

**St. Margaret Mary Parish
Pastoral Council Minutes
June 6, 2006**

MEMBERS PRESENT:

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

Also Attending: Jim Krema, Rich Peterson, Lary Lucas

Not Present: Matt Kerr, Dick Backer, Nickie Everett, Judy Thalman

1. INSTALLATION OF NEW MEMBERS – SR. MADELYN (7:30pm)

2. REDEDICATION OF EXISTING SMMP PASTORAL COUNCIL MEMBERS

- Jim Krema (new member)
- Rich Peterson (new member)

3. OPERATIONAL TO-DO's (7:50 – 7:55 pm):

- **Approval of May Meeting Minutes**
 - The minutes for the May 2, 2006, PC meeting was approved without any additional changes.
- **Parishioner input**
 - NONE

4. "DECISION 2006" BUDGET FY 2007 (7:50-8:45):

- **Discussion on the Building expansion – Rick Burton, Brian Kinney**
 - SUGGESTED AGENDA: (CHUCK)
 - Design of the expansion (fit for purpose?)
 - Is this the right time to build an expansion given our overall fiscal position?
 - Three choices for council to make after the discussion:
 - Approve and go ahead
 - Delay & why
 - Cancel & why
 - OVERVIEW OF EXPANSION DESIGN: (RICK & BRIAN)
 - November & December of 2005 three different architects came in and designed suggested plans for the expansion
 - All architects came up with relatively similar plans
 - BEC was charged with coming up with a design for a "large, flexible meeting space" that was larger than CORE center but not larger than the existing Parish center
 - Parish Center (existing) = (wall to wall) 5160 sf
 - CORE Center (existing) = (wall to wall) 1479 sf
 - As a result of the effort, the new space = 2670 sf
 - 1190 sf larger than the core center or increase of 81% over CORE Center
 - 52% of Parish center
 - One of the requirements was for the ability to seat about 200 people at tables
 - Seating should constitute 12-15 sf per table
 - Available sf of the new space = 178-222 people sitting at tables
 - If you line up the chairs at 6 sf per person – you can seat about 440 people

- We believe the space accomplishes the goals we set out to do in the original plans
- Rick demonstrated the size differential on the diagram placing a piece of yellow paper representing the core center on top of the new space.
- The interior layout can be refined and modified so we are currently looking for a bulk area to be approved so that we can go to the Naperville City Planning to start discussing the expansion
- Reviewed the Time line – the timeline is much tighter since we've taken a step back to re-evaluate, but I think we can still schedule ground-breaking after Easter next year (2007)
 - We are going to try to get city planning commission approval in early September (about 90 days)
 - Working drawings should be available by mid to late September 2006
 - An October town-hall meeting should be scheduled to re-submit the plans and timeline to the Parish for their input and any modifications
 - We should be out-to-bid in early November 2006
 - The plan is to break ground in early April 2007
 - November 2007 is the projects planned completion
- COMMENTS:
 - I've referenced the Northeastern IL planning commission and the growth for this area has been about 2.3% for the past couple of years. They are forecasting that through 2030 the growth in this area will average out to about .44% per year. There isn't much new construction in this area. I don't think that we are planning for a big increase in population around here.
 - I think it's fine.
 - Yes, I am for moving ahead because we owe it to the people who have donated for the expansion and it's not going to get any cheaper to build it.
 - Amen.
 - Yes, in approval.
 - I've heard nothing that suggests that we shouldn't do anything but move forward. There might have been some needs that were originally sought after, but these have changed.
 - I am for moving forward and it's the best we can do. It's a modest expansion and the risks related to utilization and operating costs are minimal.
 - Let's roll.
 - I am a go.
 - Move forward.
 - Move forward.
 - Let's move forward.
- COMMENTS RELATED TO FINANCIAL CONCERNS:
 - Personal opinion is that we've been working hard to determine our priorities and the school has caused us to make some difficult choices. I don't believe that SMMP is in a financial crisis. It's going to be tough, but we can do it with proper stewardship. We can make it work and get excited about it.
 - We are not in a financial crisis and I understand the concern, but our issue is with the operating budget. People are waiting for the expansion.
 - I think if we did not build the expansion, it would be a big blow to the parish. People were upset after donating money to an addition and it hasn't started yet. The Parish has been very generous and people are going to have to get over the old issues and move forward with the expansion.
 - I don't think it would be ethical nor what we were chartered to do if we don't move forward with the expansion.

- I feel comfortable enough- It's not a cloudless horizon and we just have to make sure that the collections for the campaign are coming in on time. It's important to continually look at that and make sure. Operating and Capital aren't much different, and there could be a potential debt on this building, but that doesn't affect my judgment. So yes, let's move forward with some concerns.
 - We've reviewed the data, and there aren't any creeping ENRONS, let's roll.
 - I think we need the space, and I am sorry I won't be here to take advantage.
- **Finance Committee budget scenarios**
 - The scenarios incorporated all of our discussions that have occurred
 - The latter pages showed the allocation of the \$7000
 - The scenario ends up with our \$9950 deficit which we agreed was acceptable
 - Page 3 – line item 113, it went up
 - The new administrative/secretary is taking on a dual role, so the financials will show an increase in the salary line item, because she will be working more hours) for the dual role. There wasn't a raise.
 - There will also be some small dollar increases in other line items
- **Final Approval of Budget for FY 2007**
 - Final Budget was approved (no dissenters)
- **Communication of Budget**
 - Reference Chuck M's email dated 5/19/06 – hand out was distributed based on a brainstorming discussion with a very enthusiastic group
 - The theme of the communications hasn't yet been finalized
 - Attitude should be positive- possibly walking in the aisles among the Parishioners and being part of "us"
 - Audience would have been better by using a cascading communication approach, but most of the committee meetings are done for the year
 - Structure the communication in a two-part approach with "rational" and "emotional" parts
 - Message is important and must be simpler than listing the dollar and cents, ex. "This expansion costs # weeks of contributions".
 - A lot of framework has been developed, but not a lot of decisions on specific content, so we are asking for input tonight on the specifics and to get approval from PC.
 - Timing – Two Sunday's vs. One Sunday approach was discussed and it was decided that a one Sunday approach should be used
 - Decision: Communicate to the Parishioners during the homily this weekend (6/10-6/11) with Fr. Bill, Josephine and Dick Henke.
 - COMMENTS:
 - Emotional and Factual tie should be presented on the same day.
 - Fr. Bill should do the introduction, Josephine should do the emotional message, Dick should present the factual message and represent the Parish and its changes.
 - We need the communications to come from the bottom up and not the top-down.
 - We need to make sure we include everyone and make them feel and understand their responsibility to fund the parish to make sure it continues to grow and keep as vibrant forever. Look forward and not backward.
 - It shouldn't be a financial presentation- basically collections are down, operating is up and please think about solving this with us. In the fall the development committee will try come up with a plan to breath some more money into the parish. Include the state of the Parish right now related to

simple numbers. Etc. Medical expense increases, programs are being cut, etc.

- We should mention the commitment to the “mortgage” for ASCA and a financial obligation for the Parish and we need to come up with a certain amount of money each year. We have to name the cuts because people need to understand that flat collections will impact them.
- The communication should be introduced by Fr. Bill. We should start with something positive from Bishop and then move into this is what you give us, this is from whom we get it, this is what we are doing with it and finally this is what we’ve had to cut. I don’t think we need any more than that- you are explaining problems. Announce during one Sunday and publish over 2 Sundays.
- I like the idea of a theme “Moments in time” because I believe that you should capture what this Parish provides ex. First Communion, Threads, Funeral, other services. We’ve gotten to a point where we have to give up some of our vision, but we didn’t want to do that. We should concentrate on teeing up for the Development committee and keep it factual and simple.
- One suggestion is that after Masses when the announcement is made, make yourself available for comments and questions to pursue conversation further and inform people that you are available. Capture feedback and share with PC.
- There should be some practice done beforehand because people aren’t used to public speaking or using the Parish microphones, etc.
- We need to move forward as fast as we possibly can.
- Fr. Bill should introduce both Dick and Josephine. And so with 3 people there needs to be some practice. Very important.
- ACTION ITEMS:
 - Create the bulletin insert
 - Stuff the bulletin on Sat. morning
 - Provide an extended announcement during homily time.
 - Mass on 6/10 and 6/11
 - Let’s talk logistics and have Josephine and Dick speak at different microphones so not switching back and forth.
- **Additional Discussion Topics – Dick Henke**
 - Scholarship Policy & Charitable Contributions Policy
 - Both groups are planning to re-script their policies to be presented to Parish Council in the fall for a formalization of the statements.
 - Mary will make a connection with the chairperson of the committees to make sure they get this started
 - In October both groups should present to the PC the reviewed policy documents.

