

**St. Margaret Mary Parish  
Pastoral Council Minutes (Revision D)  
December 5, 2006**

**MEMBERS PRESENT:**

Fr. Bill O'Shea	Mary Runger	Josephine Lewis	Gary Skarr
Jim Krema	Pat McAuliffe	Mike Prus	Rick Peterson
Molly Fara	Paul Weinewuth	Linda Griffin	Jennifer Rosenbaum

**Also Attending:** TBD

**Not Present:** Fr. Dan Hessling, Jim Herring, Sr. Madelyn, Laura Valentine, Hilary Nave

***Meeting Started at 7:05pm***

**1. GOSPEL READING/FAITH SHARING – Paul Weinewuth**

**2. OPERATIONAL TO-DO's:**

- **Approval of November Meeting Minutes**
  - The minutes for the November 7, 2006, PC meeting was approved without changes.
- **Parishioner input**
  - None
- **Town Hall Meeting Review/Comments**
  - I wish there were more people in attendance, because it was an excellent event. Sr. Madelyn's portion was right on target. There would be more people who understand PC and support us.
  - The turn-out could have been lower, because the message during the previous Masses was detailed and articulated wonderfully. The Parishioners may feel that they understand the current situation.
  - A certificate and chocolates were given to the people who presented during Mass.
  - The tone seemed very positive during the meeting. Possibly, the small crowd is a good sign that Parishioners feel that everything is good.
  - It was amazing (and good news) on how many items the architects incorporated into the architect plans based on the comments from the last Town Hall meeting. They listened and made changes accordingly in their plans.
  - Thank you for everyone's efforts!

**3. VISIONING SHORT-TERM:**

- **Pastoral Council Goals Mid-Year Review: 2006-07 – Mary Runger**
  - STRATEGIC GOAL 1 = Prepare and plan for pending parish wide transitions during the time frame of June '06-June '07.
    - Objective 1b – Sr. Madelyn suggested that as we progress through our goals, we should have a "Forward Together Corner" to update the Parish on what we've accomplished. This will help to keep the goals in the forefront of the Parishioners' minds. Possibly add this information to the website once it's launched in January 2007 and include the update in the Bulletin. Pastoral Council feels that this is a great idea.
    - Objective 1c – There is a need for better understanding of what the exact process is from the Diocese's point-of-view. The personnel board has started the process at different times for each transition and the start time is often times based on the experiences of the previous years. So far, it seems that

the Diocese has not moved forward since the last letter sent to Fr. Bill. Fr. Tappella is the Head of the Personnel Board for the Diocese and might know the process/steps for the transition. A letter should be sent from Mary Runger (parish council president) to start the process, along with a follow-up phone call.

- Objective 1c - We finished the job description and should now have all of the necessary input accounted for the new position. We plan to give Fr. Bill and Mike Prus a chance to talk about the plan. In January, the position will be advertised. In March, the resumes should start to come in and be screened. From March-April, a committee will start interviewing candidates. Our goal is to submit a recommendation to Fr. Bill by April 30<sup>th</sup> so a final decision would be made. The review committee will be comprised of: 1 CEC Member, 1 Staff Member, Maria, and Donna Brodecci
- Objective 1d – see “Building/Facility – discuss lighting” below
- STRATEGIC GOAL 2 = : Review the current Pastoral Constitution and By-Laws in reference to the Diocesan Office of Ministry Formation revised guidelines (published Spring 2006).
  - Objective 2A – We will revisit this objective in January. We should approach a past council member. Mary will report back in January.
  - Objective 2B - This is on hold for right now.
  - Objective 2C – see “Proposal on Leadership Gatherings” below
  - Objective 2D - see “Scholarship Committee Discussion” below
  - Objective 2D – see “Charitable Contributions Committee Discussion” below
- **Building/Facility – discuss lighting – Mary Runger**
  - The lighting issue was brought up at the Town Hall Meeting and through personal experiences at mass. I would really like the Leadership of the Parish to re-review budgeting for new lighting since they will already be in the Church making changes. We feel like we are missing a golden opportunity to make this change.
  - PC COMMENTS:
    - Seems like a great idea and would be worth exploring and to combine with the expansion makes sense.
    - Concerned about financials and the project requiring us to cut funds for existing programs. Possibly, the Development committee could sway me. There is no question that it’s needed.
    - This request has come up several times during Hospitality Sunday with Parishioners.
    - I don’t believe that the lighting and sprinklers could be done at the same time and we wouldn’t see much savings from doing the projects together based on what was said previously by the architects.
    - Possibly compare the costs of doing the lighting changes today versus in the future.
    - We would need to really tap into existing funds that cover possible expenses in the future or other future debt responsibility. I don’t think we would need to drastically change the budget, but it would impact the budget a little bit over the next x-amount of years.
    - The lighting has never received the proper attention it deserved over the past 14 years and it’s a question of the will to do it.
    - Because it’s affecting the Parishioner’s experience during Mass, we should seriously consider addressing the lighting. I would suggest a one-time campaign to donate some money towards the cause of updating the lighting.
    - This may be our window of opportunity to make the changes, versus coming back in future years to update the lighting. We will just keep putting off the project.

- CONCLUSION:
  - I propose to ask the Administration and Finance committee to re-examine this and see if there are new ways to look at this and work it into the project plans. We don't want to "burden" the Building Expansion committee, but Mike Prus will introduce this idea at the next meeting. Josephine Lewis will discuss the Church Lighting with the Building Expansion Committee.
- **Proposal on Leadership Gatherings – Mike Prus**
  - Mike sent a cover letter (in Mary's name) to each of the Commissions. The letter included questions that would promote discussion during their meetings as well as a proposal for leadership gatherings and possible agenda items.
  - Mike received the Staff's input prior to meeting with Mary and composing the letter.
  - We believe that actually going through the Leadership Gathering process and experience for the first time will help us to improve upon the agenda/activities and prepare for future gatherings.
  - PC COMMENTS:
    - Is this meeting during the PC meeting and Commissions would not meet that month? Or, the Commissions should decide whether they meet additionally. We would try to set a date that didn't interfere with the Commission meetings.
    - I think the meeting would be more of a workshop mentality and leadership gathering rather than replacing the Commission's monthly meetings. We would be promoting collaboration and communications among the commissions.
    - I support this concept and idea. It will be beneficial for all to hear the information at the same time and thus, limiting the mis-communication that occurs today.
    - We would plan to utilize the spirit of the commissioning experience during the Leadership gatherings with the leaders of the commissions.
    - Does the PC want to move forward on the idea and ask the Commissions to take the letter back to their next meeting and discuss with the members? If they aren't having December meetings, then possibly email the members.
  - CONCLUSION:
    - Commissions will provide feedback on the letter prior to the January PC meeting and PC will discuss if we should continue to move forward.
- **Scholarship Committee Discussion re: "Excess Funds"**
  - We are moving each year (down) towards 10% of total collections to be used for scholarship (currently we are at about 11.5%)
  - PC COMMENTS:
    - I think in good-faith we arrived at the % of total collections after extensive discussions and reviews in a logical manner. The only thing that is left to discuss is what to do with the excess funding. I don't recommend that we go back and re-address the % of total collections.
    - Initially the scholarship committee was very conservative on distributing funds to students so there ended up be excess after the year-end. We had also reserved some additional monies in a Pastoral Grant for emergencies that come up mid-year i.e. someone loses their job, etc.
    - \$134,000 was budgeted for this year. We can't see any major trends, because the scholarship distribution has only been active for 2 years.
    - Maybe some tweaking could be done to the program based on what has happened over the past 2 years. Some of the nuances could be addressed.
    - I think it's not a question of the Scholarship Committee holding onto a bucket of funds, because it was saved for emergency purposes. Being a new program, you don't know what the process will look like, so the thought was

to keep some additional funds on hand in case they are needed during the year.

- The Scholarship Committee didn't want to get into the mentality of "use it, or lose it", which is why the excess is supposed to be saved for the Scholarship Committee. The policy states that unspent money would be claimable to the Scholarship Committee in future years.
- Currently, we don't follow the percentages even though they are documented in the policies. For example, 12.5% was set for the scholarship committee and we didn't follow the policy this year (it was a lower percentage). Therefore, I don't think we can avoid talking about percentages.
- CONCLUSION:
  - The Scholarship Committee will address and react to the following "issues" 1) Hypothetical surplus and the policy that states that they can use the surplus in future years 2) We haven't been adhering to the documented % of previous year's collection written in the policy
  - The Scholarship Committee will present the results of their discussions by the February 2007 PC meeting
- **Charitable Contributions Committee Discussion re: Excess Funds**
  - Should we establish a set % or a minimum % of the total collections to be used for Charitable Contributions in a policy
  - PC COMMENTS:
    - Charitable Contributions are not married to a commitment to any agency so it's up to the Parish Council to decide – we are approached on an as-needed/request basis.
    - I think the amount should be a gift at the beginning of the budget year based on what SMMP can afford to give as a charity- there shouldn't be any % written in a policy.
    - What is the history of this organization and how is the % donated determined?
  - CONCLUSION:
    - Pat will be presenting the brief history of Charitable Contributions at the February 2007 PC meeting to clarify the questions from the Pastoral Council.

