans)

- PC is comfortable that the drawings/plans are ready for the Town Hall Meeting (minus the fine details/budget that will still be worked out)
- COMMENTS:
  - Much is still needed related to the usage of the new space
  - I am still concerned about the “L” shaped combined meeting rooms and we need more conversation on how the large room would be used.
  - If changes are made to the meeting space shape, will the footprint be affected?
  - I am concerned about kitchen size- seems too large
  - I still have reservations about the size of the meeting rooms
  - We still need the plans to be more finalized before the Town Meeting on 3/22 with Parishioners, because we don’t want to have to come back again and present another new expansion plan
  - Is it possible to create family restrooms to cut down on the large size of the new bathrooms?
  - Concerned with “L” shaped meeting rooms when moveable walls are removed- how will this be used for large gatherings?
  - When is the point of no return?- We are very close, but SMMP can pull the plug on the expansion any time before the shovel goes in the ground.
  - The kitchen is set in its location based on plumbing requirements and the fact that SMMP wanted an enlarged kitchen.
  - There seems to be a lot possibilities with the open, flowing space in the new lobby area off of the Narthex.
  - We originally desired a meeting room larger than the existing COR center today in addition to another meeting room that is greater than 700 SF, so we are concerned with the size of the planned meeting room 2.

### **3. BUDGET OVERVIEW – FISCAL YEAR 2007 (8:30 pm):**

- **Scholarship Committee Presentation – Molly Fara (15 minutes)**
  - A handout was distributed containing forecast data using actual collection numbers
  - We are using a percentage of all collections towards the scholarship program- this percentage changes every year as seen in the handout
  - We are planning to come in under budget for 2006 fiscal year based on the number of families who have left the Parish to attend different schools
  - If the families who left the Parish would have stayed, we would have met our projected budget
  - In the 2007 fiscal year, 12% of collections will go to the Scholarship Committee which, based on our forecast, creates a surplus that we will be able to use to reduce the amount of money we will need from the collections by 24.57%
  - Next year, ASCA’s tuition is projected to increase by as much as 5%, but most schools don’t finalize their tuition schedules until May
  - We don’t provide financial assistance for preschool and kindergarten students
  - Enrollment:
    - (2005-2006) ASCA Grades 1-5 = 14 students
    - (2006-2007) ASCA Grades 1-6 = 40 students
    - Enrollment will remain the same for Saint Peter & Paul
    - Enrollment will be decreased at St. Joan of Arc
    - There will be two, 4th Grade classes and two, 6th Grades classes next year while this year there were only 1 class for the 3<sup>rd</sup> and 5<sup>th</sup> grades.
    - Total students enrolled in Catholic school from SMMP for next year = 121 students
    - Currently, there are 109 students registered for Catholic schools at SMMP

- All families must fill out an application and enroll at ASCA to receive the scholarship award
- Scholarship money is available to any SMMP student registered and attending Catholic school (not just ASCA).
  - For new students, they must be registered and attending ASCA to receive any form of scholarship award from SMMP.
  - However, if a student was already attending another Catholic school prior to the opening of ASCA, they are Grand fathered into the program and can apply for a scholarship award from SMMP.
  - Finally, an exception would be allowed if ASCA was no longer accepting new students. A new student could then be eligible to receive a scholarship award from SMMP to attend another Catholic school.
- We are offering a significantly less subsidy then a few years ago, which worries us that we will lose even more families to other Parishes since most of their subsidies have remained stable or have increased – so far SMMP has lost about 30-40 families over the last 3 years.
  - St. Joan of Arc has attained many of the families who left SMMP, because of their scholarship program. They increased their subsidy by over \$300 per child to make their award over \$1500 per child. In addition, they offer a multi-child discount where it ends up that the 4<sup>th</sup> child can attend St. Joan of Arc for free.
  - Sts. Peter & Paul also offers a multi-child discount where it ends up that the 5th child can attend Sts. Peter & Paul for free.
  - St. Elizabeth Seton and St. Thomas the Apostle both contribute to the scholarship program at ASCA. Those funds are managed/distributed by ASCA.
- 99% of the families with children in Catholic schools attend mass on a regular basis,
- 85% of the families with children in Catholic schools have been in this parish for 6 or more years
- Process for Variable Grants (Needs Based):
  - Fill out an application (anyone who would like funds from this program must fill out an application)
  - In the application, families must provide financial information for the Variable Grants.
  - FAIR, the firm who collects the data, inputs the information into their system to generate reports and then determines the amount of money that should be granted to each family, which is then reviewed by the Scholarship Committee.
  - The entire process is truly objective.
  - After the grant amount is determined, a letter is sent out to the families,
  - A 3<sup>rd</sup> notification is then sent out to the families with a voucher attached that they can send in with their tuition payment.
  - Part of the reason why we make families complete an application before they receive any money is to make them aware that they are receiving a subsidy from SMMP.
- **SMMP Financials – Mike Prus (15 minutes)**
  - Good News – our Parishioners are more generous than they have ever been totaling the amount of money given for the campaign and the weekly collections, although the receipt from weekly collections are down slightly from last year.

- Collections are down about 1 ½% from last year at this point and we are already 6% under budget because we anticipated a slight increase in our collections for the 2006 fiscal year.
- SMMP's Total Revenue for 2006 is projected to be about \$1.738 M, which is about \$58,000 short of our budget goal.
- We probably won't reach the projected \$86,000 surplus this year- we will be closer to \$50,000. Health insurance for the SMMP staff is going up another 20% this year, which is an additional \$28,000. SMMP does not have control over these costs, because the Diocese makes decisions related to health care coverage for the staff.
- The Administrative Assistant for the capital campaign is leaving at the end of this year, so with our budget we would need to hire someone for fewer hours and less pay to do the same work.
- The Budget to Budget difference means that we will need to come up with \$100,000 next year
- Cutting 10% from SMMP program budgets is only going to save us \$20,000 towards our bottom line. This means we have to come up with another plan to balance the SMMP budget.

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

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

- Skipped for this meeting, because of time constraints

**(continued) 3. BUDGET OVERVIEW – FISCAL YEAR 2007 (9:35 pm):**

- **Commission Impact Statement (Flat Budget vs. 10% reduction) (5-7 minutes per Commission)**
  - **Administration Commission**
  - TBD
  - **Christian Service Commission (CSC)**
  - Daybreak =
    - Rent will be increasing for one of the units next year
    - We are expecting one tenant to be leaving at the end of December Catholic Charities will cover the new garbage collection fees
    - BP Amoco will not be making a contribution to Daybreak as the division in which one of our ministry members works has been sold. It is the individual's sentiment that the new company will not be continuing BP's policy of the charitable giving to organizations in which employees volunteer.
  - Comfort Care=
    - Comfort Care committee was told that the Parish would always support this commission and was surprised that we would cut back on their budget.
  - CCW =
    - The cost of the refreshments for their meetings comes out of their own pocket; only their speakers are budgeted.
  - Newcomers =
    - Newcomers has included \$565 for an ice cream social. No other monies have been budgeted for materials or any other campaigns or events. The question was raised as to what was the intended focus of newcomers when the committee was re-commissioned and if the \$565 would be enough to energize a welcoming newcomers effort.
  - St. Vincent DePaul =

- So far they are well funded, but it's difficult to forecast the demand since the need for this money can't be predicted.
- Total Donations for CSC=
  - \$112,000 = Charitable Contributions, \$26,000 = Daybreak
- Who determines who gets the \$112,000 from Charitable Contributions? We follow a specific process for donating the money. In addition, each check is reviewed and approved by Fr. Bill & Mike Prus before it's approved. The amount of the checks that are written for specific donations are usually between \$3000-\$7000.
  - **Christian Education Commission (CEC)**
- TBD
  - **Christian Worship Commission (CWC)**
- TBD
- **PC COMMENTS & IDEAS:**
  - Should PC ask the Men's Club to donate to the operational expenditures of the church for the year? Dick Henke will present this request to the Men's Club, along with the budget issues for SMMP.
  - I believe that we should expend effort on raising revenue for SMMP instead of concentrating on cutting budgets to meet the current operational expense deficit.
  - We will have to fundamentally change what we do as a Parish if we don't increase the collections each week.
  - There is money out there as shown by the recent second collection for the Lady of the Gulf Parish. In one weekend, we were able to collect over \$19,000 to give to the Parish in MS.
  - There is a definite need to communicate to the Parish that they need to open their wallets for weekly collections. (Especially the Parishioners who do not give in the weekly collections.)
  - Possibly ask for a second collection one weekend based on a specific need (i.e. heating bills)
  - It's important that we ask the Parishioners to guarantee that they maintain their level of contributions to SMMP, even after the campaign ends.
  - We need to focus more aggressively on a revenue plan and get a better understanding on what to expect in the future (after the campaign ends), because maybe we will change our approach on the budget and start spending more money on the Parish Commissions instead of cutting back.
  - We need to move past the 10% that have been supporting the Parish for all of these years and try to tap into another group of Parishioners; possibly newer Parishioners.
  - A few years ago- we issued a special envelope and letter to all of our Parishioners asking for a donation in return for their services at SMMP, the letter was tailored to how your giving had been in the past. This seemed to work.
  - Stewardship is more of an aspect of discipleship and perspective on what it means to be a Christian, but has not historically been a fundraising group.
  - We can't forget that people are being very generous and we should make sure to thank them, but still explain the reality of the operational issues at SMMP. We've devoted so much to long-term commitments that our current operations are suffering. A task force is the way to go.
- **SUMMARY OF BUDGET OVERVIEW:**
  - As part of the budget process we need to review the current budget issues and communicate these during the town hall meeting on 3/22/06.
  - We should encourage the Finance Committee to energize a task force to make this happen and commit to the top line. Paul Weinewuth and Mike Prus will bring this up with the Finance Committee during their meeting on Thursday.

- We should also commission a task force to look at the bottom line and look at scenarios, as well as what perceptions the Parishioners have.

## **5. VISIONING (10:15 pm):**

- **Wish Group Updates**
  - **Wish Group I Update – Sr. Madelyn & Paul Weinewuth (5 minutes)**
    - The survey was sent out to Focus groups as a trial run and the feedback was mostly positive.
    - The survey takes about 10 minutes to complete.
    - On March 18-19<sup>th</sup> the survey will be sent out in the bulletin and will be available online for Parishioners to complete.
    - April 9<sup>th</sup> is the deadline to submit the survey.
    - On April 30<sup>th</sup> the results should be complete.
    - A presentation of the results will take place during the May Parish Council meeting.
  - **Wish Group II – All Commissions to provide feedback on possibly Laity Leadership Development Workshop (15 minutes)**
    - **Administration Commission**
      - Neutral- not exactly sure, slight interest.
    - **Christian Service Commission (CSC)**
      - Not much interest.
    - **Christian Education Commission (CEC)**
      - Yes, would be interested.
    - **Christian Worship Commission (CWC)**
      - TBD
    - We still need to define and find a niche for how this workshop would work.
  - **Wish Group III – Decision for moving forward with the proposal presented in February’s meeting - Mike Prus (5 minutes)**
    - We could possibly use the Welcome Committee to run the new Hospitality Committee, but we shouldn’t mix the two committees at this point.
    - The Parish Council was totally in consensus for moving forward with the plan.
- **Parish Town Hall Meeting on March 22, 2006 – Mary Runger (10 minutes)**
  - **Format & Agenda**
    - We are going to hold questions until the end of the meeting as an open forum
    - Building Expansion Committee Presentation- 30 minutes
    - Finance Committee Presentation – 10 minutes
    - VISION presentation – 10 minutes
    - Gary will bring a sign-up sheet and copy of agenda to the meeting
    - Make sure to print the length of presentation time next to each item on the agenda
- **Discernment process for new Pastoral Council Members – Josephine Lewis and Paul Weinewuth (20 minutes)**
  - **Necessary qualities and skills of candidates needed for at-large positions to be filled on Pastoral Council**
    - Strong in finances
    - Visioning person who has worked in a new, growing Parish

- Boundless enthusiasm- you can't aspire to great things and be negative
- Likes to look at ambiguity and handle ambiguous situations
- Strong Marketing background, especially with visioning and presenting to Parishioners
- Spiritual and active in the Parish
- Has some history with ASCA
- People who have a love for the Church, have no agenda, believe in consensus and are not necessarily involved in Parish activities
- A newer person with fresh perspectives and another person with experience with the Parish
- No agenda, has spirit and wants to get things done
- Person who likes to work in groups, comfortable with Theology and theological concepts, comfortable with change, transitions and new ideas
- **Orientation meetings-dates/facilitators**
  - Need to make sure the individuals are discerned by June 6, 2006
  - Timeline will need to be re-worked based on the conflicts brought up at the meeting.

**6. PASTOR'S COMMENTS & COMMISSION REPORTS (10:50 pm):**

- **Pastor's Comments – Fr. Bill O'Shea**
  - Thank you for coming- I'll be brief.
- **Parochial Vicar – Fr. Dan Hessling**
  - No update.
- **Teen Ministry – Matt Kerr/Rachel Ptak**
  - PC Presentation is scheduled for the April Pastoral Council meeting

**7. CLOSING (10:55 pm):**

- **Final Whip Around:**
  - Amen, Amen, Hats off to Fr. Bill for the letter from the Bishop congratulating your work, Overall good meeting and as we deal with change we should feel uncomfortable, because we must understand how to work with change, Good meeting, excited to see the plans and that we are moving ahead with the expansion, good meeting, looking forward to a productive town hall meeting, good meeting and happy to see we are focusing on revenue, we should all invite someone to the town hall meeting so we aren't disappointed when only a few people show up, good meeting, too much discussion- we need to get the issues faster to committees.
- **Closing Prayer – Paul Weinewuth**

**MEETING ADJOURNED at 11:05 pm**

**New/Continuing Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Parish Council	2/7/06	Parish Council should think about a candidate to approach and encourage them to start the discernment process	March

**Completed Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
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 <sup>nd</sup> with appropriate timing and distribute to PC via email	ASAP

**REFRESHMENTS/PRAYER for March:** *Gary Skarr*

**Respectfully submitted by** *Jennifer Rosenbaum*