

**St. Margaret Mary Parish
Pastoral Council Minutes (Revision C)
February 6, 2007**

MEMBERS PRESENT:

Fr. Bill O'Shea	Fr. Dan Hessling	Sr. Madelyn	Mary Runger
Gary Skarr	Josephine Lewis	Jim Krema,	Rick Peterson
Paul Weinewuth	Pat McAuliffe	Molly Fara	Linda Griffin
Jennifer Rosenbaum			

Also Attending: Joe Straka, Rick Burton, Dick Henke, Don Cronauer, Chuck Marquis, Kevin Madden

Not Present: Jim Herring, Mike Prus, Laura Valentine, Hilary Nave

Meeting Started at 7:05pm

1. GOSPEL READING/FAITH SHARING – Linda Griffin

2. OPERATIONAL TO-DO's: (7:10pm)

- **Approval of December and January Meeting Minutes**
 - The minutes for the December 5, 2006 and January 2, 2007 PC meetings were approved without changes.
 - The minutes for the January 24, 2007 meeting with Fr. Sularz was approved without changes.
- **Other Announcements:**
 - The Appreciation Event went off without a hitch
 - The new format received positive reviews
 - Pat, Jim Krema, Josephine and Gary did a great job and thanks to the rest of the committee and volunteers, as well.
 - Many Parishioners mentioned that they preferred not having the dinner. There was still plenty of food and appetizers for everyone who attended.
 - The extra food went home with Sr. Elizabeth to the Sister's house.
 - The SMMP Parish Council received a thank you letter from an ASCA Jr. High School Student. She thanked SMMP for supporting and funding the school. She appreciated all that we have done for ASCA.
- **Parishioner input – Joe Straka from Charitable Contributions Committee**
 - Reviewed history of Charitable Contributions Committee
 - Began in 1984- Chuck Hines was the first chairperson of committee.
 - Parish Council decided that 5% of the total Sunday collections would be dedicated to this purpose and distributed to charities
 - The Intent and function of Charitable Contributions remains the same today.
 - Suggestions have been made to raise the funds for this committee elsewhere instead of utilizing the collections. But Charitable Contributions is the "elsewhere". Our organization is one of the only places other organizations can come to request help funding charitable activities.
 - We are part of a critical network of assistance for folks who need it.
 - If we disappeared today, would anyone miss us? Yes; Hundreds of organizations and thousands of people would miss us.
- **Parishioner input – Dick Henke**
 - Over the past 3 years, the target areas have been Charitable Contributions and Subsidy for budget cuts.

- The Charitable Contributions committee was formed because SMMP wanted to have the authority to select where our money was distributed instead of the Diocese making the decisions.
- There was actually an early increase up to 5% of total collections, because we actually started at 1%. (to correct information in Joe's presentation)
- A subsidy policy was thus created.
- Fortunes seemed to change when the school came about and the dollar amount given per student was lowered.
- \$134,000 was the budget for Scholarship and we only have 94 students to spread it amongst, not the 150 students originally forecasted.
 - 66 students are attending St. Joan of Arc, 3 students are attending Sts. Peter & Paul, while 25 students are attending ASCA. That is a total of 94 students, which are 50% less students than originally forecasted.
 - We paid out \$1155 per student (an increase from last year). However, this amount should have gone down by 17.5% based on the subsidy policy that we created.
- I am Concerned that all of these ministries are not being treated equally, and I don't want to see the tail wag the dog.

3. VISIONING SHORT-TERM: (7:31pm)

- **BEC Update – Chuck Marquis, Rick Burton, Josephine Lewis**
 - Expansion timeline was distributed during the meeting
 - General information pertaining to the expansion project:
 - Final drawings are in progress at Larson & Darby and will be ready for the scheduled Diocese meeting in February
 - Construction parking will be set in the Far East of the SMMP parking lot, so they shouldn't interfere with Parishioner parking
 - Lisle City Council has also been notified of the expansion since it will affect residents in both Naperville and Lisle
 - The building should be largely completed (exterior) by Thanksgiving, and a majority of the expansion will be functional by Christmas 2007.
 - The signs for the public hearing will be placed on the grounds of SMMP between the 14th and 27th of February.
 - Should we place drawings of the church during the March 11th Hospitality Sunday? Yes- that's something we should consider.
 - The "tree of life"/climbing tree will be moved and will try to be saved before construction in the March timeframe- the kids and Sr. Elizabeth will be very happy to hear this.
 - Lighting project depends on finding the required funds and we need a separate committee to champion the lighting project. Must be treated as a separate project from the expansion.
 - The BEC requires the final approval of plans so that they can present them to the Diocese and to the Planning Commission
 - Parish Council unanimously approved the plans to move forward with the SMMP expansion project.
- **Finance Committee Update – Kevin Madden**
 - We have tried to develop a better strategic financial plan so when we address our financial issues we can do so with better long-term vision instead of just one-year at a time.
 - The long-term projection shows that we need to run a surplus of \$87,000 every year to fund school payments and continue disbursements.

- We are currently predicting a surplus of \$30,000 for the current year, but it will probably be lower since we didn't meet the Diocesan appeal by almost \$20,000. So, we will fall much shorter in our deficit.
- We are about \$50,000 behind in contributions for the year- we fell very far behind starting in December 2006.
- Within the preliminary projection for next year's budget- assuming flat numbers and including data such as house care costs (6% increase), utilities (5% increase), salaries (slight increase), diocesan assessment, and other predictable expenses- we will be at break-even/over budget, with no surplus whatsoever.
- We have an operating fund of \$300,000 and if we continue to trend the same way in which we are doing, this fund will be depleted in 2-3 years.
- The Capital Fund has \$365,000 and Repair/Replacement fund has \$258,000, but we do NOT want to tap into those accounts.
- We spend about \$1.5 million per year as a Parish to keep SMMP running:
 - \$900,000 spent for church/rectory/buildings/utilities
 - \$350,000 spent for Religious Education and Administration/Staff (salaries)
 - \$240,000 spent for Charitable Contributions/Giving
 - \$245,000 is spent on other costs.
- Sunday Collections has trended downward over the past couple of years.
- We need to start looking long term for the next fiscal year.
- Budget process moving forward:
 - Need to provide Commissions with some direction for their budget planning very soon
 - Questions to ask ourselves: allow a deficit (or) cut spending (or) find the money in other organizations
- **Charitable Contributions – Pat McAuliffe**
 - “If we disappeared over night, would anyone miss us?” – Yes!
 - Review of Policy & Financial History:
 - 1984 - 2000 – the income number was calculated on 10% of total Sunday and Holy Day collections.
 - 2001 - 2000 – the income number was calculated on 9.9% of total Sunday and Holy Day collections reduced by the subsidy to Catholic School students.
 - 2005 - 2006 – the % of total Sunday and Holy Day collections was down to 6.7%
 - We need to make sure that a policy is written and we maintain full-faith participation in following this policy. If the policy is going to be set at 5%, then let's document this somewhere.
 - **QUESTION – Do we want to change the % or the floor in the Charitable Contribution's policy?:**
 - I believe that a Parish with a parochial school can subtract the subsidy figure from what we are supposed to pay the Diocese each year. We should look into being able to do this during the next fiscal year. Someone in the Finance Committee needs to talk to Diocese.
 - There are so many organizations on the list that every organization could make a compelling case for funds. Maybe we select 5 organizations that would most match our SMMP vision and mean the most to SMMP for us to concentrate on? (i.e. disabled, youth, unemployed) We would then have a better understanding of what our support cause is and why.
 - Why does there have to be a strict policy - can't we make a decision that the % will be flexible and change the % based on what SMMP can afford to give.
 - I would like to have a stable policy so Parishioners know what to expect from the organization. 5% makes sense to me.

- I think it's an intriguing idea to narrow our focus on the specific charities, but we have to be careful to not always cut in the areas of charity to meet a budget.
 - It's not our money; it's our job to capture the Parishioners' intent for their contributions.
 - The 10% wasn't a strict policy set by PC, but we bumped it up to 8% when the mortgage was paid off on the Parish. I recommend that we not fix ourselves on any percent. To tie ourselves into a % is dangerous, because we should look at it annually since our financial picture is very volatile.
 - Long-term solution must be identified. Short-term solution is difficult because we are trying to hit a moving target- setting a floor or % doesn't make sense. We should do our best guess each year and go with it. It's hard to turn people away, but it's our choice as to how much we donate.
 - St. Thomas and St. Elizabeth Seton are actually envious of SMMP since our campaign was "successful" compared to their campaigns. They are presenting to their Parishioners that the Parish has a debt/mortgage and it needs to be paid off.
 - (1) Can't nickel/dime the organizations every year, we must fundamentally change the dynamic of how the Parish donates the money. (2) Take solace in the total amount of money the Parish is donating and play it as a short term problem. The money is there, but we need a compelling story to encourage people to move their donations back to the Sunday collections after the campaign ends. I can't decide whether we should serve the spiritual needs of our community first and treat Charitable Contributions' giving as second. Or, is serving the external charities through Charitable Contributions actually helping us to serve our community first.
 - We need to give ourselves some credit and shift our funds to where we need them. SMMP is in a different stage of life and we need to make sure the one is moved to the areas that need it for this stage. (i.e. You have a child in college and can't use the money to buy a new car since we need to pay for tuition.)
 - I like the idea of looking at where we direct the funds- but in some respects it doesn't matter how much we narrow our focus, because there will always be multiple organizations that need the money. We definitely need to look at the long-term strategy and treat this as a short-term crisis. I have a hard time not setting some sort of %/min. amount for the commission since they need to provide a budget for the charities that depend on our money. The committee should determine who the money goes to and how to divide the budgeted money. Parish Council should stick to the higher-level strategic plan and budget.
 - People see SMMP as a wealthy parish and expect us to give. We need to educate the Parishioners that we don't have the money that they think we do.
 - We need to understand what will encourage Parishioners to increase/start donating on Sunday.
 - What are we planning to do and why is this important? Does the average Parishioner understand this? Do we have an answer tonight? - No- we need to address this multiple times until we are comfortable in articulating our goals and objectives. PC should look at where we want the funds to be dispersed next year, so we have a better concentration and understanding of funds.
- Where are we at right now so Finance Committee can start making budget decisions?

- PC come back and say that this is 5/6 organizations that we would like to contribute to next year – varies from year-to-year.
- Keep everything flat so we all have a basis to work on budgets for the commissions.
- Keep the budget flat. I would rather keep the organizations diverse in which we support through Charitable Contributions.
- Keep the budget flat.
- Keep the budget flat for Kevin’s purposes and leave the decisions to Charitable Contributions where the money goes. The Parish needs to be healthy before we can help others. We need to be a strong healthy parish before we can continue to give to charity organizations.
- We need some sense of flexibility to create a budget.
- Create a set %.
- We should always give something to charity. But, we need to keep the church’s health in mind.
- Leave the budget alone and keep it flat, but if we do something, make sure it’s an impactful change.
- Ditto – same comment.
- Maintain Charitable Contributions to decide which charities receives donations and set a % each year.
- **CONCLUSION:**
 - The Finance Committee will meet and create financial scenario with a flat budget, and a second scenario with a flexible budget.

----- BREAK @ 8:55 pm -----

- **Scholarship Program – Molly Fara/Gary Skarr**
 - Review of Policy- Current policy was distributed and reviewed
 - Discussion around the percentage of parish funds directed to this program. The policy indicates a “cap” not a “minimum.”
 - Also clarity is needed surrounding the designation of “unused” fund.
 - Financial History – spreadsheet of historical data was distributed and reviewed.
 - Noted significant drop in student population. Several suggested reasons for decrease. Most compelling is that multiple families transferred to other parishes (SJA & SSPP) in whole or part because of the change in scholarship program and the discord created within the parish.
 - Program budget has decreased \$90,000+ over the past four years.

Enrollment Projections for 2007-2008 school year are yet unknown as school are currently accepting application. Anticipated increase in enrollment at ASCA. Distributed a proposal for program changes.

 - **CONCLUSION:**
Council will reflect on proposal.
Scholarship Committee will again review the proposal for further changes to be presented at the March council meeting.
- **Overview of Budget Process – Kevin Madden**
 - Commission budget directives
 - Refer to above discussion on Finance Committee

CONCLUSION:

 - The Finance Committee will meet and create financial scenario with a flat budget, and a second scenario with a flexible budget.

4. ACTION ITEMS: (9:10pm)

- **Pastoral Council Agenda Preview for March – June 2007**
- **Leadership Gathering – Mike Prus/Mary Runger**
 - Council has too many items on its task list
 - Leadership gatherings will be postponed until fall
- **Website Update – Jim Krema**
 - The new site is 95% complete. We hope to make the transition soon (no date given).
- **Discernment Process**
 - Jim Krema and Rick Peterson will lead this process.
 - Update and timeline will be provided at the March meeting
- **Farewell Reception Ad Hoc Committee Update – Mary Runger**
 - May 19 will be a formal sit down dinner at ASCA. \$37.50 per person. Details such as invitation list are progressing.
 - An informal Farewell will be held at Hospitality Sunday once a specific retirement date is available.
- **PC/Staff Workshop Day – Sr. Madelyn**
 - Tentative dates are August 23-24.
 - Sr. Madelyn is in contact with Nancy Davies as a facilitator.

5. PASTOR'S COMMENTS & COMMISSION REPORTS: (9:45pm)

- **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**
- **Parochial Vicar – Fr. Dan Hessling**
 - Participated in Diocesan Charismatic Renewal, Diocesan Board for Diaconate and Pro-Life Night at St. Elizabeth Seton.
- **Administration – Molly Fara**
 - Joe Clare is resigning his position.
 - Extensive discussion regarding church lighting.
 - Lighting can be decoupled from expansion plans
 - Finance Committee needs to refine its projections of the impact this may have on the overall budget.
 - Lighting is a need and has been for several years.
 - This project needs a "champion" if it is to ever proceed.
- **Education – Linda Griffin**
 - Ad for Jr. High ministry has been published.
 - Vacation Bible School has volunteers
 - Alpha retreat was a success
 - Bay St. Louis trip is planned for springbreak
 - Seven Deadly Sins was successful
- **Service – Pat McAuliffe**
 - Tom Cordaro will talk at Mass regarding poverty and homelessness.
 - Daybreak is in flux. May have a new apartment.
 - SVDP is doing well.
- **Worship – Jim Herring**
 - Liturgy of the Word exit procession will change. Children will go to the front of the altar and then exit down the main isle
- **Teen Ministry – Laura Valentine**

- Not present

6. CLOSING

- Final Whip Around:
- Snack & Prayer for March – Molly Fara
- Closing Prayer – Linda Griffin

MEETING ADJOURNED at 10:30

OPEN Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Mary Runger	12/5	SMMP/ASCA Liaison's name should be placed in the bulletin	TBD
Mary Runger	12/5	Distribute Diocesan Cluster meeting agenda to all SMMP PC members if possible.	January
Mary Runger	12/5	ASCA corner created to update Parishioners	TBD

CLOSED Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
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 - Complete 2/6/07 meeting
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 – Complete 2/6/07 meeting
All PC	12/5	Sign-up for the Diocesan Cluster Meeting – January 6, 2007 @ St. Raphael's from 9:00 – 11:00 am	Done
Mary Runger	12/5	Write letter of introduction and inquiry to Fr. Tapella at the Diocese of Joliet.	January – Letter sent 1/3/07
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 – Completed
Rick Peterson	11/7	Distribute the amended, approved New Mission Statement to the PC.	Done

Respectfully submitted by *Jennifer Rosenbaum*