----- BREAK @ 8:30-8:45 pm -----

- **Development Committee Update – Paul**
  - The presentation at the Town Hall meeting went well
  - Bill Hassett put together a document introducing the Development Committee to the Parish which will be published in this Sunday's bulletin and follows the "Forward Together" theme.
  - Mike Prus is working on completing an abstract of the collection's historical information by 12/15 (i.e. demographics and levels of giving) to get our arms around the current giving demographic (respecting confidentiality) and gauge the future based on who is giving and when.
  - We have commenced on developing a marketing plan for a year-end bulletin soft-appeal.
  - Bill Hassett is speaking to the different commissions to make sure they understand all of PC's initiatives. They commissions will be helping us to compile our marketing plan so Parishioners will understand all of the wonderful things SMMP does/takes part in
  - The Development committee is going to try to meet again in December before Christmas

- We would like to ask the PC to network through the Parish and see if anyone is interested in being a part of this committee – we have a lot of financial people, so we are looking for some people with Marketing and/or communications background.
- It was recommend to possibly ask the Men’s Club to participate or recommend some people to participate.
- **8 Strategic Goals – updates from respective goal – Coordinators & Liaisons**
  - Will be addressed during the January PC meeting
- **Hospitality Committee Report – Josephine Lewis**
  - A letter was distributed with the Christmas Mailing talking about the Hospitality Committee and inviting Parishioners to the December Hospitality Sunday
  - A new member has joined the Hospitality Committee
  - Associate Members will also be a part of the Committee and will participate when they can
  - The Newcomers Ice Cream social will take place on January 4<sup>th</sup> at 7:00pm - build your own sundaes
  - About 67 new people have registered for SMMP over the last six months (June to November).and a post card will be sent to them inviting them to the Newcomers Ice Cream social
  - Mary distributed a timesheet for PC to select when they are available to assist with the Hospitality Sundays.

#### **4. ACTION ITEMS:**

- **Volunteer Appreciation Event update – Pat McAuliffe & Gary Skarr**
  - We are moving right along.
  - We are within budget.
  - Parishioner will be severing the appetizers
  - Bartenders have been hired
  - Stand-up tables will be used to encourage socializing
  - 7:30pm – 11:30pm
  - Choir and Band will be performing
  - Announcement should be in bulletin starting this Sunday
- **Farewell Reception Ad Hoc Committee – Mary Runger**
  - We are hopeful to have two events on back-to-back weekends:
    - (1) June 3, 2007 - formal dinner with Parishioners and Fr. Bill’s friends from other Parishes to take place at ASCA (ticket prices will be determined at a later date)
    - (2) June 10, 2007 – informal gathering with Parishioners involving a stepped-up Hospitality Sunday event and possibility a reception after the 12:15pm mass to visit with Fr. Bill (no cost)
- **Diocesan Cluster Meeting – January 6, 2007 @ St. Raphael’s from 9:00 – 11:00 am**
  - If you would like to attend, then let Mary know
  - Participating Parishes: SMMP, St. Joan of Arc, St. Elizabeth Seton, St. Raphael’s, St. Thomas, St. Scholastica, Sts. Peter and Paul
  - Mary will send an email to PC with the planned agenda for the meeting
  - This will be discussed at the January 2, 2007 PC meeting

#### **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**

- When the Diocese bought ASCA for \$10 million, they were aware that the building needed a lot of work, so while the Parishes are each being billed \$3 million, the actual loan was actually \$12+ million for Diocese to initially get the school ready. The school opened with 288 students and now we have almost 400 students and to accommodate the extra 100, quite a lot of work had to be done to make the school ready (\$90,000) and we drew on the loan to make the updates. After 3 years, ASCA will be responsible for paying the interest that the Parishes are now covering.
- What are we going to do to account for the growing enrollment? Our plan was to provide a new Jr. High building estimated to cost \$6-12 million and the Diocese said “no-more” borrowing. So, we’ve gone out and raised about \$1 million for this new building. Fortunately after talking with architects, they determined that we could do 3 units of each grade (1-8<sup>th</sup>) in the existing building with the \$1 million already raised.
- We set a limit to 26 students per class and currently, there are very few classes that have 26 students.
- **Parochial Vicar – Fr. Dan Hessling**
  - No report.
- **Administration – Molly Fara**
  - Snow removal contract was renewed –same company we used last year
  - Continuing to explore a Park ‘n Ride with Metra through Naperville, but still many unanswered questions
  - Website committee continues to do their work.
  - Roof project is complete
  - Lightening rods have been replaced
  - Capital Campaign progress has been projected and we will come in just below \$2.9 million in collections and \$2.1 million in the bank.
- **Education – Linda Griffin**
  - All job descriptions for the staff will be addressed and transferred into similar formats
  - Reconciliation will take place on December 9<sup>th</sup>
  - Advent collection for the troops is taking place. Anyone with friends or relatives overseas in the service can notify us and the serviceman/woman will receive a package from SMMP.
  - Fr. Cary will be facilitating a Bible study with the Jr. High students
  - There were a record number of boxes collected for Harvest Sunday.
  - ALPHA retreat was success
  - Operation Wrap – Jr. High teens will be wrapping presents donated from the Parishioners and then be distributed to DCFS children and children of incarcerated adults. This program is run through the Naperville Police Dept. Also, Channel 7 featured the group.
  - Confirmation is taking place on May 6<sup>th</sup> at 2:30 and 5pm with Bishop Sartain
  - Sleep out collected \$3800 and was a great success
  - IT is a very busy month for Adult Education. There is something scheduled almost every week.
  - 22 people participated in the at-home retreat and 15 men attended the CHRP retreat, etc.
- **Service – Pat McAuliffe**
  - Boy Scouts presented at the CSC meeting this month. A group of older scouts (called CREW) are learning how to SCUBA Dive and researching taking Handicapped people SCUBA Diving.
  - Men’s Club will present to CSC this month
  - Daybreak has renewed one lease with a lower rent-rate for 2-years
- **Worship – Jim Herring**
  - No Report.
- **Teen Ministry – Laura**

- No Report.

## **6. CLOSING**

### **• Final Whip Around:**

- Planning a book study to break-out over 3 sessions (1 ½ hour per session) and looking for possible dates- available to PC and Commissions members:
    - 1<sup>st</sup> chapter will be distributed via word document and the book would cost about \$13
    - Prefer to not have it take place 3-weeks in a row
    - Possibly offer every-other week
    - Try to keep same day of the week (Thursday suggested)
  - Hopeful that some new faces will show up at the Hospitality Sundays. We should try not to hang around with people we know- try to meet new people. Make sure we foster the welcoming.
  - Great meeting and informative. Any plans for the book study works for me.
  - For the book study, schedule something every few weeks. Great update on the school.
  - Prefer to spread the book study out further. Really liked Fr. Bill's update on the school because it connects us to the progress, especially for those who don't have kids in school.
  - Book study should not be scheduled too close together. And I learned a lot during the meeting.
  - Hard working group and Mary does a good job making us face the tough issues. Thanks to everyone for the input.
  - I've read the book, so everyone will enjoy it. I think every 2 weeks would work for the book study.
  - Sounds like we need an ASCA corner to update Parishioners and how successful it's become already. The SMMP/ASCA Liaison should be placed in the bulletin.
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- **Snack & Prayer for January 2nd – Pat McCauliffe**
  - **Closing Prayer – Paul Weinewuth**

**MEETING ADJOURNED at 9:38pm**

**OPEN Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
All PC	12/5	Diocesan Cluster Meeting – January 6, 2007@ St. Raphael's from 9:00 – 11:00 am	ASAP
Mary Runger	12/5	SMMP/ASCA Liaison should be placed in the bulletin	TBD
Mary Runger	12/5	ASCA corner to update Parishioners	TBD
Mary Runger	12/5	Write letter of introduction and inquiry to Fr. Tapella at the Diocese of Joliet.	January
Mary Runger	12/5	Distribute Diocesan Cluster meeting agenda to all SMMP PC members if possible.	January
Pat McAuliffe	12/5	Pat will be presenting the brief history of Charitable Contributions at the February 2007 PC meeting to clarify the questions from the Pastoral Council.	January
Molly Fara	12/5	The Scholarship Committee will address and react to the following "issues" 1) Hypothetical surplus and the policy that states that they can use the surplus in future years 2) We haven't been adhering to the documented % of previous year's collection written in the policy. The Scholarship Committee will present the results of their discussions by the February 2007 PC meeting	January
Mike Prus & Josephine Lewis	12/5	I propose to ask the Administration and Finance committee to re-examine the lighting issue and see if there are new ways to look at this and work it into the project plans. We don't want to "burden" the Building Expansion committee, but Mike Prus will introduce the lighting idea at the next meeting. Josephine Lewis is the PC Liaison for this action item and she will Discuss the Church Lighting with the Building Expansion Committee.	January
Rick Peterson	11/7	Distribute the amended, approved New Mission Statement to the PC.	ASAP
Rick Peterson	11/7	Coordinate the start of updating the Profile of the Parish.	December

**CLOSED Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Mary Runger & Mike Prus	11/7	Discuss the Leadership Gathering concept and what the format could be.	December
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

**Respectfully submitted by** *Jennifer Rosenbaum*