

**St. Margaret Mary Parish
Pastoral Council Minutes
November 6, 2007**

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

Members Absent: Molly Fara, Mike Prus

Guests Present: Amy Lawless (DuPage United)
<http://www.dupageunited.org/index.html>

Jim Krema, Pastoral Council President, called the meeting to order at 7:00 p.m., with Don Helgeson leading the opening prayer.

Jim introduced Amy Lawless from DuPage United, who would be presenting to the Council later tonight. She was invited to make this presentation by Fr. Paul Hottinger, who had previously worked with this organization through St. Joseph Parish, Downers Grove.

Announcements and Approval of October Minutes: Jim clarified the Parish Council's composition, including: four commission heads; six at-large members; and one staff member (Tom Cordaro, Justice/Outreach Minister) appointed by the pastor – all of these members have voting privileges. While Mike Prus (Business Manager), and Sr. Madelyn Gould (Pastoral Associate) frequently attend these council meetings as non-voting invited members, their attendance is not required. Jim also noted that additional staff members' attendance might be based on specific agenda items. While the pastor does not vote, this Council also serves to specifically assist him in many decision-making activities and leadership roles.

The Pastoral Council approved the minutes (Revision A-Edited, with a few minor changes) from 10/02/07, with Gary Skarr moving and Don Helgeson seconding.

Jim requested that Council members help contribute items from their respective commissions to be placed within a copper "time capsule" box (18"x12"x6"). According to information received from Mike Prus, these "time capsule" items will be needed within a week or so by the building contractors. Jim requested that Council members notify him [Jim] by phone or by e-mail as soon as possible if they have any items for this "time capsule."

Invited Presentation by Amy Lawless from DuPage United: Amy Lawless, a full-time organizer for DuPage United, had previously worked with Fr. Paul through St. Joseph Parish, Downers Grove, a member of DuPage United. She

explained that DuPage United is "...an inclusive, broad-based, non-partisan, grassroots 'organization of organizations'" that helps "...take collective action for social and economic change that will benefit the people of DuPage County and surrounding areas." Comprised primarily of interdenominational congregations and some non-profit groups, it helps build a network that addresses such issues as "...health care, transportation, education, public safety, affordable housing, and economic development." Upon a congregation's joining DuPage United, it would then typically contribute 2-3 people to its steering committee, which would subsequently also help develop a core team focusing on and listening to the needs and specific responses of its congregation.

With Fr. Paul's hopes that Amy's presentation helped "plant the seed" for SMMP's possible future involvement with DuPage United, Jim requested that several council members more fully explore this organization. It was recommended that they would then also meet with other area member Catholic communities, e.g. St. Thomas the Apostle Parish, Naperville, to learn more about their involvement with DuPage United. Gary Skarr and Pat McAuliffe volunteered to make these initial contacts for SMMP. In addition, member congregations also contribute annually to this group, e.g. \$10,000 from St. Thomas Parish and \$15,000 from St. Joseph Parish. Fr. Paul felt that this might be a good "investment in SMMP's leadership," with hopes that the parish's financial support for DuPage United could then be budgeted separately, not coming from Charitable Contributions Committee budgeted funds.

The Pastoral Council then took a 15-minute break, beginning at 7:55 p.m. Amy Lawless was then excused during this time from the remainder of the meeting.

Newcomers Reception: Rick Peterson, Pastoral Council Vice-President, reported on the upcoming Newcomers Reception, which is being planned for 11/15/07. All newcomers registered in the parish since June 2007 are invited to this. While there is still a very low anticipated attendance based on the responses received to date, Rick noted that the core team still is planning for this night, with several staff and commission representatives also attending. Especially due to the anticipated low attendance, Fr. Paul also recommended that parish representatives in attendance should focus on more meeting the newcomer attendees on a 1:1 basis rather than making formal presentations. Meanwhile, Rick noted that the welcoming phone calls made by the newcomers core team have been very well received.

Rick also stated that the Newcomers core planning group will again meet in early January in order to plan for future newcomers' welcoming. Fr. Paul also suggested that actual parish registration might be held at future newcomer receptions.

Appreciation Night: Gary Skarr, Council Member-at-Large, stated that the Parish Appreciation Night will be held on 1/19/08 in the Parish Center, following the same basic format as last year. Entertainment will be provided by members of the SMMP Contemporary Choir; appetizers and desserts will be provided by Quomo's Catering; and the Men's Club will provide beer and wine. Bistro tables will again be rented for this night, too. Council members Gary Skarr, Pat McAuliffe, and Barb Ryan plan to head up organizing this year's Appreciation Night. Announcements about Appreciation Night are planned to start in early December 2007.

PADS (Public Action to Deliver Shelter) Discernment Process: Due to the southern region's having lost their host site for PADS during the 2007-08 year (SMMP's being in the southern region), Tom Cordaro posed the idea to the Council about SMMP's becoming a future host site for PADS. He outlined the discernment process that would be needed for this, including presenting this idea to the stakeholders, parish constituencies, and community, along with entering into further information-gathering and needs assessments with other host sites. . In addition, input would also be sought from the neighboring Kennedy Jr. High School about this, along with additional discussion at the upcoming Parish Town Hall Meeting in Spring 2008. While Tom indicated that there currently is no given timeline being planned for this, he estimated that such a process would probably involve a year before implementation would be possible. Don Helgeson, Christian Worship Commission Representative, volunteered to be on a preliminary committee for this – it was also recommended that Pat Bush, SMMP's co-chairperson for PADS, should also be invited to serve on this committee.

Financial Stewardship: Paul Weinewuth, Pastoral Council Member-at-Large and Financial Stewardship Committee Chairperson, reported that the parish's stewardship committee is now moving away from a focus on fundraising, with a need to increase necessary operating revenue. Fr. Paul also reviewed the pastoral letter that will be sent out to the parishioners later this week, suggesting that up to 2.5% of each working individual's income be used toward financial stewardship. Paul Weinewuth noted that, especially during the recent weeks when the upstairs church was closed due to the sprinkler system installation, contributions have fallen below the necessary operating revenue that is budgeted. As of 9/30/07, \$409,000 have been collected for Fiscal Year 2008, despite \$442,000 being budgeted. Fr. Paul also encouraged automated giving, with the continued need for parishioners' financial help in supporting regular parish operational expenses, these being our separate "fiduciary responsibilities" apart from the current building project.

New Business/Scheduling:

- **Town Hall Meeting:** While Mike Prus has provided Jim Krema with several possible dates for a parish Town Hall Meeting in April 2008, the parish still needs to learn about the finalized date for

Confirmation. Jim indicated that planning for the Town Hall Meeting will then start in January 2008.

- **Fundraising Policy:** While there has been a long-standing discussion about fundraising ever since the early 1980's, Jim pointed out the need for an actual fundraising policy. He pointed out the difference between internal fundraising by groups that are directly sponsored by SMMP, e.g. Boy Scout Troop 507 and the Teen Ministry Program, vs. external fundraising efforts. Fr. Paul also noted that the parish has insurance coverage for fundraising by groups that it directly sponsors, e.g. coverage for Boy Scout Troop 507's annual pancake breakfast. Gary Skarr will head up a committee for fundraising policy, with Linda Griffin also volunteering to help with this. Molly Fara, who was not present at tonight's meeting, will also be invited to help with this, too. Meanwhile, the committee should then have some plans to present to the Council by March 2008.

Commission Reports:

Administration: While there was no report from Molly Fara, Administrative Commission Representative, Jim reported that construction on the parish addition continues to progress, although it is now approximately two weeks behind schedule. The contractor still hopes to have the building boxed in before the winter snow. Meanwhile, the sprinkler system that was recently installed in the church is not yet working, with the loudness of the pump also being addressed.

Education: Linda Griffin, Christian Education Commission (CEC) Representative, reported on the following:

- A policy update for individuals with special needs is needed to replace the existing one that contains outdated and vague wording.
- The CEC has inquired about a parish fundraising policy (see above).
- First Reconciliation meetings were held with Grade 3 and a few Grade 2 families, and the Reconciliation Retreat took place on 10/27/07.
- The *Safe Environment Program* was held on 10/29 and 10/30/07.
- Numerous participants took part in *Sleep Out Saturday* over the Weekend of 11/3/07, with this culminating with the 7:30 a.m. Sunday Mass followed by *Hospitality Sunday* refreshments.
- *Harvest Sunday* will be on 11/11/07, with the Quest groups having passed out flyers about this within the community on 11/4/07.

- A former SMMP Peer Minister, Ryan Bigney, has recently entered the Cistercian Abbey.
- Dr. Joe Kash is coordinating efforts for All Saints Academy to have a liaison person with each participating parish.
- The new RCIA (Rite of Christian Initiation for Adult Catholics) group has been recently introduced to the parish at the 9:00 a.m. Sunday Mass.
- The fall *Threads* Program has been officially cancelled.

Service: Pat McAuliffe, Christian Service Commission (CSC)
Chairperson, reported on the following:

- CSC is changing its meetings from a monthly to a quarterly basis, with the next meeting planned for February 2008. All members of the ministries are welcome to attend these meetings.
- The *Giving Tree Program* will offer sign-up opportunities for SMMP families during these next two weekends after the Masses for providing Christmas gifts for the needy. Recipients include: Daybreak Program families; families from three of our sister parishes in Aurora; and individuals from convalescent homes. SMMP plans to again provide for a total of 89 families/individuals through this program, which is the same number served as last year. There are between 220-250 SMMP parishioners who participate in this event, with gift provision for some larger recipient families being split-up among some of the SMMP parishioners. Due to the current construction project, Giving Tree present drop-off and pick-up plans are being reassessed.
- SMMP's Comfort Care Ministry, which supplies the funeral luncheons offered to our parishioners free of charge after a funeral or memorial service, has approximately 100 volunteers signed up to help. Kathy Kalina, Comfort Care Coordinator, had recently noted that there is a great parish-wide under-utilization of their emergency meal services. Kathy had also suggested that this latter service be re-named and better publicized.
- A former Daybreak guest has received a voucher and moved into a town home in Naperville. Daybreak has assisted her in this effort and will continue to provide guidance as needed.

Christian Worship: Don Helgeson, Christian Worship Commission (CWC) representative, reported that the Vision Statement items from the Council Retreat were approved. He also reported on the following items from the 10/9/07 commission meeting:

- Art & Environment has needed additional time to work on helping set the church back up following construction.

- Eucharistic Minister Training Sessions had a good turn-out, with an additional session still planned for those who could not attend either of the first two.
- Six new lectors have signed up, and new lector books are now available for pick-up.
- John Schlaman, Director of Music, conducted a training session for the choir and musicians, stressing that they are ministers and not just musicians. He also thanked Kelly from the contemporary Choir for having helped with the sound system. Meanwhile, the Psalm was moved to the Ambo for all Masses except for the one at 10:45 a.m. In addition, SMMP's Christmas Concert will be presented on 12/2.
- Deacon Ken Miles (Liturgy Committee) reported that the Diocese has requested that Mass attendance counts be taken in October. As construction has affected attendance, he hoped that SMMP's attendance counts can instead be taken during another month.

Other: Jim Krema distributed copies of diocesan guidelines to the SMMP commission representatives on the Pastoral Council. These guidelines were from a book that he had recently received at a Diocesan seminar.

While Sr. Madelyn's 25th anniversary of service to SMMP will be in July 2008, the Council would like to plan for the parish to help celebrate this anniversary either on 4/20 or on 4/27/08 – the finalized date for Confirmation is still needed, though, before Sr. Madelyn's anniversary celebration can then be scheduled.

Pastor's Comments: Fr. Paul noted that tonight's meeting was "very good." He also stated that he would like to see more faith sharing and Gospel reading incorporated into future Parish Council meetings.

In addition, Fr. Paul also shared that he will be celebrating the 32nd anniversary of his ordination into the priesthood on Thanksgiving.

Final "Whip Around": Comments included: "good meeting; learned much from DuPage United presentation and about PADS; good meeting direction; change is exciting; and the welcoming goal is evident through 'Forward Together.'"

Closing: Don Helgeson offered a closing prayer, with the meeting then ending at 9:40 p.m.

The next Pastoral Council meeting is scheduled for Tuesday, December 4th at 7:00 p.m.

December Opening/Closing Prayer (Terry Kerr)
December Refreshments (Molly Fara)

OPEN Action Items

Person Assigned	Date of Origin	Item Description	Due Date
Jim Krema	11/6/07	Schedule and initiate planning for Town Hall meeting	1/2/2008
Barb Ryan	10/2/07	Finalize date for Sr. Madelyn's 25 th Anniversary Event	12/4/2007
Gary Skarr, Pat McAuliffe, Barb Ryan	10/2/07	Plan Parish Appreciation Event.	1/19/2008
Gary Skarr, Pat McAuliffe	11/6/07	Investigate SMMP involvement with DuPage United	3/4/2008
Gary Skarr, Linda Griffin	11/6/07	Develop a Parish wide fund raising policy for approval by PPC	3/4/2008

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary