

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
March 4, 2008

Members Present: Tom Cordaro, Molly Fara, Linda Griffin, Don Helgeson, Terry Kerr, Jim Krema, Pat McAuliffe, Rick Peterson, Barb Ryan, Gary Skarr, Paul Weinewuth

Members Absent: Fr. Paul Hottinger

Guest Presenters: Regina Carlson, Phil Dupont, Joan McMillen

Jim Krema, Pastoral Council President, called the meeting to order at 7:05 p.m. Barb Ryan opened the meeting with prayer and Scripture, followed by the Council's faith sharing on this.

Announcements:

Diocesan Assembly (3/29/08): Jim Krema stated that he has the names of four parish representatives (Barb Ryan, Rick Peterson, Nancy Rutkowski, and himself) who plan to attend the Diocesan Assembly at St. Charles Boromeo Pastoral Center on 3/29/08. He is still hoping that he will receive the names of two additional parish representative attendees for this by the 3/7/08 registration deadline date, as the parish should be sending six representatives. Jim requested that any additional council members who would be interested should contact him within the next day or two in order to be registered.

April Pastoral Council Meeting (4/1/08): Jim confirmed that next month's Pastoral Council meeting will be held on its regularly scheduled date of 4/1/08. Due to its occurring during many council members' children's spring break week, Jim had previously requested that council members contact him to determine whether or not this meeting should be rescheduled.

Guest Presentations:

SMMP Charitable Contributions Committee: Phil Dupont, Charitable Contributions Committee Chairperson, updated the council about the committee's current activities. This committee also reports to SMMP's Christian Service Commission, sending a representative to their meetings. Phil reviewed many of the procedures used by this committee in their reviewing contribution requests, with all requests treated alike. He also noted the wide range of requesting organizations that are in queue for the committee's review.

During FY2007, SMMP provided \$67,500 in financial aid through this committee to requesting organizations, although there have been significantly less funds to work with for this during FY2008. Phil also noted that no more than \$5,000 is now given to any requesting organization and that committee members make a site visit to organizations that make

requests for \$3,000 or more. He also noted that most of the available contributions have already been made to organizations for FY2008 already. Tom Cordaro, SMMP's Justice/Outreach Minister, thanked Phil for his presentation, also noting the committee's continued thoroughness and good stewardship.

Project Gabriel: Regina Carlson and Joan McMillen, SMMP Project Gabriel Co-Coordinator, presented on Project Gabriel, whose mission statement is "...a group of parishes standing together in their commitment to provide spiritual, emotional and practical support to pregnant women and families facing crisis or difficult pregnancies." While originally formed 30 years ago in Texas in response to the *Roe vs. Wade* decision, it is fairly new to Illinois. Project Gabriel is a diocesan approved ministry which is now coordinated by Women's Choice Services (WCS) in cooperation with the Diocesan Life Office. This program is administered by Women's Choice Services in Lombard and Downers Grove. WCS provides materials, training and support for parish projects. Multi-parish training is available, with 20 area parishes now having active Project Gabriel Programs. Among these include: St. Michael Parish, Wheaton; St. Dominic Parish, Bolingbrook; and Immaculate Conception Parish, Elmhurst.

Regina and Joan noted that SMMP's Project Gabriel group also met with and was unanimously approved by SMMP's Christian Service Commission last month. While SMMP's group is in its very early formation stages, there currently are nine trained core volunteer members, with ten other volunteers waiting to help. In addition, SMMP's group will be able to participate for the first time at next week's regional meeting. Regina and Joan also described ways in which Project Gabriel could help meet birth mothers' spiritual, emotional, financial, and practical needs during pregnancy, e.g. by holding baby showers, providing transportation for doctor visits, and helping provide meals for women on bed rest. While SMMP's Project Gabriel Program still needs to notify the diocese about its approved status and then await referrals, its volunteers would remain "on call" based on demand. In addition, they might also be able to help other parishes at times when there would be no referrals for their volunteer services within the parish. Meanwhile, SMMP's Project Gabriel group will report directly to and will be monitored by the CSC.

The Pastoral Council unanimously approved Project Gabriel under the auspices of the Christian Service Commission, with Pat McAuliffe moving and Paul Weinewuth, Terry Kerr, and Rick Peterson seconding this motion.

Updates:

Newcomer Committee: Rick Peterson, Pastoral Council Vice-President, reported that the Newcomers Committee had met yesterday, with there

now being one new committee member on it. In addition, Mary Straub, Parish Secretary and Bulletin Editor, also attended this meeting. Rick noted that this coming Sunday will be Hospitality Sunday, at which a Newcomers information table will be set up. Rick encouraged council members to attend Hospitality Sunday, also reminding them to wear their nametags. Ideally, there should be two council members attending Hospitality Sunday per Mass.

The next Newcomer Reception will be held on 3/11/08 at 7:00 p.m. in the Parish Center. Rick stated that his committee has made 25-30 phone calls during the past few months to newcomers, with hopes that 5-6 newcomer families will attend this informal reception. Information about this upcoming Newcomer Reception will be provided through the parish bulletin and through announcements at weekend Masses. While Rick will be unable to attend this reception, Pat McAuliffe will be there representing CSC; and Linda Griffin will find out which Christian Education Commission (CEC) representative will participate.

Rick also reported his having recently met with Ken Lewald (Greeters and Ushers Chairperson). Rick also plans to attend the upcoming heart defibrillator retraining session with the Greeters and Ushers.

PADS (Public Action to Deliver Shelter) Discernment: Tom Cordaro reported that he has now presented to all of SMMP's commissions about the parish possibly becoming a once-weekly host PADS site. As a host site, SMMP would only be responsible for providing staffing with volunteers once-monthly, although volunteer teams from other congregations would provide staffing for the designated once-weekly dates during the remainder of each month (October to April). The commissions also had an opportunity to voice their concerns, which were then addressed. Tom has also provided council members with a summary of e-mails received from the parish community about the possibility of a PADS site. He also announced that there will be a special bulletin insert appearing soon listing concerns received, along with responses to these, with efforts to be as transparent as possible. In addition, Tom noted that there is now a special link about PADS discernment on the parish home web page.

Plans are underway to also have representatives from other PADS host sites to speak at the upcoming **Parish Town Hall Meeting on 4/29/08.** The Council expressed concerns about its having to make a final contractual decision in May for SMMP's becoming a 2008-09 PADS host site (starting in 10/08). The Council requested that they postpone making this decision until June 2008.

Tom confirmed that PADS would use SMMP's old Parish Center area, with extra volunteers being needed during the first few months in order to guide/direct guests to and from this designated area. As student safety

and security at neighboring Kennedy Jr. High School are also highly important, SMMP would need to keep the lines of communication open with school administration. Whether or not morning and evening parking lot volunteers would be needed at SMMP on "PADS night" would still need to be determined, though. Additional dialogue and planning would also be needed with Boy Scout Troop 507, which would most likely be using another part of SMMP's facilities weekly on the same night as PADS. Meanwhile, Tom confirmed that the insurance company has expressed approval for SMMP's becoming a PADS host site, with policy wording needing to be correct for this.

Recruitment/Discernment Process for New At-Large Council Members:

Barb Ryan and Terry Kerr reported that they are heading the discernment process for new At-Large Council Members, who will be replacing Gary Skarr and Paul Weinewuth (whose terms will be expiring at the end of 2007-08). The Council generated some ideas about their desired qualities in such candidates. Tom Cordaro indicated a special interest in finding candidates with human resources, public relations/marketing, and/or communications backgrounds. In addition, the Council indicated the need for candidates to have a history of the parish but also with fresh ideas.

Barb and Terry outlined the timeline for this recruitment/discernment process. Bulletin announcements will appear about this within the next few weeks, with nominations closing in early April. Letters will then be sent to the candidates, followed by a mid-April orientation, a May-June discernment process, and candidates' additional discernment through attendance at the Pastoral Council meeting in June.

Following this, the Council took a short break starting at 8:32 p.m., with the meeting resuming at 8:42 p.m.

Approval of February Minutes:

The Pastoral Council approved the minutes (Draft B) from 2/5/08, with Pat McAuliffe moving, Rick Peterson seconding, and the Council unanimously approving these.

Budget Shortfall Discussion: Jim Krema reported his having recently met with the Finance Committee about the \$75,000 budget shortfall. In addition, Sr. Madelyn had met earlier today with the staff about this, too. The Council noted the urgency of conveying to the parish about this \$75,000 budget shortfall, noting that this decrease in revenue has occurred during the past 4-5 years, which will now result in significant budget cuts. Meanwhile, Paul Weinewuth outlined the plan to send out commitment cards to all parishioners shortly, especially encouraging their use of automated regular monthly contributions through *ParishPay*. Encouragement for parishioners to complete and return these contribution cards would also be noted through the bulletin and by announcements at weekend Masses. At the same time, Paul

recommended having short (3-5 minute) motivational presentations focusing on the great programs at SMMP that are worthy of contributions and increased parish giving – these presentations would be made at all of the Masses on several consecutive weekends. In addition, Paul recommended having a motivational display about the featured commission highlights in the narthex during these particular weekends, too.

While the parish weekend calendar is extremely full this spring (including Easter, the Diocesan Appeal, First Communions, and Time & Talent Sunday), Paul noted that there is no “optimal” time existing for a stewardship campaign. Because April will be such a busy month, talks about parish finances and stewardship would need to be done in May. Paul nevertheless noted that this should be an annual process. While this Stewardship Appeal might also be tied in with Time & Talent Sunday, Paul also suggested that the “Time & Talent” portion might be downplayed this year instead. Paul invited Council Members to join his committee.

Kevin Madden, Finance Committee Chair, has reportedly sent out a letter to Commission Heads, which is due on 3/20/08. Its results are scheduled to be presented to the Council at the April meeting.

Review of Commissions’ Structure, Membership, and Succession: While all four commissions appear to be working effectively, it was felt that more description and information about their structure, guidelines, and operations would be helpful to the Council in particular, as well as to the parish in general. While the Pastoral Council previously learned more about two of the four commissions (Administration and Christian Education) at the January 2008 meeting, it learned more about the other two commissions (Christian Service and Christian Worship) tonight.

Christian Service Commission (CSC): Pat McAuliffe, CSC Chairperson, stated that the following committees report to this commission: Bereavement; Charitable Contributions; Christmas Giving Tree; Comfort Care; CCW; Daybreak; Food Pantry; Men’s Club; PADS; Parish Nursery; Pastoral Care; Peace and Justice; Pro-L.I.F.E.; St. Joseph the Worker; Scouts (including Cub, Boy, and Venture Scouts); September Club; Sharing Parish; Society of St. Vincent de Paul; Transportation; and Welcoming. In addition, Project Gabriel will now also be a part of this commission.

Pat estimated that nine representatives of the above committees regularly attend the CSC meetings. She added that the commission head has typically been a CSC member who attends meetings and who has also regularly volunteered to chair. As many of the current CSC attendees have already served as commission head, a new volunteer from the current members is needed for this position. In addition, a new secretary is also needed, as Mary Ann Cronauer, who has served as secretary for 6 years, will also be stepping down this year. Tom Cordaro stated that he has the names of a few people who might be good candidates.

Pat also noted that, while there are no succession plans for the various committee heads, they tend to head their committees for long periods of time. She also felt that the committees were “great at their ministries,” although there was some difficulty in having some of them provide reports and attend CSC meetings. While the CSC had made a decision to hold fewer meetings during the year, Pat noted that it will resume meetings on a monthly basis until a budget is reached.

Christian Worship Commission (CWC): Don Helgeson, CWC Representative, reported that there are 15 members on this commission, representing the following committees: Art and Environment; Eucharistic Ministers; Greeters; Lectors; Contemporary Choir; Music; Liturgy; Sacristan; and the Pastor. In addition, there are six At-Large members. This commission meets the second Tuesday of each month at 7:30 p.m. Don also reported that this commission has a set of by-laws and makes decision by consensus, with its members serving three-year terms. Don estimated that there are usually 12 attendees at the monthly commission meetings, with liturgy issues especially being discussed at these meetings. In addition, regular subcommittee meetings are also held.

Commission Reports:

Administration: Molly Fara, Administration Commission Representative, reported that the 2/20/08 Commission Meeting had gone “smoothly” (with minutes from this electronically distributed in advance to the Pastoral Council). She also stated that two problematic issues being addressed in the west parking lot off Naper Boulevard are double parking and parking along the curb in unauthorized parking areas. Due to this, emergency vehicles and other vehicles are denied access, with this posing a big safety concern. The Council suggested putting reminders in the bulletin about safety problems posed by improper parking, along with posting “no parking” signs along the curbside by the sidewalk area.

Christian Education (CEC): Linda Griffin, Christian Education Commission (CEC) Representative, noted that the farewell reception for Sr. Elizabeth Crotty, Director of Religious Education, is scheduled for 5/4/08, following the 10:45 a.m. Mass. She indicated that some funds would be needed for refreshments at this reception. The CEC would also like to seek contributions from the religious education students and their families for Sr. Elizabeth’s farewell gift. Linda also noted that ads have now been placed to fill the Director of Religious Education position in such Catholic publications as *The New World* and *The Catholic Explorer*.

Linda also reminded Council members about the Living Stations of the Cross that will be presented by a teen Quest group on Friday night (3/6/08). She also reported that there were 230 attendees at the recent Lenten *Threads* Program, which featured the Chicago-based student

marimba group performance. (Minutes from the 2/7/08 CEC Meeting were electronically distributed in advance to Council members).

Christian Service (CSC): Pat McAuliffe, Christian Service Commission (CSC) Coordinator, announced two new ministry heads, including the following: Patti McGehee's replacing Deacon Terry Taylor as head of Bereavement Ministry; and Lee Ann Carsello's replacing Janine Parisi as head of the Parish Nursery Committee. Pat also noted that CSC will resume its monthly meeting meetings on the first Thursday of the month until June. (Minutes from the 2/13/08 CEC Meeting were electronically distributed in advance to Council members).

Christian Worship (CWC): Don Helgeson, Christian Worship Commission (CWC) Representative, noted that much is being planned for Lenten liturgies. (Minutes from the 2/12/08 CWC Meeting were electronically distributed in advance to Council members).

Parish Expansion Construction Update: Jim Krema reported that Phase 2 construction bids are currently going out, with two now received and a third one still anticipated. Jim indicated that he would like to receive more specific line items for Phase 2, along with overrun costs, for Phase 1, also noting that Dick Bakker and the Ryan Corporation would be the best sources for these. There were some questions posed about whether funds for Phase 2 construction had already been raised through the "Renew the Heart" campaign or if this money would need to come out of the parish's operating funds. Jim Krema planned to talk with Mike Prus, SMMP Business Manager, about this. In addition, Jim also stressed the need to find out and understand the actual costs of all the construction phases, with definitive answers from a fact-gathering meeting.

Phase 2 Construction would include relocating walls within the current office areas, along with moving office equipment and furniture to their new upstairs locations. Phase 3 Construction involves remodeling the Parish Center and current classrooms, along with constructing and furnishing the Teen Center.

Other: Pat McAuliffe asked if anything could be done about the following: contacting the diocese with the recommendation to sell some of All Saints Academy's unused land (to help decrease the parishes' debt responsibilities for the purchase and renovation of the regional school); and requesting that Holy Spirit Parish (which sends the largest number of students to the regional school) assist with helping defray All Saints Academy's building purchase and renovation costs.

Pastor's Comments: None (due to Fr. Paul's absence at tonight's meeting).

Final "Whip" Around: Thoughts that were shared tonight included: "good meeting; conducive for individual sharing; many tough decisions to make; respectfulness evidenced; need to look at budget cuts in a realistic way; positive

directions noted; positive and above-board meeting; and a continuing need for letting the parishioners tell us what they want.”

Closing: Barb Ryan led the closing prayer, with the meeting then ending at 9:45 p.m. Terry Kerr was also thanked for providing tonight’s refreshments.

The next Pastoral Council meeting is scheduled for Tuesday, April 1, 2008, at 7:00 p.m.

Parishioners are invited to provide input to the Pastoral Council either by attending the monthly meeting [usually] held on the first Tuesday of the month in Room 8 at 7:00 p.m. (Please contact Jim Krema in advance if you would like to address the Council, or contact any member of the Council to provide informal comments in advance to him/her. Pastoral Council members can also be contacted by e-mail: pastoralcouncil@smmp.com).

April Opening & Closing Prayer/Guided Reflection on Scripture:

Linda Griffin

April Refreshments: Pat McAuliffe

OPEN Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Gary Skarr, Linda Griffin	11/6/07	Develop a Parish wide fund raising policy for approval by PPC	3/4/08
Barb Ryan, Terry Kerr	12/4/07	Planning of Sr. Madelyn’s 25 th recognition event	4/13/08
Jim Krema	2/5/08	Follow-up with teens and Building Committee to discuss Teen Center	6/3/08
Terry Kerr	2/5/08	Follow-up with Don Helgeson and Sr. Madelyn regarding Elijah Cup	4/1/08
Terry Kerr, Barb Ryan	2/5/08	Oversee new at-large Council member discernment process	6/3/08
Paul Weinewuth	2/5/08	Work with Finance Committee to develop budget shortfall strategy	6/3/08
Jim Krema	3/4/08	Meet with Mike Prus and Dick Bakker regarding construction costs	4/1/08
Linda Griffin	3/4/08	Coordinate with Hospitality Committee and CEC regarding Sr. Elizabeth’s retirement reception	5/4/08

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary