

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
April 1, 2008

Members Present: Tom Cordaro, Linda Griffin, Don Helgeson, Fr. Paul Hottinger, Jim Krema, Pat McAuliffe, Rick Peterson, Barb Ryan, Paul Weinewuth

Members Absent: Molly Fara, Terry Kerr, Gary Skarr

Guests Present: John Hazard, Kevin Madden, Terry Wagner

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

Guest Presentation:

John Hazard, DuPage United: John Hazard, a member of St. Joseph Parish, Downers Grove, was asked by Fr. Paul to present additional information about DuPage United to the Parish Council. This supplemented information that was originally presented to the Council in 11/07 by Amy Lawless, a full-time organizer for DuPage United. After providing a brief history on this organization, John more fully explained how Catholics can more fully respond through this organization to the Biblical call for justice, in helping improve society without exploitation and in seeking dignity for all people without the misuse of wealth and power. Through non-confrontationally building relationships, DuPage United acts on issues within the county, e.g. on health care, housing, education funding, and government accountability. Several issues with which it has worked include: promoting more affordable mid-range housing within the county; restoring grants to DuPage social service agencies; and establishing English as a Second Language (ESL) instruction for adult refugees. John also reported that member churches and other religious groups note more cohesiveness among its members, along with an increased attentiveness to the needs of the world around them.

While DuPage United's current members include 23-24 institutions from 7 of the 39 municipalities within DuPage County, John noted the continuing need for new membership and growth. Among its members are "...Protestant, Catholic, Jewish and Muslim congregations, education associations, and civic organization." Its work is financed entirely by dues paid by member organizations. In addition, a Steering Team is the administrative body, with Steering Team members and officers chosen at an annual Delegate Assembly by the member institutions. John invited interested representatives from SMMP to attend the Delegate Assembly on 4/24/08 at St. Paul Lutheran

Church, Wheaton, at which ideas will be addressed at roundtables by approximately 100-150 attendees.

Approval of March Minutes and Announcements:

The Pastoral Council approved the minutes from 3/4/08, with Rick Peterson moving, Pat McAuliffe seconding, and the Council unanimously approving these.

Open Action Item Review: Jim reviewed the status of Open Action Items as follows:

- Develop a parish-wide fundraising policy for approval by PPC (11/6/07 origin, 3/4/08 due date): *to be tabled/put on hold briefly*
- Plan Sr. Madelyn's 25th anniversary recognition event (12/4/07 origin, 4/13/08 due date): *plans are moving forward for this event on 4/13/08.*
- Follow-up with teens and Building Committee to discuss new Teen Center (2/5/08 origin, 6/3/08 due date): *Jim has met with Dick Bakker, with plans for the Teen Center moving forward.*
- Follow-up about Elijah Cup with Don Helgeson (CWC) and Sr. Madelyn (2/5/08 origin, 4/1/08 due date): *will not currently move ahead with this program, as scheduling for gift bearer families at weekend Masses has now resumed.*
- Oversee new At-Large Council Member discernment process (2/5/08 origin, 6/3/08 due date): *ongoing.*
- Work with Finance Committee to develop budget shortfall strategy (2/5/08 origin, 4/1/08 due date): *ongoing.*
- Meet with Mike Prus and Dick Bakker regarding Building Expansion construction cost (3/4/08 origin, 4/1/08 due date): *Pat McAuliffe and Jim have met with Dick Bakker to walk through construction areas and review plans for Phase 2 and 3 construction*
- Coordinate plans for Sr. Elizabeth's retirement reception with Hospitality Committee and CEC (3/4/08 origin, 5/4/08 due date): *ongoing.*

Staff/Council Retreat Date: Jim asked the Council about their interest and availability to participate in a Staff/Council Retreat on **8/22/08** (Friday). Council members agreed to this date, also expressing an interest in their again meeting the night before (Thursday) over dinner, followed by a full retreat day. There was also some additional discussion about how much focus there should be on spiritual development vs. strategic goal-setting and orientation for new Council members. While new Council members will hopefully participate in a discernment process through June, the importance of orienting new members and reviewing and adjusting parish long and short term goals were deemed as being very important at this. Good team-building among Staff and Council Members should also occur through this retreat

process. While Sr. Madelyn will assist with its planning, Jim will also contact Fr. Jonathan Foster, OFM, about his being the guest speaker at this.

Updates:

Newcomer Reception (3/11/08): While Rick Peterson was unable to attend the Newcomer Reception on 3/11/08 due to an out-of-town work commitment, he stated that this reception had gone very well. The eight families in attendance reportedly were very positive about this, too.

Rick noted that Mary Straub had also attended the most recent Newcomer Committee meeting, with her having reviewed the current registration process used by SMMP. Rick also shared plans to meet with the Ushers and Greeters about their welcoming newcomers at Masses.

Meanwhile, the Newcomer Committee will continue to have a presence at future Hospitality Sunday's, with plans for hosting either one additional Newcomer Reception in the spring or fall. Attendees will be welcomed at this, regardless of whether or not they are currently registered with SMMP.

Sr. Madelyn's 25th Anniversary Reception (4/13/08): Barb Ryan reported that there are two committees (liturgy and reception) working on the 25th Anniversary Celebration for Sr. Madelyn Gould, S.S.S.F., Pastoral Associate. Mary Oliphant is heading liturgy planning for the 9:00 a.m. Mass, with numerous others involved with this. Nancy Rutkowski is heading reception planning, including having a photo collage at this. Barb noted that the biggest challenge remains in publicizing this in the parish bulletin while still trying to keep some of the plans a surprise for Sr. Madelyn. While a separate bulletin insert has been placed in the parish bulletin for two separate weeks already, Barb stated that there will now also be announcements made at the upcoming weekend Masses. She also reminded Council members to send in their congratulations letters for Sr. Madelyn to Nancy Rutkowski.

PADS (Public Action to Deliver Shelter) Discernment and Town Hall Meeting (4/29/08): Tom Cordaro, Justice/Outreach Minister, has recently sent to the Council a new compilation of recently received e-mail correspondence about SMMP's PADS site discernment. Meanwhile, he presented the first draft of the proposed agenda for the Parish Town Hall Meeting, scheduled for 4/29/08 at 7:00 p.m. in the Parish Center. Tom outlined a tentative schedule that should involve 70 minutes at this, focusing on the Parish Discernment Process about whether or not SMMP should become a PADS homeless shelter site. Several representatives of past and current PADS sites, along with the Executive Director of PADS, will also be in attendance at this meeting in order to answer questions but not to make special presentations.

Town Hall Meeting plans will also include having a planned time toward the end for additional questions not relating to PADS, e.g. on building expansion and budget. Especially due to this, Finance Committee and Building Expansion Committee representatives should also plan to attend the Town Hall Meeting. Meanwhile, Tom will work with Mike Prus in configuring seating arrangements for this.

Building Expansion Project: Jim Krema and Pat McAuliffe have recently met with Dick Backer to learn more about Phase 2 and 3 plans. Jim felt that these two additional phases were highly functional and necessary. Phase 2 includes renovations in the current area needed for the Religious Education Administration's relocation and work needed to open the new Teen Center.

Mike Prus, Business Manager, reported receipt of two of the three proposals for Phase 2 construction, while he also noted that he is trying hard to obtain the anticipated third proposal. He also noted that this third proposal might better help clarify what the City of Naperville will accept for its approvals. While Mike estimated that the cost for Phase 2 should be approximately \$35,000, with an additional \$10,000 needed for Phase 3, which includes moving costs, some new furniture purchases, and wiring.

The Pastoral Council unanimously gave its approval to Mike Prus and the Building Expansion Committee to make decisions about Phase 2 and Phase 3 of the Parish Expansion Project, using an inclusive ceiling that is not to exceed \$45,000 for Phase 2 and 3 work. Mike Prus and the Building Expansion Committee will thereby notify the Pastoral Council if anticipated costs would exceed this \$45,000 limit. Pat McAuliffe moved, with Rick Peterson seconding this motion.

The Council asked Mike Prus and the Building Expansion to continue to review the proposals for Phase 2 and 3, notifying the Council by e-mail about their decisions within the next several weeks. Mike also clarified that the building expansion project now somewhat exceeds what was generated by the Capital Campaign, although it is "pretty close." He also noted that funding for Phase 2 and 3 would not need to be a new budget item, with its instead using funds from the Repairs and Replacement Budget.

While Mike, Brian Kinney, and Kevin Madden have recently attended an additional construction meeting, Mike is hopeful about a 5/2/08 occupancy date. However, Mike noted that the main front entrance to the church will not be opened until the new sidewalk is poured two days before intended occupancy. While summer plans are underway for SMMP's Vacation Bible School, Mike stated that plans for the parish's summertime Flea Market are still indefinite due to the building expansion construction.

Following this, the Pastoral Council took a break at 8:30 p.m., with the meeting resuming at 8:40 p.m.

Budget Report: Kevin Madden and Terry Wagner, Finance Committee members, participated in parish budget updates. When the committee had last met, it had examined long-term collections received, along with trends seen. The committee had also advised the need to make \$75,000 in cuts for the proposed 2008-09 budget. Kevin provided a worksheet for Budget Year 2008-09, identifying some “easy” as well as “hard” cuts. To date, \$38,000 of the needed \$75,000 cuts have now been identified through the Finance Committee’s request for a 20% reduction in expenses from the Commissions. It was noted that Scholarship and Charitable Contributions have not submitted a proposal as of yet. Kevin thanked the Commissions for their assistance in identifying these potential reductions.

Kevin also noted that some of the parish expenses are not discretionary (employee health insurance, utilities, and maintenance), also showing projected increases. The Christian Worship Commission recommended that no cuts be made in their budget, as they felt that they have the largest impact on the Parish, with any reductions then greatly compromising the core of parish worship. Pat McAuliffe also suggested that fees might be charged for Nursery users. Kevin also identified the Parish Volunteer Appreciation Night and Christmas Appreciation for Staff as examples of hard cuts that have been identified.

During this current month before the 5/6/08 Council meeting, Kevin noted that the Council might be participating in further e-mail discussions about the budget. He also stated that a big step has already been made toward reaching the needed \$75,000 in cuts.

The Council also discussed the current subsidy offered per SMMP student attending area Catholic elementary schools (St. Joan of Arc, SS Peter & Paul, and All Saints). Fr. Paul noted that some of these SMMP families do not currently accept this subsidy. Meanwhile, the Council might also need to make scholarship decisions before the 5/6/08 Council meeting.

Budget and Revenue Initiative Presentation to Parish (5/18/08 Weekend Masses): Jim reported on the parish revenue initiative planning that is currently underway, with a committee consisting of both council and staff members. This committee includes: Jim Krema; Barb Ryan; Rick Peterson; Paul Weinewuth; Kevin Madden; Bill Hassett; Mike Prus; Sr. Madelyn; and Tom Cordaro. Jim noted that presentations about parish finances will be made at all of the Masses during the 5/18/08 weekend, with these talks also focusing on the quality of our programs that should be maintained.

In addition, a letter and a contribution commitment card will be mailed out to all parishioners at around this same time, preceded by a bulletin article appearing 1-2 weeks prior. Jim noted the importance of having the letter and presentations at Masses being positive, compassionate, but direct. Meanwhile, there was also some discussion about preparing two different letters, including one for parishioners who do not monetarily contribute anything throughout the year vs. those who do contribute at least something. The Council also discussed informing parishioners that Sunday offering contributions and Capital Campaign contributions are reflected in two separate budgets, along with suggesting that parishioners make additional contributions to replace their original Capital Campaign pledges. Jim also outlined plans to again send out contribution commitment cards in approximately 18 months, followed by a resumption of this mailing on an annual basis in the Fall. The committee will meet again in April prior to when this year's letter will be going out.

Commission Reports:

Administration: Due to Molly Fara's absence tonight, Mike Prus reported that the Administration Commission had last met on 3/19/08, with minutes already having been electronically sent to the Pastoral Council.

Christian Education (CEC): Linda Griffin, CEC Representative, reported that Commission had last met on 3/6/08, mostly about budget. The minutes from this meeting were electronically sent to the Pastoral Council. Linda noted that plans are underway for the retirement celebration of Sr. Elizabeth Crotty, I.B.V.M., Director of Religious Education. This will be held on 5/4/08, following a special liturgy at the 10:45 a.m. Mass. Mary Oliphant is heading liturgy planning for this, which will also be "kid friendly." Jim Krema confirmed that there is some money available in the budget for both Sr. Elizabeth's retirement and Sr. Madelyn's 25th anniversary receptions. Linda stated that each of the children in the Religious Education Program will be requested to donate \$1.00 toward a cash gift for Sr. Elizabeth, also noting that Sr. Elizabeth's religious order has certain gift restrictions. Some bulletin notices about this request for cash gifts will also appear shortly. In addition, a memory book is also being prepared to be on display at the reception.

Linda also stated SMMP has now received 22 resumes for the Director of Religious Education position, including one from a religious candidate, with the remainder from lay people. First-round interviews will be conducted shortly, with the need to also notify those who will not be considered for this.

Christian Service (CSC): Pat McAuliffe, CSC Chairperson, presented the Council with a list of 2008-09 budget proposals, including ideas to reduce expenses for CSC, enhance revenue, and contain costs. Meanwhile, the CSC will hold its next meeting on 4/3/08.

Pat also reported that Project Gabriel is now providing services for its first pregnant client, who is due on 4/4/08. The committee plans to also stay in contact with this client for a while after her delivery, too.

Christian Worship (CWC): Don Helgeson, CWC Representative, noted that the minutes from the 3/11/08 CWC meeting had been electronically sent to the Pastoral Council.

Pastor's Comments: Fr. Paul stated that the diocese has announced its plans to conduct a study on all elementary and secondary schools in the diocese, as well as on all diocesan adult religious education programs. He also noted that there is a shift toward stressing the importance of Catholic education at the elementary school level, with a growing trend being made toward the development of Catholic schools shared by parishes vs. separate parish schools. Fr. Paul also discussed pastors' involvement in helping identify ways to avoiding elitism in Catholic education.

In addition, Fr. Paul reported that the Diocesan Assembly (3/29/08) was excellent and very interesting, although he felt that it fell somewhat short on practical issues.

Other: Jim reminded Council members about the 4/13/08 deadline for Pastoral Council At-Large Member nominations – he also requested that each Council member nominate at least one person for this. Jim also reminded the Council that any adult parishioner can submit nominations. Barb Ryan confirmed that she has received no nominations yet but that there will be requests for nominations appearing in the bulletin for the next 2-3 weeks.

Mike Prus notified the Council that the Bishop's address for the Diocesan Annual Appeal will be shared at all of this coming weekend's Masses.

Final "Whip" Around: Thoughts that were shared tonight included: "good meeting" and "happier than expected [relating to budget discussions]."

Closing: Linda Griffin led the closing prayer, with the meeting then ending at 9:58 p.m. Pat McAuliffe was thanked for providing tonight's refreshments.

The next Pastoral Council meeting is scheduled for Tuesday, May 6, 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.) or by contacting any member of the Council to provide informal comments in advance to him/her. (Please contact Jim Krema in advance if you would like to address the Council. Pastoral Council members can also be contacted by e-mail: pastoralcouncil@smmp.com).

May Opening & Closing Prayer/Guided Reflection on Scripture:
Pat McAuliffe
May Refreshments: Gary Skarr

OPEN Action Items:

Person Assigned	Date of Origin	Item Description	Due Date
Terry Kerr, Barb Ryan	2/5/08	Oversee new at-large Council member discernment process	6/3/08
Jim Krema, Paul Weinewuth	2/5/08	Work with Finance Committee to develop budget shortfall strategy	6/3/08
Linda Griffin	3/4/08	Coordinate with Hospitality Committee and CEC regarding Sr. Elizabeth's retirement reception	5/4/08
Jim Krema	4/1/08	Work with Sr. Madelyn in planning the Staff/Council retreat in August	6/3/08

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary