

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

MEMBERS PRESENT:

Fr. Bill O'Shea	Fr. Dan Hessling	Mary Runger	Josephine Lewis
Pat McAuliffe	Mike Prus	Rick Peterson	Molly Fara
Linda Griffin	Laura Valentine	Jim Herring	Jennifer Rosenbaum

Also Attending: Tom Cordaro, Kevin Madden

Not Present: Sr. Madelyn, Gary Skarr, Jim Krema, Paul Weinewuth, Hilary Nave

Meeting Started promptly at 7:00pm

Pastoral Council welcomed the new Teen Ministry representative- Laura Valentine

1. GOSPEL READING/FAITH SHARING – Rick Peterson

2. OPERATIONAL TO-DO's:

- **Other**
 - Mary mentioned that the agenda for the Pastoral Council looked good in the bulletin and we might consider including all of the Pastoral Council names in the bulletin on a regular basis.
- **Approval of October Meeting Minutes**
 - The minutes for the October 3, 2006, PC meeting was approved without changes.
- **Parishioner input**
 - None
- **Catholic Social Teaching update – Tom Cordaro**
 - (9 minute) Video Presentation
 - Highlights of the 7 Principles of Catholic Social Teaching
 - Catholic Bishops update and amend the principles as deemed necessary
 - How does SMMP measure up to the principles?
 - Principles are incorporated into the Religious Education program at SMMP
 - During the Sr. High “sleep out for the homeless” the video was shown and principles discussed
 - Grades K-12 – the Catholic Church teaches charity and justice work (i.e. Why does poverty exist in the first place?)
 - Biggest challenge SMMP faces is the adult education on the principles
 - December 31st- “Call to Family, Community, and Participation” will be discussed during Holy Family week
 - Next time we will discuss the Social Mission of the Parish

3. ACTION ITEMS:

- **Town Hall Meeting Agenda – Mary Runger**
 - Start at 7:30pm and conclude by 9:00pm
 - Theme: “Forward Together”
 - Opening Prayer – Fr. Bill
 - Building Expansion Committee & Gene Elliott (Larson & Darby)
 - “Forward Together” – Al Gustafson
 - New Parish Vision Statement – Sr. Madelyn
 - “SMMP 2010” 8 Strategic Goals (PowerPoint) – Gary Skarr

- Single presenter
- Need a few more details explaining what the goals mean and/or how they will be accomplished either in discussion or on the slides
- Leave it up to Gary to discuss each of the goals in his own words, but make sure he understands that we need him to expand upon the goals.
- Give examples of action items that have been completed and/or started for each of the goals to make sure the Parishioners understand that we have started working towards the goals.
- Finance Committee/Development Committee Presentation – Kevin Madden
 - Currently, SMMP has a complex financial situation:
 - Sunday collections are continuing to decline
 - Other costs associated with the church are increasing
 - Forced to reduce expenses in other areas to come up with a balanced budget
 - Shortfall with capital for school, so must come up with the extra money to cover expenses
 - Planning to ask Parishioners to join the Finance Committee for additional input and suggestions for improving the financial situation
 - Finance Communications – how should we present it during the Town Hall?
 - Lay it all out there to tell a realistic story
 - Take low-key approach and just stick to the development talk
 - PC COMMENTS:
 - Change order of agenda? Not full disclosure, but provide leading statements and offer details later.
 - Need to make it clear to the Parishioners that we do face financial challenges as a Parish
 - Thank the Parishioners for their generosity, but still explain that our expenses are increasing and our revenue isn't increasing to match
 - We should speak to the broader truth (financial challenges)- don't shy away from the challenges that we face, but make sure we have responses ready for the predicted questions
 - I believe that we have a decreased number of people donating each week. In fact, it seems that the actual amount being donated by those who are participating is increasing (generous).
 - If the Town Hall is the "state of the Parish" then we should include the financial information.
 - Start with a state of affairs for our finances and then lead into the development discussion.
 - Need to let the Parish know that programs are being negatively affected by the declining revenue. Can't hide these facts.
 - Kevin will develop a presentation during the next few nights and send it out to the Pastoral Council for review.
- Questions & Answers
- Closing Prayer – Fr. Bill
- Other:
 - Name Tags, Refreshments, Desserts & Coffee
 - During Mass this weekend (November 11th & 12th)– copies of the new Parish Vision Statement will be available in the pews and all of the Parishioners will read the Vision together at Mass after the Homily.

----- BREAK @ 8:15 pm -----

4. VISIONING SHORT-TERM:

- **Pastoral Council Goals for 2006-2007 – Mary Runger**
 - Final Approval Pastoral Council Mission Statement– Rick Peterson
 - Copy of the latest version was distributed
 - Feedback and changes that were consistent were incorporated into the vision statement
 - The statement “the Diocesan Pastoral Council, the Office of Ministry Formation” will be removed from the Mission Statement per discussion during the meeting.
 - As amended, the new Mission Statement was approved by the Pastoral Council.
 - Questionnaire for Charitable Contributions Committee/Scholarship Committee
 - We need to formalize what percentage (%) we are currently setting aside from collections for ASCA scholarships. Currently, the policy states something different than what we are actually doing.
 - Possibly set a minimum amount that we can't go below, but allow for flexibility in deciding the % each budget period.
 - We shouldn't have a policy that is written and not followed.
 - Try to generate the right questions based on conversations between Molly Fara and Pat McAuliffe.
 - Commission Review/Input sheet – distribute to Commission chairs
Leadership Gathering Survey – distribute to Commission chairs and staff
 - Most Commissions have by-laws, so you can remove that question from the questionnaire.
 - Not in favor of question 3 (unification of by-laws for all commissions), because each commission is different and shouldn't unify, just to unify.
 - Need to define “Leadership Gathering” within the questionnaire and then explain the purpose for them.
 - Possibly, include the Leadership Discernment process in the by-laws for all commissions.
 - Move forward with the leadership gathering rather than asking the Commissions if it's worthwhile.
 - Mike and Mary will discuss the true purpose of the leadership gatherings, so we can be ready for one in the next couple of months.
 - PC Liaison /Coordinator List & Responsibilities:
 - DEFINITIONS:
 - PC Liaison – Responsible for communications between all involved groups/people, Report progress/status to the Pastoral Council on a regular basis
 - Coordinator – Primary Contact, Actively pursuing goals, Most knowledgeable about subject
 - Finance Goal
 - Coordinator: Bill Hassett
 - PC Liaison: Paul Weinewuth
 - Leadership Goal
 - Coordinator: Gary Skarr
 - PC Liaison: Gary Skarr
 - Social Concerns & Justice Goal
 - Coordinator: Tom Cordaro

- PC Liaison: Pat McAuliffe
- Communication Goal
 - Coordinator: Jim Krema
 - PC Liaison: Jim Krema
- Worship/Liturgy Goal
 - Coordinator: Ken Miles
 - PC Liaison: Jim Herring
- Faith Formation Goal
 - Coordinator: Linda Griffin
 - PC Liaison: Linda Griffin
- Hospitality Goal
 - Coordinator: Rick Peterson
 - PC Liaison: Josephine Lewis
- Building Goal
 - Coordinator: Rick Burton & Brian Kinney (TBD)
 - PC Liaison: Josephine Lewis

3. ACTION ITEMS (continued):

- **Appreciation Event update – Pat McAuliffe**
 - We are still discussing serving some type of food, but not sure on the specifics
 - Alcohol will be purchased from the same company as last year
 - Choir has already been booked for the event
 - PC COMMENTS:
 - Finger foods w/ little desserts
 - Appetizers
 - No Chili, because too many different variations
 - Provide heavy appetizers in a buffet line and offer tall tables with some regular seating available – Mary will discuss with Sr. Madelyn on what she used.
 - Possibly sandwiches and cheese platters
- **Website Committee Update – Mike Prus**
 - Meetings have been constructive
 - Timeline has not been set for launch date
 - A lot of progress has been made
- **Farewell Reception Ad Hoc Committee – Mary Runger**
 - Late May or early June 2007 timeframe for event
 - Core Committee Members: TBD
 - Not budgeted for 2006 but PC has the authority to make a decision to move forward and could use some of the money budgeted for Appreciation Event (\$5400 is available to cover both events)

5. PASTOR’S COMMENTS & COMMISSION REPORTS:

- **NOTE:** Make sure you continue to submit your commission minutes to the Parish Council in a timely manner.
- **Pastor’s Comments – Fr. Bill O’Shea**
 - No update.
- **Parochial Vicar – Fr. Dan Hessling**
 - Had supper with Mother Superior from the orphanage that SMMP collects for and she was amazed at our (SMMP) generosity.
- **Administration – Molly Fara**

- Park 'N Ride exploration was mentioned in the minutes – we are exploring the possibility of renting the SMMP parking lot to Pace Bus to take commuters to the Naperville Metra station.
- Roof on the church is finished.
- **Education – Linda Griffin**
 - CEC reviewed the job description for the Junior High minister position. A new education component was written. The job description and a time line for hiring will be created at the November meeting. The commission read and discussed the Introduction of the National Directory for Catechesis.
 - Adult Education: Thirty five people attended the first Business Breakfast. Paul Straka, the architect for SMM, gave a presentation on the design of SMM. Threads was a success. The teens did a wonderful job of presenting and serving dinner at Threads.
 - High School: Teens took part in Sleep Out Sat Night. Peer Ministry held their first retreat and their first fund raiser.
 - Junior High: Harvest Sunday is this coming weekend. Flyers have been distributed.
 - Religious Ed: Sister has ordered materials for Safe Environment program. This is the program for the students. If any PC member is interested in viewing the materials they should contact Sr. Elizabeth.
- **Service – Pat McAuliffe**
 - CSC presented to the Cubs Scouts, Boy Scouts, Crew Scouts - and they seem willing to help us out. We hope we can find opportunities for them to earn service hours.
 - There was a St. Vincent DePaul write-up in the latest bulletin. So far, the funding is ok and the request for funds has not been excessive. We also have a good amount of volunteers, but we need more young people to be involved in the organization. NOTE: You can not head the committee if you are older than 70-years-old.
 - CCW is down to a 2-member board and running on a meeting by meeting basis. We are actively looking for someone to replace the current President.
 - Daybreak is seeking mentors
- **Worship – Jim Herring**
 - First meeting that I am able to attend will be next Tuesday due to previous travel conflicts.
- **Teen Ministry – Laura**
 - No report.

6. CLOSING

- **Final Whip Around:**
 - On the Social Justice section, the messaged seemed very strong. SMMP has not determined what type of agent for social change we want to be. Pat will compile an email with her comments and distribute to the PC.
 - Great Meeting.
 - Remember that we have a new Hospitality Ministry committee that can assist groups who are interested in sponsoring or taking part in a hospitality Sunday.
 - Cluster 4 meeting will be taking place on January 6th for all Parish Council members from 9:00am – 11:00am at St. Raphael's.
 - Profile of the Parish- who is updating the profile of the Parish? We shouldn't let this slide, so we should place this on the agenda for next month. Rick Peterson will try to get this information together before the December meeting.
- **Snack & Prayer for November – TBD**
- **Closing Prayer – Rick Peterson**

MEETING ADJOURNED at 9:30pm

OPEN Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Kevin Madden	11/7	Distribute a draft format of the Finance/Development Committee presentation for the Town Hall meeting to all of PC.	ASAP
Mary Runger	11/7	Distribute an updated Town Hall meeting agenda to all of PC along with assignments for name tags, refreshments, etc.	ASAP
Jennifer Rosenbaum	11/7	Email "8 Strategic Goals" to Laura Valentine	November
Rick Peterson	11/7	Distribute the amended, approved New Mission Statement to the PC.	ASAP
Mary Runger & Mike Prus	11/7	Discuss the Leadership Gathering concept and what the format could be.	December
Rick Peterson	11/7	Coordinate the start of updating the Profile of the Parish.	December

CLOSED Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Mary Runger	10/3	Town Hall Agenda	11/7
Gary Skarr	10/3	Power Point Presentation for Town Hall Meeting	11/7
Sr. Madelyn	10/3	Format for introduction on new Vision Statement to Parish at masses on November 11 th and 12 th	11/7
Rick Peterson	10/3	Contact website coordinator for timeline update	11/7

Respectfully submitted by *Jennifer Rosenbaum*