

**St. Margaret Mary Parish
Pastoral Council Minutes
September 4, 2007**

Members Present: Tom Cordaro, Molly Fara, Sr. Madelyn Gould, Linda Griffin, Don Helgeson, Fr. Paul Hottinger, Terry Kerr, Jim Krema, Pat McAuliffe, Rick Peterson, Mike Prus, Barbara Ryan, Gary Skarr, Paul Weinewuth

Members Absent: None

Jim Krema, Pastoral Council President, called the meeting to order at 7:04 p.m., with Rick Peterson offering an opening prayer.

Announcements and Approval of June 2007 Minutes: Jim welcomed all attendees, including new members Fr. Paul Hottinger, Don Helgeson, Terry Kerr, and Barbara Ryan. Introductions were then made for all in attendance. Fr. Paul has also asked Tom Cordaro, Justice/Outreach Minister, to become a permanent member of the council. In addition, Marlyn Steury has agreed to be the new Recording Secretary. Council members were then asked to sign up for providing snacks and leading prayer for the remaining meetings in 2007-08 .

Jim noted that the Pastoral Council meeting for January 2008 will need to be tentatively rescheduled from January 1 (the first Tuesday of the month) to January 2, with hopes that there will still be a quorum in attendance as needed for voting on any items.

Jim also highlighted several upcoming diocesan workshops, the information for these having already been sent to council members. Notification about future workshops and meetings will also be sent electronically. Jim briefly reviewed the following workshop and meeting list:

- 9/12 - Tom Cordaro and Dr. Healey (Diocesan Family Ministry Office) at SMMP - COR Center (7:30 p.m.)
- 9/15 - Cluster Parish Meeting at St. Joan of Arc on Adult Formation (9 a.m.-11 a.m.), with summarized information shared with diocese
- 9/22 - Workshop at St. Charles Boromeo for Commission Members (9 a.m.-noon)
- 10/23 - Workshop for Pastoral Council Presidents
- 2/08 - Follow-up Workshop on PPC Guidelines

The Pastoral Council Minutes (Revision B) from June 5, 2007, were approved, with Pat McAuliffe moving and Molly Fara seconding.

While the June 2008 minutes were not yet approved, Jim had already provided a summary of these for the parish bulletin this summer to assist with timeliness.

Terry Kerr, Council Secretary, will be providing summaries of council minutes for the parish bulletin during the year ahead.

Review of Staff/Council Workshop (8/23 and 8/24/07): Jim and Sr. Madelyn led the discussion to evaluate the content and scheduling of the Staff/Council Workshop, which was held in the evening on 8/23, followed by a full day on 8/24. The group thanked Jim and Gail Krema for the excellent evening “kick-off” meal that they provided on 8/23. There were very favorable responses about the workshop facilitator Nancy Davis, with this workshop on 8/24 being judged as being very helpful in sharing parish and council history and goals with both experienced and new staff/council members. While providing good team building, this workshop also helped foster better discernment about which goals should be more effectively pursued for 2007-08.

Although not all staff/council members were able to participate in this workshop due to schedule conflicts in late August, e.g. taking college students back to school, some other ideas for this workshop in 2008-09 included the following: scheduling on a weekend in late August; holding a social gathering in late August, with the actual workshop in mid-September; or scheduling the workshop with a speaker in January. Sr. Madelyn also noted that, especially since the parish budgets \$1,000 for this workshop and speaker, it is very important to have close to 100% attendance for this.

Update on Building Expansion Construction Schedule from Mike Prus: Due to additional requirements by the City of Naperville, some other construction delays are now forthcoming. While there was a meeting held earlier today with the city, a new meeting with the architects, contractors, and city will take place on 9/6. Mike noted that the city official is the final decision maker about what still needs to be done, with additional drawings and plans also needed for this. While it was only learned two weeks ago that the church will need to close for a several week period in order to install the new sprinkler system, it is anticipated that this closure will begin on 9/17, with re-opening anticipated at noon on 10/12. During this time, daily and Sunday Mass will be celebrated in the Parish Center. Nevertheless, numerous plans are now underway for rescheduling events and working around these construction closures – Mike Prus, Parish Business Manager, stated that all events will then need to be considered on a case-to-case basis. While the baptismal schedule has not yet been affected, some weddings have already been inconvenienced due to this construction. The fall *Threads* program will be affected by this church closure, too, with its being postponed. While the expansion construction is still close to being on schedule, the time frame for its being completed by February is “even tighter” now.

While the staff/council has received a few complaints about interim accessibility into the church, it was felt that good advance publicity in the parish bulletin has helped and should definitely be continued in order to help prepare parishioners’ awareness about any future changes. Fr. Paul will be writing a letter to the entire

parish, scheduled for mailing on 9/10. Having the printer prepare the mailing will be explored for this, although the September Club has frequently assisted with preparing various mailings.

Teen Representatives on Pastoral Council: While the Pastoral Council's Constitution states that the council should have a Teen Member at-Large, Jim reported that Candy Rice, Director of High School Youth Ministry, has still been unable to find any interested teen candidates for 2007-08. Although there have been some excellent teen representatives during some previous years, the time commitment on school nights, along with teens' comfort level and expertise at such meetings, could be problematic. Some alternatives were then discussed at tonight's meeting, including the following ideas:

- having a teen advisory board comprised of adults, with an adult representative from this then attending Pastoral Council meetings
- having a small group of possibly several teens presenting at one to two Pastoral Council meetings during the year in order to update the council on youth ministry activities
- having teen representative(s) make their presentation prior to the council meeting break, then being excused from the meeting after this time

Other: With the Hospitality Sunday schedule now available, Jim encouraged Pastoral Council members to attend these and "mingle" while wearing nametags. These nametags are in an envelope within the Pastoral council mailbox, located in the far upper left corner of the mailboxes within the Parish Center. While there is currently no council member sign-up for these Hospitality Sunday's, Jim also encouraged members to even try attending more than one hospitality program on these designated Sunday's.

The council then took a short break from 7:50 p.m. and reconvened at 8:00 p.m.

Forward Together Goals and Objectives: The staff/council then responded to the following four main goals established for 2007-08:

Hospitality: To provide a variety of opportunities for parishioners to develop rich relationships between themselves, and to discover their unity as God's people gathered in faith. (Rick Peterson – Chairperson)

- Greeters training needs some "tightening." Ken Le Wald will be chairing this group. There is occasionally some overlap in greeters'

and ushers' duties. One idea is to hold a more informal fall meeting for greeters, e.g. at Quigley's, early in the fall, stressing the overall importance of meeting and greeting Mass attendees. Meanwhile, an updated list of greeters is needed.

- Newcomers Group will meet once per month. One idea is for newcomers to be able to meet more pastoral staff and council members at these meetings rather than newcomers' first needing to sign up as new parishioners in the Parish Office. The first Newcomers Group meeting for 2007-08 will be on 9/10 at SMMP.

Communication: To create and implement a comprehensive and coordinated communication strategy. (Terry Kerr – Chairperson)

- By 9/10, Fr. Paul will compose a positive letter to be mailed to all parishioners regarding the closing of the church for the installation of a sprinkler system, along with updates on the new addition.
- By Thanksgiving, Fr. Paul will compose a letter to be mailed to all parishioners thanking them for contributions/ stewardship, along with providing updates on the parish's financial position.
- By 12/31, the Parish Council will ask the Website Committee about the feasibility of soliciting e-mail addresses/e-mail subscriptions from parishioners.
- The possibility of having the Website Committee Chairperson becoming a future member of one of the commissions was discussed – this is currently an Ad Hoc position. This will be deferred until October, with decisions made by November. Meanwhile, the Website Committee will meet twice this month. While the new parish website design holds much more information and is easily navigable, it is now very much in need of continued updating.
- Scheduling the annual Parish Town Hall Meeting will be a Council agenda item for October.
- As a continuous practice, pastoral council members are encouraged to increase communication via various education programs offered at SMMP.
- Jim reported having receiving the name of a public relations person for *Daily Herald* and *Sun* write-up's about SMMP.

Liturgy: To create and host experiences of liturgical and sacramental prayer which facilitates our communion with God and one another.
(Don Helgeson –CWC Representative)

- The Christian Worship Committee (CWC) will be visiting four local churches shortly to learn more about what their “best practices” are and how some of these might also be incorporated at SMMP.
- The CWC proposed that the parish could be better educated about the liturgy by producing approximately ten supplements to the parish bulletin during 2007-08, including five supplements to be written by John Schla2man, Music Director.
- The CWC will hold an Evening of Renewal on 10/30.
- Mass visitors might be asked by the celebrant to identify themselves by a show of hands, e.g. prior to the final blessing.
- Scripts can be provided for the cantor’s use at Mass to invite attendees to greet each other.

Faith Formation: Every program of faith formation explores and implements ways to enhance the virtues of hospitality and welcoming. (Linda Griffin – Chairperson)

- Catechists will be meeting next week, with Religious Education classes beginning the Week of 9/14.
- Catechists will be asked to contact their students’ parents prior to the first class.
- Most positions for Catechists and Religious Education leaders are now filled, although there is still a need for co-catechists.

New Business/ Scheduling:

Fr. Paul’s Formal Installation: This installation, originally scheduled for 9/30, will be postponed due to the upcoming construction-related church closure. It will be rescheduled sometime after the church re-opens, with the earliest possible date for this installation being 10/20. A committee will be needed for this. This installation will also help promote the *Forward Together* theme – light refreshments will also be served at Fr. Paul’s installation.

Social Concerns/ Social Justice Presentations: Tom Cordaro will

make a total of four presentations (each approximately 15 minutes long) at parish council meetings, with his scheduling these with Jim for the 2007-08 year. Tom will repeat three of the same “foundation” topics from last year (while somewhat changing these presentations) and will add one new topic.

Town Hall Meeting: This is tabled for discussion at the October meeting.

Commissions Night: Diocesan guidelines suggest that this should be held once per year. All committees and pastoral council members should meet together for this. One suggestion was for the Town Hall Meeting to take the place of the Commissions Night meeting for 2007-08. This item is now moved to the October agenda.

Commission Reports:

Administration: Molly Fara, Administration Commission Representative, reported that the church piano is currently out for repair and refurbishing but will be back soon – in addition, the church organ is scheduled for repair. Railings will be added to the choir risers.

She also stated that SMMP received a good report from the diocese on the parish audit last March – a few items are being addressed. The Finance Committee is working with the bank in an attempt to recoup some of the fees we were charged over the past several years. Meanwhile, Tony Mankus will continue to chair the Administration Commission.

Education: Linda Griffin, Education Commission Chairperson, stated that the Christian Education Commission will meet next Thursday and that most grade level catechist positions are now filled. The new Youth Ministry Jr. High Director, Patti Guare, has now been hired. Meanwhile, Religious Education classes and parents will need to follow new routines due to this year’s building construction.

Sr. Madelyn reported that, while the fall *Threads* program is postponed, there will be an adult education program with speaker scheduled for next week at SMMP. She also noted that one more RCIA adult sponsor is still needed.

While the teens are still planning another mission trip in Spring 2008 to continue working in Mississippi (post-Hurricane Katrina), the council discussed whether there should be more money budgeted for this mission trip. An update will be requested on this by the council. Additional discussion continued about SMMP’s continuing to financially assist Our Lady of the Gulf Church in Mississippi, too – SMMP had held a special

collection for this church two years ago, although it was not continued last year. An update is also requested on this.

Service: Pat McAuliffe, Service Commission Chairperson, noted that additional male and female volunteers from SMMP are still needed for the 1 a.m., 2 a.m., and 3 a.m. on 9/6 for the Planned Parenthood Abortion Clinic vigil shifts in Aurora. Volunteer registration should be done online at: www.familiesagainstplannedparenthood.org

According to Pat McAuliffe, Pat Bush, Co-chairperson of SMMP's PADS (Public Action to Deliver Shelter), felt that there might not be a Naperville-area PADS site for this winter, due to the former site at Evangelical Free Church no longer being available. Little advance notice was provided about this to participating church groups. Pat Bush felt that PADS might be changing their long-term focus toward providing transitional housing instead and that they have experienced a large turnover in personnel recently. Meanwhile, Pat Bush is also looking for someone to co-chair SMMP's PADS with her, as Don Henke would like to reduce his involvement – during this slow period ahead, this would be an optimal time for a new co-chairperson to start.

Meanwhile, Pastoral Care, being headed by Paul Christin, has new pastoral care providers in training and will be able to staff two new floors at Edward Hospital.

In addition, Phil Dupont is the new head of the Charitable Contributions Committee.

Lastly, Daybreak Ministry, headed by Pat, reports that its two families and mentors are adjusting to the program. While one of these families is "trying very hard," the other family has been a "difficult tenant" in need of much additional mentoring work.

Worship: Don Helgeson, CWC Representative, reported that there is a greater number of volunteers needed "across the board" to help with their ministries. However, the elimination of the 5 p.m. Mass on Sunday's has helped with this volunteer shortage. In addition, help is especially needed still with washing and caring for altar linens, robes, etc. This committee will meet again in September.

Pastor's Comments: Fr. Paul remarked that he has found the SMMP community to be a "warm and friendly people" who are "very engaged." He has received very few complaints to date. He also noted that the church lighting needs improvement.

Final "Whip Around": Comments included the following:

- good meeting pace, good energy and discernment of the Holy Spirit for tasks on hand tonight
- positive hospitality
- tonight's tone was set in advance by a very helpful retreat
- 100% attendance - excellent!
- future months' goal reports can use diocesan goals as future models
- strive to slightly "tighten up" more to tasks at hand during future meetings

OPEN Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Jim Krema	9/4/07	Discuss with Candy Rice ways to involve the teens at Council meetings	October meeting
Rick Peterson	9/4/07	Set up a meeting with Greeters to discuss all aspects of this ministry.	11/1/07
Fr. Paul	9/4/07	Compose letter that informs parishioners of the inaccessibility of the church	9/10/07
Fr. Paul	9/4/07	Compose a letter disclosing our financial information and discussing stewardship	Thanksgiving
Jim Krema	9/4/07	Determine the future needs of the website committee for maintenance of our website	11/30/07
Don Helgeson	9/4/07	CWC to make four visits to neighboring churches to investigate "best practices"	1/1/08
Don Helgeson	9/4/07	CWC to provide ten educational bulletin supplements on liturgical topics	June, 2008

Closing: Rick Peterson offered a closing prayer, with the meeting then ending at 9:20 p.m.

The next Parish Council Meeting is scheduled for Tuesday, October 2nd at 7:00 p.m.

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary