

**St. Margaret Mary Parish
Pastoral Council Minutes (Revision C)
April 4, 2006**

MEMBERS PRESENT:

Mary Runger	Dick Henke	Josephine Lewis	Dick Backer
Chuck Marquis	Pat McAuliffe	Mike Prus	Judy Thalmann
Fr. Bill O'Shea	Fr. Dan Hessling	Paul Weinewuth	Rachel Ptak
Matt Kerr	James Hering (Nickie Everett)		Jennifer Rosenbaum

Also Attending: Candy Rice, Mary Ann Cronauer

Not Present: Nickie Everett, Sr. Madelyn, Gary Skarr

1. GOSPEL READING/FAITH SHARING (7:30 pm): Matt Kerr & Rachel Ptak

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

- **Approval of March Meeting Minutes**
 - The minutes for the March 7, 2006, PC meeting was approved with additional changes discussed during the meeting.
 - Additional corrections will be added to the minutes per comments from Pat during the meeting. Jennifer will re-send the correct minutes to the Parish Council.
- **Parishioner input – Mary Ann?**
 - The issue I am discussing occurred at the 10:45am mass last week. A cell phone was continuously ringing during the service, which was extremely disrespectful.
 - Something should be done about cell phone usage during Mass.
 - Some type of signage or announcements should be made to communicate to Parishioners regarding this type of disturbance.
 - Also, there are issues with chewing gum in the church. I've seen chewing gum on the carpet in the main aisle of the church. This should also be addressed with some type of signage or announcement.
 - Christian Worship Commission will take ownership of handling both of these issues.
- **High School Youth Ministry Presentation (20 minutes)**
 - QUEST Program
 - Freshman and sophomores must go through this program before they can be confirmed.
 - Historically, during this program, the students did not have a lot of opportunities for service projects.
 - We feel that the more service and community opportunities the students take advantage of in high school, the better chance that they will continue with service and community involvement as they get older.
 - We believe that the QUEST Leaders should find a way to post a list of service opportunities at the beginning of the program so more students can participate in service projects before their Confirmation.
 - Teen Mass
 - The Teen Mass is coming back!
 - The Teen Mass will take place on the first and third Sundays of each month.
 - The Teen Mass will start on September 17 and go through April.
 - Teen Choir

- We are hoping to start a teen choir
 - Trying to build interest among the teens
 - We will also need to find a director for the choir
 - Peer Ministry
 - We believe that we need better leadership training for the Peer Ministers.
 - We are going to return to planning the Dixon Valley retreat using a hired facilitator for the Peer Ministers. We tried something different this year with a Cluster among many of the churches in the area. However, it took a lot longer for our group to gel. The Dixon Valley retreat is more challenging and meaningful to the students.
 - The Mission Trips are going to be expanded after the great experience we had with the Mississippi Mission trip where we helped with the rebuilding after Hurricane Katrina. We are planning to head to Mississippi twice a year as planned Mission Trips.
 - On June 10-17, 2006, we are going on the Clintwood Mission Trip. Clintwood was one of the best experiences of my life; it was such a challenging, yet caring experience.
 - It's important that Peer Ministers are united and the more we can help our community and Parish now, the better chance that we will continue with service over the rest of our lives.
 - Fundraisers
 - We are planning fundraisers to help pay for our activities, because we can't afford to cut any of our activities as a result of budget constraints.
 - Email Newsletter-
 - Our plan is to use an email-based newsletter to keep the parents more informed about the service opportunities. The newsletter will also include permission slips, mission trips information and retreat details. Parents who act as chaperones get a lot out of the mission trips as well.
 - COMMENTS:
 - Youth Ministry should be a part of the new SMMP website, because people are influenced by numbers. Ex. Hours spent on Mission Trips, how many people/organizations have been helped by High School youth, etc.
 - You should write a personal testimonial about the mission trips for the bulletin. This could be a way to communicate to Parishioners about what you are doing and let them know that their support and prayers are important and appreciated.
 - Possibly present a PowerPoint presentation with pictures and information from the mission trips at a hospitality Sunday event.
 - There is a great need for our youth to communicate these types of experiences to the entire Parish, because there are other families with children who would benefit from this and would like you to share what you went through and experienced. This could also be a way to generate interest in Peer Ministry with other children of the Parish.
 - It seems that older adults don't understand that youth can really be contributors to society and our Parish, and how vital these experiences can be. It's important that we find a way to make them understand how much our High School youth is contributing and making a difference in so many people's lives.
- **Review Town Hall Meeting (10 minutes)**
 - SR. Madelyn's reaction:
 - Town Hall meetings are important for our Parish, because they are wonderful opportunities to talk with Parishioners.