----- BREAK @ 9:00 – 9:05pm -----

5. GETTING TO KNOW YOU QUESTION:

“What you always wanted to ask Dick Henke, but were afraid to ask!”

6. VISIONING

- **Wish Group I (Update on Surveys) – Al Gustafson (9:10pm)**
 - The final report on the Vision Committee work was presented to the staff a couple of weeks ago
 - It’s time for PC and Staff to come together and take the data we’ve accumulated and see what the PC would like to do with it

- HISTORY OF WISH GROUP 1:
 - Began in 2004 at a Parish retreat with Staff and PC members in attendance
 - At first PC staff retreat, the Wish I committee identified the wish of creating a vision so that the work in everyone's area could be integrated with a unified goal in mind
 - Wish 2 and Wish 3 were also addressed at this retreat
 - Sr. Elizabeth and Tom Cordaro were responsible for Wish I because they felt that they couldn't they needed more input into the vision
 - The PC all drifted to Wish 3 and the Staff took on Wish 1 and Wish 2
 - In 2005 we created a plan for the 3 Wishes
 - The Vision Committee was formed
 - At a PC meeting we created a vision statement to help us to dream what could be here in the future (five years)
 - The Vision committee began with the PC's vision statement and did some best practice research around the Chicago area and created a new vision statement for what SMMP will be like in 2010
 - 10 focus groups met in November to comment on the vision narrative and collect data
 - From the data we took a pass at 8 different goals: hospitality, liturgy faith formation , social concerns, building/facilities, etc.
 - In 2006 we created a parish survey based on the goals/data from the focus groups
 - Are these the right goals for the parish? Do people really care about these things? What are our strengths and weaknesses in relation with these goals?
 - The survey was available to be completed by hand and online for 3 weeks. There were 563 parishioners who participated in the survey and all of the data that was gathered was inputted in a software program and compiled the data.
 - Overall, we collected about 70 pages of data from the parishioners.
 - At the end of April, all data was entered by Chuck and his daughter because 3/5 of the surveys were submitted hand-written.
 - To have access to the hand-written comments- 3-4 copies will be available in the Parish Office for Parishioners to read.
 - With the radio buttons, the Parish rated very high in most categories, in almost every category was 1.8 – 2.5 (with 1 as the highest/best).
 - If you drill down into the comments and you read through the data, I think there is a lot of good stuff for the future. And there is always people who need to vent. Overall there is a lot of great data.
 - Results will give you a percentage of who selected each option.
 - Draft of Strategic Goals from SMMP from all data collected
 - Hospitality: How do we begin to make new members feel at home?
 - Liturgy: Are there ways to identify liturgical preferences and create liturgies that cater to Parishioners specific worship preferences.
 - Faith Formation: Look at the Sunday experience, because the vast majority of the people are here on Sunday- not necessarily going to attend a Business breakfast, attend a retreat, etc.. How are we going to engage these people outside of the liturgies?
 - Social Concerns: The most passionate comments were around this topic. There seems to be a misunderstanding on how Catholic Teaching and Social justice are both part of living the Catholic life. Some people were passionate about social justice issues and others

feel this shouldn't be any part of their experiences. Seems to be a very hot topic for lots of folks.

