

**St. Margaret Mary Parish
Pastoral Council Minutes (Revision C)
May 1, 2007**

MEMBERS PRESENT:

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

Also Attending: Kevin Lynch, Barbara Ryan, Terry Kerr, Donald Helgeson, Jerry Rotko, John Schlaman – for Jim Herring,

Not Present: Mike Prus, Fr. Dan Hessling, Sr. Madelyn, Gary Skarr, Laura Valentine, Hilary Nave, Jim Herring

Meeting Started at 7:08pm

Welcome to the discerning Parish Council members!

1. GOSPEL READING/FAITH SHARING/PRESENTATION – (7:12pm):

- Keep in our prayers the Benet Academy community as a member of the 2005 class committed suicide.

2. OPERATIONAL TO-DO's – Mary Runger (7:15pm):

- **Approval of April Meeting Minutes**
 - The minutes for the April 3, 2007, PC meeting was approved with no changes.
- **Parishioner input**
 - Jerry Rotko presented his ideas and suggestions:
 - Recommend skylights in the expansion project in the COR, new addition and church
 - As for the sprinklers, the minutes from the 2002 council indicated any addition would require new sprinkler system. I don't believe that they are needed. Need to decipher between the church vs. chapel in regulations.
 - Stairs in the South entrance have been repaired twice and never done correctly. They should be completely replaced prior to the start of the expansion project since most Parishioners will be entering on this side of the church.
 - Balance Budget – start charging a nominal fee for CHRP retreat (\$50) as other churches already do and possibly charge an additional \$10 for Bible study (increased to \$35).
 - 12:15pm Mass would like a choir like we had last Sunday – definitely livened up the Liturgy
 - **COMMENTS:**
 - Parish Council recommends that Jerry attend the Expansion Committee & Administration Commission meetings to present his ideas as well.

3. VISIONING “Moving Forward Together”

- **Approval of Budget 2007-08-Kevin Madden (7:30 pm)**
 - Kevin distributed a packet of information to Parish Council: Budget Status, Profit & Loss report/Proposed Budget (***see Appendix A – SMMP 07-08 Budget Status***)
 - Budget Status document (first page):

- Previously projected deficit of \$40,000 and made the adjustments recommended by PC
- Other (section) – changes since the previous version of distributed budget
- Religious Education (re: income) has exceeded the budget so far this year. They have been more successful with having the Parishioners contribute to the fee amount. There was no change in enrollment, but a more successful collection campaign.
- Increased Capital Expenditures budget by \$1000
- The projected surplus is \$21,855 for 07/08 and we desire to have a surplus of \$80,000 for our contribution to the ASCA mortgage.
- There is a shortfall of \$65,145 which is better than the previous recommendation of not exceeding the previous shortfall by \$75,000.
- **COMMENTS:**
 - Comfort Care- have not used their entire budget the last few years. They have a budget of \$2250 but they only reflect \$414 of this budget heading into 9 months of this year. Since they are being reimbursed for all expenses, possibly lower their budget to about \$1000. We can re-visit this issue if for some reason, they start exceeding their budget. Reduce shortfall by \$1200. Thus, changing the shortfall in the budget to \$63,945.
 - Jim - Approve Kevin's budget as presented at the meeting.
 - Mary – Approve budget as presented,
 - Molly – Last page of Profit & Loss Report has a lot 0's. Why are they there? (Kevin) It's not a current year expense and those line items will come out of the fund where collections have been deposited. As bills are paid, it will be by the Diocese and SMMP will repay via transfers- just an oddity on how we account for costs. (Molly) Budget looks good and I approve.
 - Paul – Approve the budget as Kevin has presented.
 - Pat – I still have issues with the Charitable Contributions budget numbers.
 - Josephine – I am fine with this budget.
 - John (in place of Jim) – Sheet music should be at \$2000 (line item changed to “music department operating expenses”). Professional services reduced by \$2000. Kevin doesn't see an issue with this change, but will still talk to Mike.
 - Linda - Approve the budget as is.
 - Jim – Looks good and I approve the budget as presented.
 - Fr. Bill – looks good and I approve the budget.
- **BUDGET VOTE:**
 - 10 in favor and 0 dissent
 - 2007-2008 Budget Passes
- **Development Committee Update** - Paul has not had time to meet with Bill and so it seems that no progress has been made to this point.
 - **COMMENTS:**
 - I am concerned that there hasn't been, but I don't know this for a fact.
 - I am very disappointed that nothing has happened and it's been a year since we introduced this committee to the Parishioners. We need more action and less intellectualizing.
 - We are \$55,000 below the budget of projected collections (down 4%). We had planned last budget year to increase the collections by \$30,000. Now we are behind even more.
 - Let's make a plan to present a status report to the Parish Council every month and hope that this promotes action by the committee. We need

additional committee members so let's try to get a regular status report going.

- Development Committee should be prepared to present at the June Parish Council meeting.

- **Updates from “8 Strategic Goal Liaisons” – (7:50 pm)**

- Hospitality - (Josephine Lewis), Rick Peterson
 - Hospitality Sunday efforts have been worthwhile. We haven't had one Sunday when something wasn't ready in time for each mass (including clean-up).
 - Welcoming Committee – they've really been active this year. There have been 13 new families in the last few months and they all have been contacted.
 - We should ask new families what types of social activities they would be interested in. (i.e. ice cream social)
- Liturgy - (Ken Miles), John Schlaman
 - Christian Worship Commission (CWC) Prepared statement: Professional Services and Sheet Music are the budget line items for this commission.
 - In John's letter that was distributed during the meeting, he will be talking about the commission and not individual contributors – it's more than the individual contributors – it's the team:
 - “CWC is in disarray”
 - It's not the budget cuts that are distressing; it's how the CWC handled them.
 - Discussions for proposed budgets should start around Christmas and continue throughout the year and individual ministers should be a part of the process. Budget cuts should not be a surprise.
 - Professional Services is a large part of the budget (52%) – and the budget cuts really impact the music ministries.
 - Fewer visiting musicians and non-choir masses will be impacted.
 - Parishioners do not see the current financial issues at SMMP, especially with the groundbreaking for the expansion (examples):
 - 25 year old Grand Piano that has been played often and hard – can't keep it in tune for even a week
 - The organ has significant maintenance issues that need to be addressed soon.
 - Choir risers have no rails or permanent steps. They are dangerous for the choir members.
 - At May CWC meeting – hopefully, they can figure out how to recruit new members and select the chairperson to represent the commission at PC.
- **MOVED TO JUNE MEETING:**
 - Faith Formation - (Linda Griffin), Linda Griffin
 - Social Concerns/Justice - (Tom Cordaro), Pat McAuliffe
 - Communication - (Jim Krema), Jim Krema
 - Financial Resources - (Bill Hassett), Paul Weinewuth
 - Leadership - (Gary Skarr), Gary Skarr
 - Building - (Rick Burton & Josephine Lewis) Brian Kinney

----- 5 minute BREAK @ 8:25 pm -----

4. ACTION ITEMS:

- **NOTE:** Recommend in the bulletin, that we encourage parishioners to contact PC if they wish to present at the meeting during the Parishioner Input agenda item so we can allot an appropriate amount of time.
- **Discernment Process – Jim Krema & Rick Peterson (8:35pm)**
 - We started the process with 11 candidates and we are now down to 4
 - Discernment meeting is scheduled for 5/15/07, in which Sr. Madelyn will be facilitating
 - Last Sunday, the bulletin announcement was published with the candidates' comments giving Parishioners time to respond
 - For the Discernment night – Are there items that PC would like to identify as important qualities for candidates and issues that PC might be addressing in the future?
 - Qualities of nominees needed to for at-large positions to be filled:
 - Dedicated to attending the monthly Parish Council meetings
 - Reach out to the community and listen to Parishioners complaints/compliments, etc. without editorial comments – present comments to PC and applicable commissions
 - Willing to participate at Hospitality Sunday's to socialize with Parishioners
 - Possibly have some time during the day to also get action items completed.
 - Ideas for enthusing Parishioners to get involved with their Parish.
 - Comfortable working in an environment where consensus is important
 - Encourage whoever is not on Parish Council to join a commission and possibly chair commission and be a part of PC in a different way – we need people like you to be involved
 - Financial background helps with the budgeting process, but we need people from all backgrounds.
 - Make sure you continue being involved with the church. The switch from election to discernment process was a challenge. We've been fortunate to have Parish Council members without single issues agendas.
 - We should not be concerned with male vs. female Parish Council members – don't let that be a concern during the process.
- **Expansion Ground Breaking Update – Josephine Lewis (8:45pm)**
 - Josephine disturbed a photo album with pictures from the ground breaking ceremony.
 - Ground breaking ceremony was a success and the weather was beautiful.
 - Bishop's homily was great as well as the food and music.
 - Commend everyone who participated and helped Josephine while she was out.
- **Farewell Reception Ad Hoc Committee Update - Mary Runger (8:50pm)**
 - 350 registered for the dinner/dance.
 - They've done pretty well covering their costs with the ticket prices, but there will still be some additional costs that aren't within the budget.
 - Julie Carbala is leading the planning for Fr. Bill's special hospitality Sunday on June 9 & 10th. Does Parish Council feel ok with spending more than \$1000 for this event?
 - **COMMENTS:**
 - Possibly use the same budget, but change what is offered? What does she have in mind for the extra money?
 - Mike Michalek – says that the cost of fruit for hospitality Sunday after two Masses is very expensive
 - Event takes place after District 203 is out of school so may have a low attendance, so let's keep it the same.
 - I think it's a special event that only takes place every 14 years, and we should definitely offer some special foods or different breakfast foods.

- We need to watch the food content if others bring baked items – (i.e. allergies, nuts, etc.
 - This is a special event and it should be different than a regular Hospitality Sunday.
 - Email Mary if you have other suggestions for the party.
- **Diocesan Cluster meeting – April 14th @ 9:00am at St. Elizabeth Seton (9:00pm)**
 - Three times a year, there are Parish Council Cluster meetings – SMMP is in Cluster 4 with Sts. Elizabeth Seton, Peter & Paul, Scholastica, Rafael, Joan of Arc and St. Thomas the Apostle. Stephanie McElligott, who the Cluster 4 Representative to the Diocesan Pastoral Council (DPC), takes the input to the Diocesan cluster meeting.
 - Open format at the DPC meetings where participants' Cluster Representatives can talk about whatever issues they might have.
 - We are the 15th largest Diocese in the country
 - This Bishop is very vocational oriented – JAVA (Joliet Area Vocation Association) nights are held to discuss vocational opportunities.
 - One of the parishes, St. Scholastica, writes a newsletter that is distributed quarterly or seasonally and goes to every Parishioner's home – even if they don't attend Mass regularly.
 - In 2017 there will be 730,000 Hispanics in the Diocese (3x the number of Hispanics that are part of our Diocese today). Bishop would like an integrated Catholic Church in other words, Parishes should not be divided by whether they are Spanish-speaking or English speaking- we are all the Church of the Diocese of Joliet.
- **Ministry Fair weekend: May 20th**
 - Table for your ministry must be requested by May 11th

5. PASTOR'S COMMENTS & COMMISSION REPORTS & MID-YEAR REVIEW (8:50pm):

- **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 comment.
- **Parochial Vicar – Fr. Dan Hessling**
 - Not present.
- **Administration – Molly Fara**
 - I took notes from John's talk and will bring them up at the next Administration Commission meeting.
 - New website is up and running. Very user friendly.
 - Website committee should receive some sort of recognition, because they have spent a lot of time working on the site.
 - We should plan for some way to manage the content and keep the information fresh. The Communication objectives should plan to communicate through the website.
 - Approved the privacy policy for the website.
 - Looking at reviewing the repair/replacement items in the short term or long term.
- **Education – Linda Griffin**
 - Looking at programs to review – May consider bringing program to SMM or just gather ideas and strategies that help make these programs successful.
 - RE – 240 families had registered as of April
 - Closing Celebration theme for the week – thank you to teachers and Fr. Bill
 - Jr. High:
 - Maria represented the parish at a meeting for Naperville parishes and a Diocesan rep about confirmation. Still many unanswered questions. Each Parish may offer a program for younger students if parents' request, but we

are uncertain who would run such a program. The Classes ended the week of April 23-26.

- High School:
 - Cluster has decided to talk with pastors about confirmation. Bay St. Louis trip was a great success – SMM helped a family complete their home and they were in before Easter. Clintwood Trip is being planned and is mostly a college age trip.
- Adult Ed:
 - 6 individuals became members of the Catholic Church at the Easter vigil. There are 5 new inquirers in the program. May Threads is focused on Mary.
- ASCA:
 - K – 7th grade = 511 registered. May 2, 3 is the “Feed My Starving Children” program.
- June 17th = after 9:00am and 10:45am masses there will be a farewell reception for the Jr. High Staff Leaders, Michael and Maria.
- Very close to selecting new Jr. High Ministers
- **Service – Pat McAuliffe**
 - Daybreak has 3 people in mentor training and doing well.
 - Difficult to find apartments in Naperville, because many are becoming condos.
 - Bereavement (Thursday after Mother’s Day) – a meeting for mothers who have lost their mothers. Deacon Terry will be holding this meeting.
 - Fr. Bill and Martha attended a Sharing Parish meeting and they had a wonderful time meeting with the Parishioners from the Sharing Parish churches.
 - SMMP sent 30 baskets to St. Nicholas and 38 to Sacred Heart Parish.
 - Flea Market will be held this summer in the parking lot since the church will be under construction – the money is used to support 10 students from the Sharing Parishes to attend Catholic high school.
- **Worship – Jim Herring (John Schlaman)**
 - No further update.
- **Teen Ministry – Laura Valentine**
 - Not Present.

6. CLOSING (9:27pm):

- **Final Whip Around:**
 - Looking forward to June meeting and electing new officers and welcoming at large members. Great meeting. Thanks to John for the time he put into his letter and his conviction to improve the Parish and I think it’s critical that CWC improves; Thanks to the candidates for Parish Council and considering committing your time. Catholic Explorer covered the ground breaking and the start of construction is delayed to sometime in May – held up by City Council not approving the landscaping plans. Would like to do a time capsule and contact the different groups/Parishioners to submit pictures. The teenagers of Mary Boyer’s Quest Group cleaned up Josephine’s yard on Sunday and I would like to make a point that we have some wonderful young people at SMMP. Thanks to all of the candidates for PC. Thank you for having me here. Good meeting and thanks to all of my ministers who reviewed their budgets many times. Thank you to Mike Prus for all of his help with the Jr. High Ministry- he’s been a big help! Thanks to the nominees- it’s been great working with them. Thanks to John for opening our eyes. Thank you note should be written to the web committee. We should all submit something to the site with positive feedback. We need to make sure that through word of mouth we make sure our Parishioners understand the financial situation and that the expansion was funded through a campaign and not collections to support our operations as a

Parish.

- **Snack & Prayer for June – TBD**
- **Closing Prayer – Pat McAuliffe**

MEETING ADJOURNED at 9:37pm

| Person Assigned | Date of Origin | Item Description | Due Date |
|------------------------|-----------------------|---|--|
| Parish Council | 4/3 | Channel updates to the 8 Strategic Goals to Jim Krema and he will find a location on the website for Parishioners to access | May |
| Mary Runger | 12/5 | SMMP/ASCA Liaison's name should be placed in the bulletin | Updates are made accordingly by Mary Straub. |
| Mary Runger | 12/5 | ASCA corner created to update Parishioners | Same as above |

CLOSED Action Items:

| Person Assigned | Date of Origin | Item Description | Due Date |
|------------------------|-----------------------|---|-------------------|
| Mary Runger | 12/5 | Distribute Diocesan Cluster meeting agenda to all SMMP PC members if possible. | Complete-1/07 |
| Jim Herring | 4/3 | Needs to provide Kevin with a budget for Worship Commission. | Done 4/07 |
| Parish Council | 4/3 | Revised budgets due into Kevin | 4/19 Done 3/07 |
| Program Committees | 4/3 | Need to review the proposed budget cuts to validate whether they can handle them. | Done 4/07 |

Respectfully submitted by *Jennifer Rosenbaum*