

**St. Margaret Mary Parish
Pastoral Council Minutes (Revision C)
March 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	Mike Prus
Linda Griffin	Jennifer Rosenbaum		

Also Attending: Tom Cordaro, Bill Hassett, Kevin Madden

Not Present: Laura Valentine, Hilary Nave, Jim Herring

Meeting Started promptly at 7:00pm

1. GOSPEL READING/FAITH SHARING/PRESENTATION – Tom Cordaro

- Group Discussion – Working Upstream
- Presentation - Understanding the difference between Charity and Justice
- Status of the Social Concerns/Social Justice Goal
 - Have been actively working on both Objectives for this goal
 - June 2007 will be Tom's next presentation to the Parish Council
 - Next Social Mission week is in July 2007 – Theme: "Solidarity"
 - We have already started selecting the Social Mission weeks for next year (2008)

2. OPERATIONAL TO-DO's:

- **Approval of February Meeting Minutes**
 - The minutes for the February 2, 2006, PC meeting was approved with minor changes.
- **Parishioner input**
 - None
- **Pastoral Council Photo (7:25pm)**

3. VISIONING SHORT-TERM

- **Finance Update/Budget Options – Mike Prus, Kevin Madden (7:35pm)**
 - January 2007 Budget Overview:
 - There was some carry over Sunday Collections from December 31, 2006 that was recorded in January 2007
 - Some of the Christmas collections were received and recorded in January.
 - For the month of January we were \$48,000 better than budget:
 - ~\$27,000 was from last Sunday in December
 - ~\$18,000 from late Christmas donations
 - Year to date, Sunday Collections are about \$30,000 under budget for the first 7 months of the year. However, total receipts; we are \$17,000 under budget.
 - SMMP has received some firm news related to the Diocesan Appeal:
 - SMMP had a shortfall of over \$20,000 for the Diocesan Appeal in 2006
 - However, we are only being assessed \$9,500 by the Diocese.
 - The Diocese gave us a break as well as some other Parishes

- If the trend continues and Sunday Collections are under budget by \$40,000 for this year we will experience a \$44,000 Operating Cash Flow surplus at the end of the fiscal year - roughly \$40,000-50,000 below the surplus we need to fund our ASCA debt.
- 2007-2008 Budget Overview
 - Collections are flat or decreasing.
 - Staff, Program, and Commission Costs- there have been no forced reductions in these areas.
 - Charitable Contributions and Scholarship – they are to come back with some proposals for budget closure.
 - I think of the deficit and ASCA mortgage are both items that affect the future- we don't necessarily have to balance today, but can push out to future years to address.
 - The deficit for next year is projected to be \$40,000 - not including the \$87,000 that we need to cover the mortgage for ASCA.
 - \$126,000 shortfall is projected if we maintain a flat budget:
 - Collections have been held flat as projected for this year.
 - Staff salary adjustments were only a modest increase
 - Utility cost has increased (including expansion space)
 - Program and Commission budgets have been held flat
 - Charitable contributions and Scholarships held flat.
 - We also didn't budget for a Diocesan appeal shortfall.
 - Bill Hassett– explained new scheme for new Diocesan appeal moving forward- annual goal is going to be the same but the penalty provisions will be eliminated and Church won't be penalized for shortfalls. However, if we exceed the goal, then ½ will go back to SMMP. The name of the appeal is now the Catholic Ministries Annual Appeal. Materials will focus on the different ministries of the Diocese and where the money will be going.
 - Recommend that to balance your future needs and current needs, the shortfall shouldn't be greater than \$75,000 total 2007-08 fiscal year. We should continue to assume that we still owe \$87,000 per year for the mortgage.
 - There is need for a great balancing act between the short-term and long-term future of SMMP.
 - Capital Campaign Collections – recently we walked through all of the donors to see if they were on schedule and generally speaking of the \$3,000,000 pledged, we should receive just short of \$2.9M. We've collected about ¾ of that so far.
 - The bulk of the campaign collections will already be in by the end of 2008. So, we should have a better understanding of what contributions may continue towards the Church vs. the campaign. The Development committee should be tasked with understanding these numbers.
- **Development Committee Strategies – Bill Hassett, Paul Weinewuth (7:45pm)**
 - Distributed 3 hand-outs to the PC emphasizing "Forward Together"
 - SWOT Chart Discussion (Strengths, Weakness, Opportunities, Threats)
 - Highlighted points of SWOT discussion:
 - Weakness W1.1: We really want to be prepared for an Easter/Year-end appeal
 - Weakness W.1.3: Draft up a privacy policy related to how/why/when we can access an individual person's information. We need to make

- sure we can respect Parishioner's information and keep it confidential for committees.
 - Weakness W2.2: Link into the Welcoming Committee by including documentation in their welcome information packet
 - Threat T1.1: Create profile pieces on how different types of people make giving decisions. Making people more aware of what SMMP brings into their lives.
 - Financial goals (annual) listed on the chart are conservative amounts since it's the first generation of this committee.
- Discuss the new "Flash Report" sent to Pastoral Council each month: (starting in April 2007)
 - SWOT – Measures SWOT initiatives progress
 - Numerical – Cash Collections, Parish Pay collections, Average per giver, Trend to budget, Envelope count, Move ins/move outs
 - Commentary – Trends observed, Summary of email communications
- What can Pastoral Council do to help?
 - Personalized success stories
 - "Why I give" stories
 - Service delivered, people aided stories
 - Assist development to set up meetings with key givers and givers to develop
 - Caution about underwriting; must be new giving
 - Share what you hear
 - Urgent patience
 - (New Suggestion) Use the "Ceremonial Ground Breaking" as an opportunity to encourage parishioners to donate towards the expansion
- Comments & Discussion:
 - O1.1 (One on one and small group meetings)– make sure whoever is going to make this presentation is well prepared and considered an expert in this area.
 - The office always submits the numbers for collections to Mary and it seemed that when more people attended mass in December, the collections increased vs. attendance in January.
 - The work of the Development Committee is beneficial, but PC needs to take a step back and educate our Parishioners on what amount they should be giving during collections and where their money is going.
 - We don't want to create different "camps" within the Parish, so be careful on communications.
 - We should be careful with publishing statistics, because they can be skewed many different ways. It's important to make sure people understand that SMMP is "a great place to give your money". We don't need to get into specifics.
 - Could we publish a recommended amount that families increase their giving by a certain % instead of asking for a certain number?
 - Let's target people who don't give today or aren't actively participating in programs, but still want the church to be here.
 - Old St. Pats started placing a picture of a Parishioners and what they are involved in- and possibly tie in this type of story with "why I give"
 - Members of Development Committee: Shaun Murray, Tom Hill, etc.
 - Priority of efforts? What are the hot points to be addressed soon?
 - We have not yet talked about special initiatives? (i.e. lighting project) - No
- **Scholarship Committee Policy Revision – Molly Fara, Gary Skarr (8:05pm)**

- Distributed a proposed revision to the Catholic Education Scholarship Program
 - Took care of concerns raised by the Pastoral Council related to the roll-over money language
 - Kept the general spirit of the original document
 - After some history, we learned some things and eliminated items related to the speculative nature of original document- more realistic
 - Within the Scholarship Program, awards are made in the spring before the final SMMP fiscal year budgets have been determined. Parents need to make a decision on which school their children will be attending before June. If a family is on the border financially, they need to know what to expect for scholarship money before they decide on ASCA.
 - The program looks at calendar year budget.
 - The idea in the original plan was to move towards a “Needs based” scholarship program. Has “need” been defined? – The amount of need isn’t going to exceed substantially. This program facilitates fluctuations in need. However, we will see an increase in registered students over time.
 - The pool of money for “unexpected” issues or appeals actually needs to be increased for this program.
 - For a student who received a flat grant for 2006- are Parishioners going to be shocked on what their scholarship amount is for 2007? – No, we are already here at this % today.
 - Reporting on the results should be done by the scholarship committee annually and present to the Pastoral Council, so they understand how the decisions are made.
 - For a flat grant, you don’t have to share your financial information.
- **Pastoral Council’s Vote on Proposed Revision to the Scholarship Policy:**
 - **Approved: 14**
 - **Not Approved: 0**
- Budget Discussion:
 - How is the amount spent in total each fiscal year determined? For this year, it will most likely be flat, so if we will probably stay at \$134,000 (at about 8.1% of collections). We are 8 students higher than last year. So, the process for Scholarship is that the budgets will be submitted with the rest of the commissions at the end of March. The flat grant should also be lower this year.
 - Scholarship Budget will come in under the Administration budget so the budget will be presented to administration and then to the Parish Council.

----- 5 minute BREAK @ 8:54 pm -----

- **Charitable Contributions Committee Policy Revision – Pat McAuliffe (9:00pm)**
 - The committee was upset last year with the \$30,000 cut
 - No comments were sent to Pat related to the budget discussion or policy updates
 - Plan was to establish a set policy for the CCC, but nothing was done at the meeting.
 - Pat needs to communicate with committee about setting a % as a policy or finalizing a budget.
- **BUDGET COMMENTS: (SMMP is \$51,000 from where we need to be for 2007-08 budget and SMMP is forecasted to have a \$126,000 shortfall next fiscal year.)**
 - I think we should try to get some momentum behind the Development Committee and see what happens. If we had to make cuts, I would lean towards cutting Charitable Contributions versus the Scholarship Committee, because of the possible

- impact to Parishioners; open their eyes to what happens when money isn't coming in. **(Revenue, Charitable Contributions)**
- I would like to think that we could increase collections, but realistically I don't think it would happen. **(A combo of all 3)**
 - I think the Development Committee has a lot of potential, especially with the groundbreaking- so increased collections is possible. I see more impact with cutting charitable contributions first, because we could potentially upset many Parishioners with a cut in Scholarship. **(Revenue, Charitable Contributions)**
 - I think we will see an increase in collections. I would look at cutting money from RE before Charitable Contributions and Scholarship. I don't want any drastic cuts in budget. **(Look at all programs)**
 - I agree and think we will see an increase in revenue, especially once groundbreaking occurs. I don't want to see any cuts in Scholarship and CCC. In light of our earlier discussion related to looking upstream, we need to look at areas that could help with deficit. I vote for revenue increase and not Scholarship and CCC. **(Look at all programs)**
 - I am scared to pin our hopes on collections, so let's look at all of our priorities and the programs with lowest priorities receive the cuts. What's most important doesn't receive cuts. **(Look at all programs)**
 - It has to be a combination of all programs. **(A combo of all 3)**
 - Look at all programs, because running a church is like a business. **(Look at all programs)**
 - I have no confidence in increased collections. I do think that the Development Committees efforts will make a difference, but I would like the money to go towards the \$75,000 deficit. We need to look on the expense side. I would say that the bulk of fixing the deficit should come from Charitable Contributions. **(Charitable Contributions)**
 - Increase in collections might happen, and Charitable Contributions. **(Revenue & Charitable Contributions)**
 - I have not seen a trend in increasing collections. **(Charitable Contributions & Scholarship)**
 - I would like to take the opportunities to be positive in the Parish and depend on the Development Committee to bring in the needed Revenue. If that doesn't happen, then look at all of the levers. **(Revenue, Look at all programs)**
 - **(Charitable Contributions)**
- **How would determining the costs (ROI) for each of the programs help with budget process?**
 - It might be beneficial to look at quantifiable numbers
 - I don't think picking SMMP apart will help with determining the budget
 - SMMP is still collecting money, but we are just doing a lot of things right now so there is no point in randomly cutting
 - SMMP has the ability to come up with the necessary money to support the church, we just need to try to tap into this money
 - The question is how do we get people to attend Mass again, which directly impacts the collections?
 - **Proposed Budget Option A: \$25,000 +increase collections, \$12,500 cut CCC budget, \$12,500 cut Scholarship Commission budget (6 no, 5 yes)**
 - **Proposed Budget Option B: Request that we identify additional "levers" where PC can cut money for the budget to help with the deficit. (12 yes, 0 no)**

- Every voting PC member should submit the \$ numbers that they would cut for each of the 4 buckets (including “others” listed in bucket 4) to Kevin using his spreadsheet.
- Kevin will take the numbers and create an average for the PC to vote on for the budget. This will be done via email.

4. ACTION ITEMS:

- **Expansion Ground Breaking Ceremony – Josephine Lewis (10:05pm)**
 - Letters have been sent to the surrounding homes.
 - Sign was put up notifying everyone that an expansion will be taking place.
 - A tree will be removed from courtyard from one side of walkway to another side of the walkway. (Children’s Tree)
 - Bishop Kaffer can be here for the 12:15pm mass on 29th. Planning procession out to the site and a blessing of the site.
 - Committee met for the first time and it’s a very enthusiastic group. Divided up group into different roles: pre-ceremony, liturgical portion, function of the site, reception.
 - Committee Members: Rick Peterson, Nancy Rutkowski (liturgy, music, decoration), Sr. Elizabeth
- **Discernment Process (8:55pm)**
 - Timeline was discussed:
 - Over the next four Sundays – an announcement will be included in the bulleting with a description of each position along with the nomination form
 - Dates for discernment session still needs to be determined
 - April 1 – deadline for nominations
 - All PC members should send out communications or invite someone to be a part of the discernment process
- **Farewell Reception Ad Hoc Committee update - Mary Runger (9:05pm)**
 - May 19, 2007 – Fr. Bill’s Farewell reception
 - Invites will be included with the Easter mailings
 - June 10, 2007 – Special Hospitality Sunday (will run through 12:15pm Mass) and after the Saturday Mass
- **Staff Workshop Day – Sr. Madelyn**
 - Tossing around possible ideas for the workshop
 - Dates: August 23rd, 24th
 - Friday after dinner – build Parish history
 - What are our gifts?
 - Revisit our SMMP goals

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**
 - Regarding retirement: Bill, “You’re going to love it!”
 - Bishop Sartain – “you will retire in June” and the new Pastor will be appointed within the next 3 weeks. Fr. Bill and the new Pastor will announce the changes on the same Sunday during Mass.
- **Parochial Vicar – Fr. Dan Hessling**
 - No update
- **Administration – Molly Fara**
 - There are 2 new phones in the Parish Center (got rid of pay phones)
 - Website should be up and running April 15th. Need to make sure content is updated frequently.

- Diocese is going to review SMMP financials in March, because it's done every time a Pastor changes over.
- Committee is starting to look at replacing the HVAC systems since they are 25+ years old.
- **Education – Linda Griffin**
 - Moving ahead with the Jr. High replacement candidates. We received 20 resumes and are contacting people for interviews.
 - Reconciliation is occurring for Jr. High
 - Abstinence program is going on with teens
 - Congressman Jim Meyer is planning to visit and speak to teens.
 - Vacation bible school will continue even with construction- (June 11-15, 2007)
 - THREADS – positive feedback and well received/attended
 - ASCA beginning a World's culture event
 - All RE activities combined onto a single calendar in the bulletin.
- **Service – Pat McAuliffe**
 - Painted new apartment this weekend.
 - St. Vincent DePaul has been helping two families move into transitional housing.
- **Worship – Jim Herring**
 - No update.
- **Teen Ministry – Laura Valentine**
 - Not in attendance.

6. CLOSING

- **NOTE:** Diocesan Cluster Meeting will take place on Saturday, April 14, 2007 @ 9:00am
 - Good time to bring up issues for Diocese
 - Email Mary or attend the event
- **Final Whip Around:**
 - This is usually the hardest meeting of the year, so we should be grateful for each other that we got through it. Thank you for your time! Hopefully, we accomplished something.
- **Snack & Prayer for APRIL – Jim Krema**
- **Closing Prayer – Molly Fara**

MEETING ADJOURNED at 10:30pm

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*