- Communication: This could be the biggest impact on Parish life. We are suggesting that there are other ways to use the bulletin and website more effectively. There were lots of comments related to why the tabernacle isn't behind the altar or why we don't have a crucifix behind the altar? Many parishioners don't understand decisions from the past, so why not use the bulletin to communicate why we do what we do; whether it's a local practice or universal practice. (77% of people who attend mass read the bulletin)
 - Financial Resources: Closure of the capital campaign was something that the vision committee thought was important. Development of special event revenue- is it possible to have a dinner dance to bring people together , but serve to raise a little money for SMMP.
 - Leadership: Originally was HR goal. A recommendation was to say that we believe it's important for opportunities for continuing development. To participate in some learning so their skills and continue to develop.
 - Building & Facilities: The most common comments were related to the lighting in the church and the acoustics in the sanctuary.
 - Benchmarking: Consider to do this for future projects. Possibly do a head count once a month for a year to see how many people attend each Mass (same with contributions and programs). Ask people to fill out an evaluation at the end of each program- ask for feedback on a more regular basis.
- HOW TO MOVE FORWARD:
 - Take a look at 8 goals and grouped them under particular goals (done for every comment)
 - A committee could be created around each goal (staff and volunteer) with parishioners to create objectives that would allow us to move towards achieving a particular goal. Create measurable objectives.
 - PC needs to take this data and decide on how to move forward.
 - (Salmon colored hand-out) The question should really read "How can SMMP improve to serve you better?"
 - Scott Jesse went through to create the Excel spreadsheet for PC- Thanks to him!
 - COMMENTS:
 - What PC's role in getting these themes off the ground without taking it away from the grassroots?
 - Staff and PC need to decide the priority of the goals and then assign people to do the work. Possibly a mixture of commissions, staff, etc.
 - Possibly, use the 1 ½ days during the PC – Staff retreat to discuss these goals and developing a strategic plan.
 - We need to applaud the entire team and AI with the really hard work they did to get this accomplished!!!
 - Let's not try to do everything at once- incremental vs. a big bang approach
 - It's important to know that these are un-edited- they include raw feelings and personal attacks so we need to be careful how available we make it.
 - Some of the work should be done prior to the staff day in August- possibly identify the goals to move forward with, people to be involved, create committees and meet once prior to the August meeting.
 - Possibly Wish Group 3 take over the Communication goal and Wish Group 2 take over the Leadership goal.

- Should we put something in the bulletin in the next few weeks to seek volunteers for the 8 goals from the Parishioners?
- Somehow we have to marry this document to the groups that already exist because there has to be collaboration with existing entities and developing the new goals. Somehow overlay this on the existing commissions? Ex. Hospitality Committee
- (1) From Parishioners these goals will be overshadowed by the more visible changes that will occur in the next 2 years. The work of this year to prepare for this transition and welcoming the new Pastor is substantial. (2) Expansion is very visible and captures people attention so could overshadow what is happening here. It's great that we have the 8 goals, but with there being so many of them, we need to concentrate on balancing them with the other big events that are occurring. Also, it took us 1 year to plan 2 more years and we are trying to create processes which extend it, and in a year from now what are we going to do for the next cycle? Something like the Wish 1 team will be necessary to view how this plays out and what the next planning cycle will look like.
- I have a concern about being spread too thin. One goal to rally the troops and Short/Long Term goals (3-5 years). When are we going to prioritize?
- The New Pastor needs to be able to come in and integrated into the planning cycle right away.
- We need a template of deliverables that people can use to go out and meet with their groups so everyone is coming back with the same type of information for August.
- Between now and August, we need to concentrate on prioritization. Let's focus on specific goals.
- AI to provide a template on what people should be expecting to achieve in their meetings in the next day or so.
- If you could just walk away with the goals of these groups to come up with quantitative ways to measure success and these are the existing organizations that we need to communicate with. There are groups that are already working on improving these areas, so part of this challenge is we don't have a benchmark to compare ourselves and see how we're doing as a parish. Then we won't get as distracted by the negative comments. Need to understand the benchmarks before we start making changes. Can't base actions off of the negative comments, because it's such a small percentage.
- **Review Pastoral Council Goals for 2005-2006 – Mary Runger (10:05 – 10:10pm)**
 - Comments on PC goals for 2005-2006
 - Hand out distributed from people who had comments on the goals
 - Brainstorm on New Goals & Themes for 2006-2007:
 - As we move forward the emphasis should be on communication and sharing = the more we can get back
 - Transition - be reflective organizationally and emotionally
 - Even if that's all we accomplish is to have some solid quantifiable metrics to gauge the performance of the Parish next year- possibly charter the commissions with the responsibilities to track metrics "How are you going to gauge your performance?"
 - How to make Sunday's more meaningful? To make the liturgy more enriching to the individuals who attend. I think as we go through the budget process that concurrently we should make the liturgy more enriching which would not require budget expenditures for the changes and could be implanted very easily.
 - With a new Bishop in place, we need to make him aware of where SMMP

stands in this Diocese and develop a profile for the next Pastor based on SMMP's needs with desired attributes. It's important that we get a Pastor that continues with all that we've started (vision statement)

- Hospitality – the only way we are going to enliven or bring enthusiasm into the Parish is to make sure the new Parishioners are welcomed.
 - Hospitality is going to be one of the keys in the Parish. Transition is key because new Pastor and Bishop and they should know they are welcomed here. No matter who they are, they should feel welcomed to SMMP.
 - Celebrate endings is as important as celebrating new- Fr. Bill.
 - A lot of things to do.
 - I would like to deepen the goal directed planning that we've started. The staff has made some headway towards developing goals and tracking our progress. There are a lot of loose ends with Wish 1 so I hope that sometime in the next year, we can develop a vision statement.
 - The main goal is to continue to improve the liturgy.
- **Stewardship Committee – Review Stewardship Sunday (5/26) – Mike Prus (5-10 min.)**
 - Pass for tonight
 - **Election of Parish Council Officers for 2006-2007**
 - Thanks to the departing members for all of their work and we hope they keep involved with the Parish.
 - Dick has great enthusiasm for hard work! We appreciate your dedication and hard work you've done for SMMP! You are the man with heart! Thank you!
 - Chuck has a great gift of focus and summarizing to help the council during this tough year. I sure hope he continues since he's a major force on the administration commission. His leadership and methods are terrific.
 - Eligible for Officer nominations: at-large members (new members can't be President or VP)
 - President: Mary (all in favor), Josephine (declines)
 - Vice President: Gary (all in favor), Paul (declines)
 - Secretary: Josephine (declines), Jim (all in favor)

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

- **Pastor's Comments – Fr. Bill O'Shea**
 - Letter from Bishop thanking us for our support over the years
 - Letter from the new Bishop (Little Rock) thanking for our prayers for him as he is installed as the new Bishop of Joliet.
 - There are 2 Invitations available for the installation ceremony of the new Bishop to take place on 6/27 at 2pm. (Sr. Madelyn and Fr. Dan are already attending)- Mary can decide who should attend the installation, so email Mary if you are interested.
- **Parochial Vicar – Fr. Dan Hessling**
 - I attended the Life in the Spirit seminar in Rockford- very moving experience.
 - I will be celebrating the Mass of the year's deceased with the KofC this Sunday at 2pm on Ogden.
 - Attend the Men's Group and September Club.
 - I went to the Bishop's meeting at the Pastoral Center- very interesting. Almost all Priests attended.
 - Cluster meeting of the Naperville area Priests will be taking place at SMMP.
- **Christian Worship Commission – Nickie Everett**
 - Eucharistic ministry procedures have changed and documented- reviewed by Ken Miles currently. Goal is to be finished for this year.
 - We received a letter from a Parishioner asking why Eucharistic ministers weren't washing their hands in front of the Church. As it turns out, she has a compromised immune system. The end result as decided by the commission is that the

Eucharistic minister commission will send a letter to all Eucharistic ministers explaining that Purel will be available behind the altar if needed and also request that all EM wash their hands before Mass.