- Disappointed that Parish Council missed an opportunity to communicate our severe financial crisis to our Parishioners.
 - Reviewed Mike Doody's letter sent via email.
 - Asked Parish Council not to rush into the expansion project given our financial situation.
 - "To be building rich and programmatically poor is not the way to Renew the Heart."
 - COMMENTS:
 - The Town Hall Meeting turned out very well and we stayed on target.
 - The first expansion idea was a "dream" and now we are designing our expansion to what is appropriate; not too large or elaborate, because we are not in a growth area right now.
 - The current expansion is not a whole lot smaller than the original design, so we are actually being more realistic today with use of our planned space. I don't believe that we are short-changing too much.
 - According to the current drawings, we are at 1800SF for the expansion, which is 300SF bigger than what we are at today with the COR center.
 - I was happy with the architectural presentation, but I echo Sr. Madelyn's concern that we didn't start trying to present the financial concerns with our Parishioners.
 - Not many of the Parishioners in attendance understood the issue with the finances, and we didn't have enough handouts.
 - We need to get a little more aggressive with communicating the budget issues to our Parishioners.

3. VISIONING (8:40 pm):

- **Wish Group Updates**

- **Wish Group I Update (5 minutes)**
 - We are continuing as the timeline has directed.
 - Stacks of the surveys have been submitted to Chuck.
 - April 9th is the last day to submit surveys.
 - We are not tracking people via the Internet when a person submits a survey- they are private submissions.
 - Another meeting is scheduled for 4/19.
- **Wish Group II – All Commissions to provide feedback on possibly Laity Leadership Development Workshop (15 minutes)**
 - **Administration Commission**
 - Slight Interest.
 - **Christian Service Commission (CSC)**
 - Nobody was really interested, but we have not re-discussed.
 - We will use the questionnaire commission to spark some discussions among the commission, which Mary will re-distribute via email to Pat.
 - **Christian Education Commission (CEC)**
 - Yes, we are interested.
 - **Christian Worship Commission (CWC)**
 - TBD- Nickie is out of town and James does not have her notes to make any additional comments.
- **Wish Group III – Hospitality Sunday Committee (5 minutes)**
 - We are in the process of gathering names, but only one person has responded so far.

- This committee will be broken up into two different groups – functional and public relations.
 - We will be hosting an informational table on Ministry Sunday.
 - Parish Council should think hard on who would be appropriate for this role. Send any names, along with any information about this person to Josephine ASAP.
 - We are planning to have something ready for the website assisting with the promotion for this new committee by the end of May.
- **Nominees for new Pastoral Council Members – Josephine Lewis, Gary Skarr and Paul Weinewuth (15 minutes)**
 - Timeline has been updated and sent to the Parish Council.
 - The orientation session is scheduled with Fr. Bill on April 18, 2006.
 - There are already a good number of nominations that have been submitted.

----- BREAK @ 9:05pm -----

4. GETTING TO KNOW YOU QUESTION? (9:15 pm)

- Which character of the Easter story or Passion do you identify with?

5. BUDGET OVERVIEW – FISCAL YEAR 2007 (9:30 pm):

- **Decision 2006 – (30 minutes)**
 - Mike Prus:
 - The Finance Committee was asked to develop scenarios for the budget. At the meeting in March, we struggled with that task, because there wasn't enough direction to really develop something meaningful.
 - We invited Chuck, Paul and Dick into a two-hour conversation after the Town Hall Meeting, because we couldn't meet another time since our schedules are too busy.
 - We came up with a questionnaire (series of questions) where the responses would be helpful to the Parish Council and Finance Committee in deriving possible budget scenarios. The questionnaire will allow PC members to provide their perspectives on a few primary topics related to the budget.
 - The questionnaire would have to be answered and submitted in a timely manner as to give the Finance Committee enough time to come up with scenarios.
 - Timeline: complete the questionnaire and submit it via email to Jennifer Rosenbaum (J88L45K@msn.com) by April 17th.
 - A special Finance Committee meeting is going to be scheduled for late April to just focus on discussing budget scenarios.
 - Finance Committee would eventually transfer the best scenario into a budget plan and present to Parish Council during a meeting.
 - Walk-through the questionnaire:
 - Questions 1-4
 - A = what are you open to
 - B = what are you favoring at this time (could change based on prayer and reflection)- it's possible that this answer could be a different number than A
 - Question 6
 - There is a relationship between #4 and #6, because by not paying the \$87,000 in one year means we will have to cover the debt in later years. We should try to place \$87,000 in a

reserve each year in order to repay the bond for the school when the payments start coming due.

