

**St. Margaret Mary Parish  
Pastoral Council Minutes (Revision C)  
January 2, 2007**

**MEMBERS PRESENT:**

Mary Runger	Gary Skarr	Josephine Lewis	Paul Weinewuth
Pat McAuliffe	Molly Fara	Mike Prus	Jennifer Rosenbaum

**Also Attending:** None

**Not Present:** Fr. Bill, Fr. Dan, Sr. Madelyn, Jim Krema, Laura Valentine, Hilary Nave, Linda Griffin, Jim Herring, Rick Peterson

***Meeting Started at 7:06pm***

**NOTE: When discussing the goals/objectives during the meeting, please announce which is being discussed so the minutes can be updated accordingly. Thanks!**

**1. GOSPEL READING/FAITH SHARING – Pat McAuliffe**

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

- **Approval of December Meeting Minutes**
  - The December minutes will be approved during the February meeting because we didn't have quorum at the meeting.
- **Parishioner input**
  - None
- **Pastoral Council Photo/New Year's Greeting in bulletin**
  - The picture will be postponed to the February meeting in hopes that more PC members are in attendance.

**3. VISIONING SHORT-TERM**

- **Follow-up on Pastoral Council Goal initiatives – Mary Runger**
  - (RE: OBJECTIVE 1C) Pastoral Transition-letter to Fr. Tapella (Chair of the Personnel Board)
    - Letter has been written by Mary and approved
    - Letter will be sent to Fr. Tapella as soon as possible
  - (RE: OBJECTIVE 2C) Leadership Gathering Letters to Commissions - Pastoral Council's Response
    - The Administration Commission was very interested in a Leadership Gathering and definitely would attend. During our meeting we had some discussions on the specific topics for the gatherings, but the specifics have been left open based on a PC decision. We viewed this event as a living "thing" constantly changing and improving.
    - CONCLUSION: We will work with the proposed March dates, because of the tight schedule in February. We need to make sure that the Commission Heads have the opportunity to introduce the date(s) for the Leadership Gathering during their next meeting. At the February Parish Council meeting, feedback will be provided by the Commission Heads on a good date along with whether they are still interested in participating.
  - (RE: OBJECTIVE 2A) Ad Hoc Committee to review SMMP Pastoral Constitution - Mary Runger

- Possibly ask **Harry Dubnick** to take an initial review of the constitution
- Based on the workshops that we've attended, we should take time to review our own constitution.
- COMMENTS:
  - As a way of introducing the new Pastor to SMMP, we should include him in the review of the Constitution. He might have his own suggestions for changes or additions.

#### **4. 8 STRATEGIC GOALS – Updates from Coordinators/Liaisons**

- **(RE: HOSPITALITY GOAL) Newcomers' Ice Cream Social**
  - The number of people who have RSVP'd so far is very disappointing, but we are still planning to hold the event on Thursday, January 4<sup>th</sup> 2006.
  - Doesn't seem that people want to socialize as much as in the past
  - Only 5 people have signed up
- **(RE: COMMUNICATION GOAL) "Forward Together Corner"**
  - A coordinator will need to be determined
  - Sr. Madelyn will have additional input during the February meeting
  - The plan is to use the "Forward Together Corner" to share with the Parishioners how we (the Parish) are moving towards these goals in the long-term. It was not intended to just a re-cap what was discussed during the PC Meetings.
- **(RE: FINANCIAL RESOURCES GOAL) Finance-Development Committee Update**
  - We tried to coordinate a conference call before Christmas week, but with the holiday schedules, it didn't happen.
  - A meeting should be scheduled for January, but nothing has progressed since the last meeting.
  - January 16<sup>th</sup>- Stewardship conference is taking place- see Mary Runger for details
- **(RE: BUILDING GOAL) Building/Facility Lighting Discussion & Dick Henke Letter**
  - Two primary questions from the last BEC meeting related to the Lighting project: Do we have the money? What are the legal issues that could arise between the two contractors working on the sprinkler and lighting systems?
  - It was a good time to bring up this question, because they are currently talking about electricity issues related to the expansion and lighting.
  - Chuck Marquis started communicating with Mark Bohlen and Joe Clare. This discussion will lead to a communication between members of the BEC, Mark Bohlen and someone from Larson & Darby. After this meeting, a better idea of the feasibility and how this would impact the expansion will be identified.
  - We are still planning for the groundbreaking on May 7, 2007.
  - There are some issues related to how Parishioners will enter/leave the church after the main walkways and doors are closed for construction.
  - Dick Henke suggested scheduling a special envelope collection specific for the lighting project to help raise money.
  - Development committee would be a take a look at the details for funding this project. Paul will bring this up at the next meeting (planned for January). There would be a more compelling argument if we knew how much money we needed to raise for this project. Update will be presented to the PC during the February meeting.
  - Has there been an area created for "special requests" to be saved for the building project? Yes, but nothing as big as the lighting project.

#### **5. ACTION ITEMS:**

- **Appreciation Event update - Pat McAuliffe/Gary Skarr/Jim Krema**
  - Gary Skarr will not be able to attend the event
  - The original food contact has since backed-out and now My Chef will be the caterer

- with comparable pricing
- 52 people have been registered as of 1/2/06 and there are still 2 more weekends of bulletin inserts and people have tended to sign-up late for this event.
- Mix of round table and bistro tables have been rented
- Lighting options will be discussed soon
- The even will be taking place at SMMP Parish Center
- Mary Runger will be making an introduction/welcome at the start of the event
- Bar Tenders have been scheduled, along with clean-up crews
- 270 is the threshold for the space based on fire code and then there will be a waiting list
- An Appreciation Dinner book is passed on from year to year to help each year with the planning for the appreciation dinner- years of notes are included, Mike Prus will get the book to Gary and Pat.
- **Farewell Reception for Fr. Bill Ad Hoc Committee Update - Mary Runger**
  - Many people have already expressed interest in being a part of the committee
  - The proposed date for the Dinner Reception at ASCA is May 19<sup>th</sup>. ASCA will be starting their own construction project on June 4<sup>th</sup>.
  - Farewell Hospitality Sunday reception to be rescheduled to June and possibly delayed to September. This is so we can hold the event to as close to the actual departure date as possible.
  - Farewell Reception Committee will be meeting again on January 9<sup>th</sup>.
- **Diocesan Cluster 4 Meeting = Jan. 6, 2007 at St. Raphael's from 9-11a.m.**
  - Issues/Ideas are to be brought forth at the Diocesan Cluster meetings (held 3x per year) and will be forwarded to the Diocese:
    - i.e. Better process for Pastor transition

## **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**
  - Not Present - No Update.
- **Parochial Vicar – Fr. Dan Hessling**
  - Not Present - No Update.
- **Administration – Molly Fara**
  - Most talk during the meeting was about the proposed lighting project and Leadership Gathering
  - The Park & Ride discussions will be tabled until after the SMMP construction is complete
  - Everything else is moving along.
  - Finance committee will be looking into how we could finance the lighting project.
- **Education – Linda Griffin**
  - Not Present - No Update.
- **Service – Pat McAuliffe**
  - Daybreak: Several individuals both in and outside of the Parish have expressed an interest in being mentors. We are holding a special meeting this Wednesday night to let all current mentors and prospective mentors get acquainted. Our current client will be graduating this month, and her daughter is now a high school graduate. This is quite an accomplishment for this family. We will be interviewing new guests for the program once we have a commitment for enough members.
  - St. Vincent DePaul: January 6 & 7<sup>th</sup> they will be collecting clean clothing, coats, shoes, linens, bedding and house wares for the needy. The truck will be in our

parking lot near the main entrance. Tax receipts will be given for all donations. For heavy items arrangements can be made for pick up by truck.

- Pro-Life Committee: On Saturday, January 20 and 21, 2007, special baby bottles will be available for parishioners to take home and fill with spare change. Bottles will then be returned to the parish on Saturday, February 3 & 4, 2007. The money that is collected will help support life-saving work of Woman's Choice Services in Lombard and soon to be opened WCS in Downers Grove.
- **Worship – Jim Herring**
  - Not Present - No Update.
- **Teen Ministry – Laura Valentine**
  - Not Present – No Update.

## **6. CLOSING**

- **Final Whip Around:**
  - Make sure Molly and Gary are preparing the presentation for February on the policies for allocating collections for the Scholarship and **Charitable Contributions**.
  - Productive Meeting.
  - We did the best we could with a small group. I would like to try to schedule the book study after the Leadership Gathering takes place so that I can encourage participants to join the book study. Book is titled: "Leading Change in a Congregation"
  - I like short meetings.
  - Good meeting.
- **Snack & Prayer for FEBRUARY – Linda Griffin**
- **Closing Prayer – Pat McAuliffe**

**MEETING ADJOURNED at 8:20pm**

**OPEN Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Mary Runger	12/5	SMMP/ASCA Liaison's name should be placed in the bulletin	TBD
Mary Runger & Sr. Madelyn	12/5	ASCA corner created to update Parishioners. Sr. Madelyn to discuss her ideas during the February meeting.	February
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.	February
Molly Fara & Gary Skarr	12/5	The Scholarship Committee will address and react to the following "issue": Hypothetical surplus and the policy that states that they can use the surplus in future years	February
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>
All PC	12/5	Sign-up for the Diocesan Cluster Meeting – January 6, 2007@ St. Raphael's from 9:00 – 11:00 am	ASAP
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

**Respectfully submitted by Jennifer Rosenbaum**