- Refurbishment of the Crucifix- about 1 ½ year ago it came to our attention that we should refurbish the Crucifix. Two vendors were contacted and quotes obtained. (\$1100 and \$1800). We will be moving forward with the refurbishment with the less expensive vendor.
- A new wood grain sign was developed with the mass times and is now up in the upper parking lot. Another sign will be posted at the other door soon.
- There have been several officer resignations and we are struggling to select officers for next year. One person left for President and for Chairperson, but we are out of people for other officers. Not sure if we will find a President.
- **Christian Service Commission – Pat McAuliffe**
 - Larry Lewis will be the Secretary and Josephine will be the President next year
 - A few people are stepping down from the committee
 - Candy Rice has offered double-volunteer points for the Teens who help with the Sharing Parish.
 - Someone donated a car to daybreak, which is great news.
- **Christian Education Commission (CEC) – Judy Thalman**
 - No report
- **Administration Commission – Chuck Marquis**
 - We are continuing to look for an HR Rep.
 - Some repairs have been approved for the soffet.
 - The Scholarship committee has met to discuss the policy changes
 - Church steps repair work is being discussed and planned
- **Teen Ministry – Rachel Ptak**
 - A group is leaving on Mission Trip on Saturday Morning
 - Our goal for next year is to get the word out about Peer Ministry, starting Mission Trips, and getting people involved. People want to help, but don't know how.
 - We think we can generate even more support through fundraising if people are updated on a more regular basis.
 - Under 20 years-old had the largest % of responses for the Parish survey, which is a sign of strength in the group.

8. CLOSING (10:30 pm):

- **Schedule Reminders**
 - PC/Staff Workshop
 - August 23 = Meet at 6pm, Dinner at 6:30pm, Meeting at 7:15pm
 - August 24 = 8:45am – 4:00pm
 - August 26 = Diocesan workshop for new Pastoral Council guidelines
- **Final Whip Around:**
 - I feel privileged to work with you this year, I personally want to thank both Dick and Chuck for their superb work and Chuck for his analysis of the finances and Dick for your energy and passion; The Staff has accomplished their goals for this year, Thanks to the outgoing officers and welcome to the new officers. It's been a pleasure working with you, and my thanks for all my experiences I've had here. I've enjoyed the year I've been here and the amount of work we've accomplished is amazing; I was hoping to hear the questions we wanted to ask Dick Henke, It will be a great year, I will miss the people who are leaving. Chuck always had the ability to take the talk we do and makes sense out of it and Dick had great enthusiasm and history; Good meeting and glad we are moving ahead with the expansion, Well-wishes and prayers with the new members because they have significant challenges to face; Thanks Chuck because he's the reason I am here and Dick I appreciate the

extra-curricular meetings that goes on after the meeting; Thank you and thanks to Jim for accepting the nomination; My welcome to Rick and Jim and I hope your experiences are great and thanks to Dick for many, many good words throughout the year, and to Chuck because I've had the privilege of working with him for 8 years after chairing the finance committee before this and hope he stays connected; I would really like to thank everyone for the growth opportunities and Dick I will miss your emails and Chuck I will miss your wisdom and Josephine and Paul for their help with the discernment process; Great learning experience.

- **Closing Prayer** – Josephine Lewis

MEETING ADJOURNED at 10:50 pm

New/Continuing Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Parish Council	6/6/06	Prioritize the vision goals and form committees. Start creating measurable objectives.	August (PC-Staff Retreat)

Completed Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Mary	May 2	Mary email 2005-2006 Parish Council goals to PC	ASAP
All Parish Council	May 2	Every PC members should write 3 measurable goals for round-table discussion at the June meeting	June
All Parish Council	May 2	Send comments on 2005/2006 Parish Council goals to J88L45K@msn.com (Jennifer)	May 21
Dick	May 2	Wish Group I should present a new timeline for the surveys at the next meeting and communicate to the Parish about why there is a delay in presenting the results.	June

Respectfully submitted by *Jennifer Rosenbaum*