- (Besides the Campaign) Our reserves:
 - Operating= \$163,000
 - Capital= \$364,000
 - Repair and Replacement= \$359,000
 - It's possible that we could use \$300,000 of the Capital reserves towards the ASCA debt.
 - Currently, the \$87,000 comes out of Operating.
- COMMENTS:
 - It looks like this year we will be able to cover \$40-\$50,000 of the \$87,000 for our annual reserve payment for the school. Next year, we will need to make up the shortfall in addition to the \$87,000 we need every year.
 - We recently received word that we will receive a \$65,000 (unrestricted) bequest from a family who also donated a large sum of money 8 years ago. The money should arrive in the next 30 days. If we use the \$65,000 plus what we have saved this year for the \$87,000 deficit, then we could lower each year's payment to \$80,000.
 - Through the diocese, we are restricted to only making 5% on our investments.
 - I believe that the questions in the questionnaire cover everything that we've discussed except for possibly postponing the expansion (slight or indefinite) and the possibility for increasing our revenue.
 - If we do decide to postpone the expansion, the building costs will only increase. Also, if we postpone, it will have to be for at least a year since it's best to break ground in the spring. We've already had a Town Hall meeting to announce the expansion plans to the Parish and we voted to do it- we need to keep the expansion on track.
 - I think we should put the \$300,000 from the Operating reserves towards the Expansion instead of the debt reduction for the school.
 - The following questions (with some re-wording) will be added to the questionnaire:
 - Do you believe we can have a revenue increase? How much?
 - Are you open to postponing the expansion?
 - We should use the energy of the expansion to get the Parishioners back to making donations. In order to reduce our deficit, we would need to increase collections next year by about 10% and 3% every year after.
 - \$28,000 per week is the projection for collections and we think that still might be optimistic. This includes an extra Sunday next year, since Christmas is not on a Sunday.
 - The Diocesan guidelines for Staff Compensation increases is 3%, however, we had a 2.2% increase last year, and 1.5% increase this year. In the PC questionnaire, I've built in an increase of 2.75%.
 - Collections are at best flat, and there has been a gradual decline over the past 5 years. There aren't many more than

600 envelopes used on average each week, with 800 envelopes being the most I've seen.

- A special Meeting will take place on Monday, April 24, 2006 at 7:30pm to discuss the budget and the scenarios.

6. PASTOR'S COMMENTS & COMMISSION REPORTS (10:15 pm):

• Pastor's Comments – Fr. Bill O'Shea

- From Sandy at ASCA: Enrollment is currently at 400 students for next year, while this year it was 288. With the addition of 112 students we are trying to only add part time staff and trying to rent out the building for when it's not in use. We are also going to attempt to remodel some classrooms using free labor (volunteers).
- The cultural focus for this year is Haiti. ASCA plans to select a different cultural focus each school year. Haiti was selected, because St. Thomas the Apostle has a relationship with another Parish in Haiti. 4/28/06 is a Haiti immersion day at the school.

• Parochial Vicar – Fr. Dan Hessling

- The meetings are lasting too long.

• Christian Education Commission (CEC) – Judy

- THREADS is being discussed for June.
- I don't have the specific numbers for the March THREADS, although we've received some very nice comments about the program.
- CEC is looking into moving up the Confirmation program. However, we are holding off on announcing this in the bulletin until after the new Bishop changes over in case the process is affected.

• Christian Worship Commission (CWC) – Nickie

- No report.

• Administration Commission – Chuck

- No report.

• Christian Service Commission (CSC) – Pat

- Our presentation to the Parish Council is currently scheduled for the May meeting
- The new family is settling in and we are currently handling some immigration issues, but she does have a job.
- PADS and Sharing Parish gave a presentation at our meeting. They don't have monthly meetings, but the leaders meet and communicate the plans and dates to their groups, so the volunteers know when to show up. Both committees are very self-sufficient.

7. CLOSING (10:30 pm):

• Final Whip Around:

- I am tired, but thanks; Not tired, but thanks; See you on April 24th; I fundamentally believe that this Parish has money to donate, and we have the capacity to find it; People pay for excellence and we provide a lot of that and so it's a matter of education and providing the best and we will get what we need; Good meeting; Good meeting, The Finance committee did a great job and helped to focus the discussion, it will be interesting to see the results of the survey and look forward to proceeding; Postponing the expansion would be a huge mistake; I do think that the context of this discussion is that we've had some bumps in the road so I think we are on an up swing; It's nice to come to these meetings and I enjoy the sharing; We are among a giving community in general, and there is a lot to be had in the way of contributions, if people understood where we stood financially they will donate more, because currently the Parishioners don't know the value of what they are "getting" from

SMMP; We need to find a way to channel discussions to the correct people, The school is going to be a thorn financially and I am not sure how to make the wound heal.

- **Closing Prayer** – Matt Kerr & Rachel Ptak

MEETING ADJOURNED at 10:45 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Parish Council	4/4/06	Send possible names for the new Hospitality Sunday committee to Josephine as soon as possible.	May
Parish Council	4/4/06	Submit the budget questionnaire to Jennifer Rosenbaum: J88L45K@msn.com as soon as possible.	April 17

Completed 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

REFRESHMENTS/PRAYER for May: *Pat McAuliffe*

Respectfully submitted by *Jennifer Rosenbaum*