

**St. Margaret Mary Parish  
Pastoral Council Minutes (Revision B)  
June 5, 2007**

**MEMBERS PRESENT:**

Fr. Bill O'Shea	Sr. Madelyn	Mary Runger	Terry Kerr
Barbara Ryan	Josephine Lewis	Jim Herring	Jim Krema
Rick Peterson	Molly Fara	Mike Prus	Linda Griffin
Pat McAuliffe	Paul Weinewuth		

**Also Attending:** Tom Cordaro

**Not Present:** Laura Valentine, Hilary Nave, Fr. Dan Hessling, Jennifer Rosenbaum, Gary Skarr

***Meeting Started promptly at 7:08pm***

**1. FAITH SHARING PRESENTATION – Tom Cordaro**

- **Two perspectives on the role of church in social mission**
  - Provide the means to cope- programs, assistance, meet the needs of parishioners
  - Biblical vision-take on a new identity as people called to fulfill a divine destiny
- **We have two questions to ask:**
  - How does our work as PC going to help the leaders of our parish do their work/evangelize?
  - How do we as a parish step beyond the “coping mission and look at the root cause of the issues being addressed?”

**2. OPERATIONAL TO-DO's – Mary Runger (7:30pm):**

- **Approval of May Meeting Minutes**
  - The minutes for the May 4, 2007, PC meeting was approved with minor change.
  - Correct the spelling of John Schlaman on page 1
- **Parishioner input**
  - None.
- **Installation of new Parish Council Members**
  - Sr. Madelyn installed Terry Kerr and Barb Ryan as new at large members of Parish Council.

**3. VISIONING – “MOVING FORWARD TOGETHER” (7:35pm)**

- **Approval of Budget Adjustments 2007-2008 – Kevin Madden**
  - A proposal was made to make changes to the 2007/8 budget that was approved last month. Due to staff reduction there is an additional \$40,000 available. Three options were prepared by Kevin Madden and presented by Mike Prus. (see attached) After discussion the council unanimously approved proposal #1 which essentially transfers the funds to “required surplus” needed to pay mortgage. Additional adjustment was also made to line item for CWC professional services.
- **8 Strategic Goal Liaisons Updates (7:35pm) – (Coordinator), Liaison**
  - Financial Resources - (Bill Hassett), Paul Weinewuth
    - Plan to have an “end of year” appeal in the bulletin.
    - Is there a connection between the “Forward Together” theme and development committee?

- Encouraged leaders and others to make statements for publication in the bulletin using the theme “Why I give”. Send these to Paul or Bill H.
- This committee has made little progress over the year. They plan to begin having monthly meetings to gain momentum.
- Regular message will be printed in the bulletin regarding development.
- Comments- There is a conflicting message in the mind of some parishioners regarding the financial deficit and the start of a new expansion. This should be clarified for the parish.
- Goal #1 not met
- Goal #2 complete
- Social Concerns/Justice - (Tom Cordaro), Pat McAuliffe
  - Tom Cordaro will continue presentations to council
  - Tom Cordaro will continue a focus on pro-life
  - Tom Cordaro is working closely with RE and staff to coordinate the message of social justice
  - Social Mission week will be in October 2007
- Leadership - (Gary Skarr), Gary Skarr
  - Goal #2 has been repeatedly postponed and needs to be revisited next year.
  - Mike P. suggested that PC reconsider participating in a book study next year.
- Communication - (Jim Krema), Jim Krema
  - Website is up and running. Minor adjustments are being made.
  - The next issues are in regards to maintaining the site and utilizing other modes of communication.
  - Thank you notes need to be sent to the website committee
- Building - (Rick Burton & Josephine Lewis) Brian Kinney
  - City of Naperville held the building permit due to landscape issues. Final approval is expected at the meeting on 6/12. Construction will then begin 6/25
- Faith Formation - (Linda Griffin), Linda Griffin
  - Objective 1 has been met. New Jr. High minister has been hired – announcement will be July 1. Need to look at other programs.
  - Objective 2 has been met. This is ongoing.
  - Objective 3 is ongoing. Website links need to be limited.
  - Brief discussion regarding the timing of Confirmation. The diocese has decided to not change the policy at this time. SMMP offers this program after sophomore year of high school. If there is a request for some other age then the parish must provide it.
  - There will be regular updates in the bulletin regarding the progress of these goals. First reports will be about Communication and Building goals. The next report will be about Faith Formation

----- 5 minute BREAK @ 8:35 pm -----

- **Pastoral Council Goals 2006 – 2007 = End of Year Review (8:45pm)**
  - **Strategic Goal #1: Prepare and plan for pending parish wide transitions during the time frame of June '06-June '07.**
    - **COMPLETE** = Objective 1A: Facilitate the development and communication of a new “Vision Statement” for SMMP.
      - Action Plan:
        - Final approval of Vision Statement-Oct. '06

- Parish wide introduction via Town Hall meeting and bulletin announcements-Nov. '06
- **COMPLETE** = Objective 1B: Oversee the development, execution and communication of "8 Strategic Goals" as devised by parish leadership.
  - Action Plan:
    - Select "4 of the 8" to bring to strategic development phase; Select "2 of the 4" to bring to the execution phase-Oct.'06
    - Parish Council/staff members participate on Strategic Goals committees to facilitate communication and implementation of action plans for goals-ongoing through June'06
    - Parish wide introduction of action plans at Town Hall mtg.-Nov. '06
- **COMPLETE** = Objective 1C: Contact the Diocese to discern role of Pastoral Council in terms of replacing retiring/departing staff members.
  - Action Plan:
    - Fr. Bill O'Shea to write letter to Bishop Sartain requesting to retire as Pastor of SMMP-Sept. '06
    - Parish Council/staff to follow up with Diocese as to selection process for selection of new Pastor.
    - Council/staff to have timeline in place for transition of pastoral leadership and Jr. High Ministry Director-Dec. '06
- **CONTINUING** = Objective 1D: Oversee the SMMP's final plans for building expansion.
  - Action Plan:
    - See Building Expansion Committee timeline for details (Appendix A); proposed ground breaking-April '07
- **Strategic Goal #2: Review the current Pastoral Constitution and By-Laws in reference to the Diocesan Office of Ministry Formation revised guidelines (published Spring 2006).**
  - **POSTPONED** = Objective 2A: Examine Pastoral Council membership and consider changes necessary for compliance with SMMP's Constitution.
    - Action Plan:
      - Review Constitution-Jan. '07
      - Finalize, approve any changes to SMMP Pastoral Council Constitution-March '07
  - **POSTPONED** = Objective 2B: Review guidelines for Commissions in terms of structure, membership, and selection procedures for commission chairpersons, ministry leaders, and members at-large.
    - Action Plan:
      - Form Ad Hoc committee to review guidelines-Nov. '06
      - Formalize and unify policies and procedures for all commissions in regards to retention and selection of officers and chairpersons; and term of office for commission chairs/members-at-large-April '07
      - Communicate and implement changes on commission level-June '07
  - **POSTPONED** = Objective 2C: Research, present proposal, and discuss approval of incorporating "Leadership Gatherings" to facilitate networking, communication and collaboration between the Pastoral Council, staff, and commissions
    - Action Plan:

- Receive Pastoral Council approval for commissions to review, give input, and make suggestions as to plausibility of Leadership Gatherings.
  - Formal approval by Pastoral Council of proposed concept-Nov./Dec. '06
  - Plan timeline for two Leadership Gatherings for SMMP leadership community-Jan.'07.
  - Conduct two meetings-one each in the first and second quarters of 2007-June'07.
- **POSTPONED** = Objective 2D: Introduce concept of "Core Teams" to the Pastoral Council, and include Team Leaders as members of the council as long as the Core Team is required.
  - Action Plan:
    - Receive Pastoral Council approval for commissions to review, give input, and make suggestions as to plausibility of Core Teams.
    - Formal approval by Pastoral Council of proposed concept-Nov./Dec. '06
    - Formalize structure, function, and type of Core Teams; examine representation/communication with the Pastoral Council-Jan.'07
- **Strategic Goal #3: Review budget policies, and execute on budget commitments.**
  - **CONTINUING** = Objective 3A: Dialogue with Finance Development Committee for goal- setting, action plans, and execution of goals.
    - Action Plan:
      - Approve timeline, goals, action plans, etc.-Dec. '06
  - **COMPLETE** = Objective 3B: Review current Scholarship Policy.
    - Action Plan:
      - Dialogue with Scholarship Committee and discuss options regarding management of excess funds-Jan. '07
      - Approve policy changes-March '07
  - **DIALOGUE OCCURRED; % WILL CONTINUE TO FLOAT BASED ON PARISH NEEDS** = Objective 3C: Review Charitable Contributions Policy on percentage of Sunday offerings allocated to Christian Service Commission.
    - Action Plan:
      - Dialogue with Charitable Contributions Committee-Jan. '07
  - **DONE – WE WERE UNABLE TO ALTER THE PAYMENT PLAN** = Objective 3D: Address long-term payment plan for ASCA
    - Action Plan:
      - Engage Diocese about financing for school and potentially reducing SMMP's commitment-Jan.'07

#### **4. ACTION ITEMS:**

- **Farewell Celebrations (9:15pm)**
  - Fr. Bill's Retirement Celebration at ASCA was excellent
  - Michael and Maria's Reflection/Reception at SMMP was also excellent
- **Hospitality Sunday Farewell Reception (9:20pm)**
  - Fr. Bill's Farewell – June 10<sup>th</sup>. Julie Carballo is the coordinator.
  - Fr. Dan's Farewell – June 17<sup>th</sup>. Linda Griffin will coordinate.
- **PC/Staff Workshop Day – Sr. Madelyn (9:30pm)**
  - 8/23/07. Dinner is 6-9:00pm with a theme "Sharing Parish History"

- 8/24/07. The two themes are “Who are we as a group” and “Goals for the year.”
- **SMMP PC email distribution list update – Mike Prus (9:35pm).**
  - Mike Prus indicated the council email address is receiving a large amount of spam. He will be changing the council email address to [pastoralcouncil@smmp.org](mailto:pastoralcouncil@smmp.org)
- **Council Elections**
  - President nominations: Rick-declined, Gary-accepted via proxy, Jim- accepted, Paul-declined. Jim Krema was elected.
  - Vice-President nominations: Gary accepted via proxy, Rick accepted, Paul declined. Rick was elected.
  - Secretary: Terry-accepted, Barb- declined. No vote.

## **5. PASTOR’S COMMENTS & COMMISSION REPORTS (9:40pm):**

- **NOTE:** Make sure you continue to submit your commission minutes to the Parish Council in a timely manner.
- **Administration – Molly Fara**
  - Items brought to the table last month are being addresses. The commission is looking into the safety of the choir risers. John Schlaman will be addressing the commission this month about the repair/replacement of the piano and organ. The steps at south entrance have been repaired. The possibility of skylights and/or solar panels had previously been considered by the building committee. They decided to not include them in the current building plans.
- **Education – Linda Griffin**
  - New Junior High Youth Minister has been hired.
  - Threads presentation in May had 100 participants. The presentations were well received but the number attending was low. It is the opinion of CEC that there needs to be changes made to the Threads program to attract more participants or the program needs to be discontinued.
  - CEC updated goals and began discussing goals for next year. That discussion will continue in fall when it is expected that new members will be joining CEC.
  - RE: Good-bye prayer service was beautiful. The Lenten Rice Bowl project collected \$2072.45 for Catholic Relief Services. The Called to Faith series will be in all grades 1<sup>st</sup> – 5<sup>th</sup> except 2<sup>nd</sup>.
  - JR. HIGH: Michael and Maria said good-bye at their final class. May service projects was well attended. Michael and Maria were very appreciative for the opportunity to speak to the parish and for the reception.
  - HS: Confirmation went well. All leaders for next year are in place. The Clintwood Mission trip is next week. There will be 3 vans – 10 college students, 6 seniors and adults.
  - ASCA: School ended May 31 and will start Aug. 27. Enrollment for 2007-08 is 500 with 11 students from SMM.
  - Adult: Bible study for next year will be the Letter to the Romans. 2007-2008 Business Breakfasts have been planned and will be based on the Our Father. Morning Enrichment has been planned. Evening Enrichment is still being planned. Sr. Madelyn has been planning the council Staff Day for Aug 23-24.
- **Service – Pat McAuliffe**
  - Next year we need to relay information about T&T Sunday to groups earlier. Martha Rose will again have a garage sale for our sharing parish in July. Charitable Contributions distributed all money by April. Daybreak mentors are working out well.
- **Worship – Jim Herring**
  - Not Present

- This group is restructuring and seeking a new liaison with PC. There are 3 new members on the commission-Don Helgeson, Nancy Rotkowski, Kathy Petersen is still discerning.
- **Teen Ministry – Laura Valentine**
  - Not Present.
- **Pastor’s Comments – Fr. Bill O’Shea**
  - TBD.
- **Parochial Vicar – Fr. Dan Hessling**
  - Not Present.

**6. CLOSING (10:05pm):**

- **Final Whip Around:**
  - Farewells and Good-byes for Fr. Bill, Fr. Dan, Mary Runger and Josephine Lewis Good meeting. Many thanks to those leaving and welcome to those joining this group.
- **Closing Prayer**
  - Mike Prus

**MEETING ADJOURNED at 10:00pm**

**OPEN Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>

**CLOSED Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
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

**Respectfully submitted by** *Jennifer Rosenbaum*