

**St. Margaret Mary Parish  
Pastoral Council Minutes  
October 2, 2007**

**Members Present:** Tom Cordaro, Molly Fara, Linda Griffin, Don Helgeson, Terry Kerr, Jim Krema, Pat McAuliffe, Rick Peterson, Mike Prus, Barbara Ryan, Gary Skarr

**Members Absent:** Sr. Madelyn Gould, Fr. Paul Hottinger, Paul Weinewuth

Jim Krema, Pastoral Council President, called the meeting to order at 7:05 p.m., with Tom Cordaro, Justice/Outreach Minister, leading the opening prayer.

**Catholic Social Teaching Presentation:** Tom Cordaro made a twenty-minute presentation on Sharing Catholic Social Teaching, in preparation for the topic of Life and Dignity of the Human Person that will be stressed next week. He reviewed a hierarchy of doctrine and teaching, starting with encyclical letters, followed by the U.S. Association of Bishops' conference statements, and subsequent legislative advocacy. He used the example of how this process resulted in Catholic legislative advocacy to urge senators to increase the national minimum wage. Tom also explained more about SMMP's E-mail Legislative Action Alert Network, providing council members with postcards to optionally complete. Tom will plan to make three other similar presentations to the Pastoral Council during the 2007-08 year on related topics about Catholic Social Teaching.

**Announcements and Approval of September Minutes:**

***The Pastoral Council approved the minutes (Revision B, with a few additional minor changes) from September 4, 2007, with Don Helgeson moving and Pat McAuliffe seconding.***

Jim reported on his having recently attended the Cluster 4 meeting held at St. Joan of Arc Parish on 9/15/07, with six of the seven Lisle-Naperville parishes being represented. Each parish representative shared information at this on the topic of "Adult Formation," with feedback from this meeting then being provided to the diocese. This meeting generated the request for more training from the diocese for catechists, etc.

Jim also shared that he had talked with Candy Rice, Youth Minister/High School Director, about youth representation on the Parish Council. She agreed to have several high schoolers present to the council twice during the 2007-08 year to update the council on youth activities, e.g. mission trips. Linda Griffin might help with this, working with the Peer Ministry group.

**Update on Building Expansion Construction Schedule and Sprinkler Installation in Church:** Mike Prus, Business Manager, provided an update on the current building expansion project, having also attended a construction

meeting about this earlier today. The reopening of the church is now delayed by a week. It is now pushed back to 10/26/07, due to delays in approvals needed for installation of a city-required sprinkler system. With much concrete having been poured yesterday, a steel structure should also be erected within the next 1-2 weeks. Mike expressed hope that the structure should then be ready by mid-November for interior work. This construction project should be completed by mid- to late February, with its currently being eight days behind schedule. In addition, the weekday and weekend parking lot configurations will now begin to undergo ongoing changes due to delivery and storage of a large amount of construction materials.

There was additional discussion about current accessibility problems into the Parish Center, with Mike's planning to discuss this with the builder. Due to this, it was recommended that a few ushers or greeters be stationed outside the church per weekend Mass to help direct disabled parishioners toward accessible ramps and entrances. There will also be a need to identify and create new handicapped parking spaces, possibly blocking these off and marking them with orange safety cones, during this interim period.

Meanwhile, Mike stated that there appeared to be enough help for setting up and taking down approximately 570 folding chairs in the Parish Center for weekend Masses. He also noted that weekend collections showed a drop during these first two weeks of the (upstairs) church's closure – some discussion followed about the need to remind parishioners about the continued need for their financially supporting the church during this interim time.

In addition, Mike noted that there currently are exposed pipes from the new fire pump - these are located near the kitchen and Religious Education Offices ceilings. While they were configured this way in order to provide the most economical run, they will soon be boxed in with drywall material.

Lastly, Mike reported that there has been one wedding held already in the Parish Center and one held in the Abbey to date since the start of the parish construction project.

**Hospitality Committee and Newcomer Reception:** Rick Peterson, Pastoral Council Vice-President, reported that the Newcomers Team has added some members, now including: Ann-Marie Hartline; Annette Koch; Leona Vinkler; Cecilia Filas; and Steve Griffin. They have also met twice since the September council meeting, especially focusing on the parish goal of hospitality. Meanwhile, the next Hospitality Sunday is scheduled on 11/04/07.

Plans are now underway for a Welcoming Reception to be held on 11/8/07 (Thursday) from 7:00-8:00 p.m. in the Parish Center, with refreshments including coffee, cookies, and juice. Newly registered members since July 2007 (approximately 50-60 families) will be invited to this, with invitations mailed and follow-up phone calls to then be made. Additional ideas for this Welcoming Reception include: asking John Schlaman, Music Director, to provide some live keyboard music; requesting that Fr. Paul attend; having 3-4 commissions provide short (5 minute) presentations; asking other commissions to provide table

exhibits with brochures; and leaving the final 25-30 minutes for socializing. The Hospitality Committee will meet once more prior to hosting this reception. The committee has also indicated an interest in holding Welcoming Receptions on a once-monthly basis after this, too.

Additional discussion followed about incorporating a community welcoming of newcomers as part of the Sunday liturgy. Rick indicated the need for helping develop a welcoming script with Deacon Terry Taylor to be used for this at the beginning of Masses, while also notifying all leadership about this. Rick likewise indicated the need to meet with ushers and greeters in order to stress their importance in helping implement the parish's hospitality goal, along with thanking them for their continued services. He is planning a "dutch treat" evening for this with the ushers and greeters, e.g. at Quigley's.

**Website Committee Update:** Jim reported his having recently attended two meetings with Mike Prus and the Website Committee, currently headed by Eric Weimer. Jim felt that this committee was "moving along well." The committee intends to start advertising through the parish website and Sunday bulletin for more technical people, as well as content writers, to join this committee. There was also some additional discussion about having a teen site added to the parish website, with its needing some monitoring. The Website Committee is currently maintaining the online posting of the Sunday bulletin, along with calendar updates. ***Mike Prus also suggested that the Website Committee be added to the Administration Commission. This was approved by consensus vote.***

Following this, the Pastoral Council took a ten-minute break, with the meeting then resuming at 8:10 p.m.

**Fr. Paul's Installation Liturgy and Reception on October 14<sup>th</sup>:** Jim reported that Fr. Paul was unable to attend tonight's council meeting due to his participating in a convocation of priests, spanning a several day period. Sr. Madelyn was absent due to her attending a house meeting in Milwaukee.

Meanwhile, plans are still underway for Fr. Paul's installation liturgy at the 10:45 a.m. Mass on 10/14/07, followed by a reception in the COR Center. Due to anticipated crowds within a relatively small room, though, most tables and chairs will need to be removed in the COR Center for this. Refreshments will most likely include donuts, bagels, cheese, coffee and juice and will be handled by the Hospitality Committee. It was also noted that the October Hospitality Sunday has already been cancelled due to space planning issues with construction. Linda Griffin reported that the children in the Religious Education Program have helped make and sign a banner for Fr. Paul's installation, with Mary Lou Krauss, Art & Environment Coordinator, needing to be contacted in advance about hanging this banner for Fr. Paul's installation.

**New Business/Scheduling:** Mike Prus confirmed the following schedule:

- Appreciation Night – 1/19/08

- Ministry Fair – 5/18/08
- Hospitality Sundays – 11/4/07, 12/2/07, 2/3/08, 3/9/08, 4/6/08, and 5/18/08
- Celebration of Sr. Madelyn's 25 Years of Service – Spring 2008 (after the RCIA Program has ended) – Mike Prus will find out more about Sr. Madelyn's availability for this, with Barb Ryan planning to work with Deacon Terry Taylor on this celebration.

While last year's Appreciation Night featured appetizers and desserts rather than a dinner buffet, it came to roughly the same overall cost (although there were plenty of leftovers). However, many responses indicated that it was an enjoyable change. The contemporary choir musicians have continued to be a "huge hit" at this. Council members Pat McAuliffe, Gary Skarr, and Barb Ryan have indicated their willingness to help with the Appreciation Night Committee.

Jim suggested tabling the discussion about the Town Hall Meeting and Leadership Gathering until the 11/6/07 Pastoral Council Meeting in order to include Fr. Paul's input. It is recommended that these be scheduled in Spring 2008 after the new building's completion, with their being held on an annual basis in order to fulfill diocesan guidelines. It was also suggested that the Town Hall meeting should focus on a particular topic and include a question and answer period, rather than incorporating presentations by all of the parish commissions. Mike Prus will check on available dates for the Town Hall Meeting and Leadership Gathering; Jim will contact Fr. Paul to find out on which topic(s) he would like to focus at a Town Hall Meeting; and Jim will also continue with plans for the Leadership Gathering.

It was especially noted that, with anticipated completion of the parish construction in February 2008, a Town Hall Meeting scheduled by April 2008 would be especially helpful in letting the parishioners know how this project has progressed. In addition, it would also allow them to see that additional funds will still be needed, e.g. for completion of the Teen Center.

### **Commission Reports:**

Jim requested that the commissions submit their minutes to him on an ongoing basis, along with their updated membership lists. In addition, more information about the respective commissions and how to join them, should be sent to Jim Krema for posting on the Parish website.

**Administration:** Molly Fara, Administrative Commission Representative, reported that much has already been covered tonight about the new building construction updates and parish website updates. While the piano's repairs are now complete, it will remain in storage until the sprinkler system work is finished. Railings will be added onto the choir risers, and the organ will be repaired after this sprinkler system work is completed. While the church carpeting has already been inspected, it was determined that it would not need to be replaced at this time. Although this would also be an optimal time to clean the church carpeting while the pews are still removed, this is still highly dependent on overall timing.

Molly also reported that there was a very slight increase of 0.5% in contributions received during FY 2007, with Mike Prus verifying this. There was a good attendance at the Parish Picnic, with fewer silent auction items but with a higher amount of money raised from these. In addition, the Administration Commission is now obtaining proposals for purchase of a replacement photocopier for the Religious Education Office, the previous copier having provided a good, long service run.

**Education:** Linda Griffin, Education Commission Chairperson, reported that Sr. Elizabeth is coordinating the STEPS Program to Eliminate Poverty. In addition, the Christian Education Commission has established a sub-committee to coordinate Catholic Education Week activities in January, also working with All Saints Academy on this.

Linda also provided the following updates:

- All Saints Academy has now opened two of the five classrooms in its junior high wing. There is a total of 484 students currently enrolled at this school (100 more than last school year), with 65 students attending there from SMMP.
- Bible study currently has 51 participants.
- The CRHP (Christ Renews His Parish) men's and women's teams are very busy, also planning for their upcoming retreat weekends.
- The Warrenville Cenacle will be closing. Meanwhile, Sr. Madelyn has booked the Carmelite Center, Darien, and the Cardinal Stritch Center, Mundelein, for retreats.
- The RCIA Program has seven inquirers. They will be selecting sponsors on 10/7/07 and will be introduced to the parish on 10/28/07.
- Youth Ministry is trying to reestablish a connection with Habitat for Humanity. Meanwhile, the Jay Walking Program has been put on hold.
- The Religious Education Program now has catechists for all of its classes.
- There will be a change in First Communion procedures, with First Communions to take place at four separate "regular" Sunday Masses to be co-celebrated with the parish community.
- Reconciliation meetings are now planned for second and third grades.
- Lastly, *Journey*, the Junior High Religious Education Program, appears to be going well. Patti Guare, the new Youth Ministry –Jr. High Director, has reported that jr. high students' birthdays will be retroactively listed in the weekly parish bulletin.

**Service:** Pat McAuliffe, Christian Service Commission (CSC) Chairperson, reported that CSC will be changing the starting time of its meeting from 7:30 p.m. to 7:00 p.m., while it will continue meeting on the first Tuesday of the month. Pat also provided the following updates:

- **Charitable Contributions Committee** will have a dinner meeting with Fr. Paul in October. Don Cronauer will remain the Charitable Contribution representative at CSC meetings.
- While Pat Bush, Co-Chairperson of SMMP's **PADS (Public Action to Deliver Shelter)**, has updated CSC about recent PADS developments in the Naperville-Lisle area, Tom Cordaro indicated that the SMMP staff was discussing the dilemma about there being no winter PADS site. Tom will keep CSC updated about any further developments or decisions.
- Tom Cordaro indicated that the **Christmas Giving Tree Committee** is planning its gift distribution on 12/15/07. They plan to work with the same number of families as last year. (Pat McAuliffe also noted that Catholic Charities will only be including families in their Christmas program who have received other services from them during the year).
- **Hospitality Committee** will meet on 10/15/07 and are planning a Welcome Reception on 11/8/07 for new parish members.
- **Comfort Care Committee** will be unable to offer funeral lunches in the Parish Center due to the current construction project. The funeral lunch program will resume once the construction is done.
- Both families being hosted and mentored through the **Daybreak Program** are progressing, while their new mentors are working with them to encourage their attaining new employment.

**Worship:** Don Helgeson, Christian Worship Commission Representative, reported that the commission had most recently met on 9/11/07. Its new officers include: Nickie Everett (Chairperson); Don Helgeson (Pastoral Council Representative); and no Secretary or Vice-Chairperson. Don also mentioned that the commission has a "one-month rule" in its by-laws, requiring that the commission wait for this period of time before being able to vote on any new items of business.

Don noted that the commission is especially emphasizing welcoming and greeting parishioners (parish hospitality goal), educating parishioners about liturgical issues, and providing updates on the SMMP parish website. There was one wedding recently held at the Abbey and one in the Parish Center due to the church construction. Meanwhile, Fr. Paul's Installation will be held on 10/14/07 at the 10:45 a.m. Mass – a spring 2008 celebration will also be planned for the new parish addition. The Liturgy Committee has already started making liturgical preparations for this installation Mass. Meanwhile, Don also provided the following updates:

- **Art & Environment Committee** (Mary Lou Krauss) – no report.
- **Eucharistic Ministers** (Larry Lucas) held training meetings for both new and experienced Eucharistic Ministers on 9/23 and 9/30, especially in order to review new procedures for Masses held in the Parish Center.

- **Greeters** (Ken LeWald) will be especially focusing on welcoming (parish hospitality goal) before Masses.
- **Lectors** – no report.
- **Music** (John Schlaman) reported that a sound system is being rented for the Parish Center Masses, while Darlene Fenwick is working with Phillipps Lighting to update the lighting in the church. In addition, there is an emphasis being made this year on engaging and welcoming the congregation. Other updates include:
  - Lumen Christi Choir is singing preludes before the Mass, to engage the congregation – this has been well received.
  - The Psalm will be sung from the ambo.
  - Children’s Choir will resume, singing at the 12:15 p.m. Mass on Sunday’s (due to the discontinuation of the 5:00 p.m. Mass on Sunday’s).
  - When Masses will again be celebrated in the upstairs church, the north door will be closed after the Mass starts.
  - John Schlaman held a workshop for the music ministry on 9/27/07 in the Parish Center.
  - The white piano is on loan while the parish’s piano is being refurbished.
- **Contemporary Choir** (Pelz) was thanked for singing at Masses through the summer. Practices have now resumed.
- **Liturgy** (Deacon Ken Miles) will hold a commissioning of all liturgical ministries on 10/30/07 at 6:30 p.m., with the speaker’s topic being “Eucharistic Transformation.” In addition, there will be other changes to the liturgy that will be introduced in the future. Ken Miles also recommended the monthly *Ministry Magazine* as a great resource.
- **Sacristan** – no report.
- **At Large Members** (Van Drill) held a general discussion about why certain people sit in the back of the church and about those who leave Mass early. They also recommended that the two restrooms in the Narthex be changed to “Unisex” restrooms after the construction project is completed.

**Other:** Jim requested the Pastoral Council members’ permission to send the list of individual member’s e-mail addresses to each member. This was approved by everyone at tonight’s meeting.

**Pastor’s Comments:** No report (see above).

**Final “Whip Around”:** Comments included “good meeting,” “short,” and “right on schedule.”

**Closing:** Jim offered a closing prayer, with the meeting then ending at 9:15 p.m.

**The next Parish Council meeting is scheduled on Tuesday, November 6<sup>th</sup> at 7:00 p.m.**

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

**OPEN Action Items**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Jim Crema	10/2/07	Discuss with Candy Rice ways to involve the teens in at least two Council meetings.	June, 2008
Rick Peterson	10/2/07	Invite Hospitality Committee to provide coffee, juice and doughnuts for Fr. Paul's installation liturgy.	10/14/07
Mike Prus	10/2/07	Discuss with Administration Commission the inclusion of Website Committee under their oversight.	11/6/07
Jim Crema	10/2/07	Discuss Town Hall meeting format with Fr. Paul.	11/6/07
Jim Crema	10/2/07	Research Diocesan guidelines and recommendations for Commissions.	11/6/07
Barb Ryan	10/2/07	Discuss 25th anniversary recognition liturgy and reception with Sr. Madelyn.	11/6/07
Gary Skarr, Pat McAuliffe, Barb Ryan	10/2/07	Plan Parish Appreciation Event.	1/19/08