

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**September 2, 2008**

**Members Present:** Brian Churilla, Tom Cordaro, Bob Hansen, Don Helgeson, Fr. Paul Hottinger, Terry Kerr, Jim Krema, Kevin Lynch, Mike Nordbye, Rick Peterson, Mike Prus, Nancy Rutkowski, Barb Ryan

**Members Absent:** None

Jim Krema, Pastoral Council President, called the meeting to order at 7:00 p.m. He opened with a Scriptural reading, followed by faith sharing.

**Announcements and Approval of June Minutes:**

**Introductions:** In addition to the two newly discerned At-Large Members (Brian Churilla and Kevin Lynch), Jim introduced three new Commission Representatives (Mike Nordbye, Administration; Bob Hansen, Christian Education; and Nancy Rutkowski, Christian Service). Jim also stated that he would provide some additional orientation for them about Pastoral Council procedures at a later point in tonight's meeting.

**Sign-Up's:** Jim requested that Council Members sign up for leading opening and closing prayer and for providing snacks at the remaining meetings during 2008-09.

**Approval of June Minutes:**

***The Pastoral Council approved the minutes (Final Draft) from 6/3/08, with Don Helgeson moving, Terry Kerr seconding, and the Council unanimously approving these.*** Jim will then post these minutes to the parish web site. Terry will provide guidance for Kevin Lynch, new Council Secretary, in providing a summary of these minutes for inclusion in the parish bulletin.

**Formation Session on Theological Reflection:**

Tom Cordaro, Justice/Outreach Minister, and Mike Prus, Business Manager, led a guided theological reflection discussion on Reggie McNeal's *The Present Future: Six Tough Questions for the Church*" (pp. xiii-19). Tom electronically disseminated this material in advance, along with providing reflection questions. Tom and Mike had selected this reading as a follow-up to the presentation made by Fr. Jonathan Foster, O.F.M, at the Council/Staff Retreat that was held on 8/21-8/22.

Jim requested that the Council and Staff decide by October about the six-hours of additional planned theological formation to be scheduled in January.

## Updates:

**New Building and Phase 2 Construction:** Mike Prus provided a more detailed update about the building contractor's having filed for bankruptcy, a synopsis about this having already appeared in this past Sunday's parish bulletin. While SMMP has already paid for 90% of its previous construction work on the expansion project, the remaining 10% owed will now be paid to the subcontractors through the diocesan legal department.

Meanwhile, the new construction area passed a preliminary city inspection this past Monday, with some smaller problem issues, e.g. tags for fire extinguishers, already having been rectified. He felt very positive about this recent inspection. Mike then anticipated that the final fire inspection would take place next week, with occupancy of the new building hinging upon this final inspection and city approval. The city may require additional work in the old space, but this should not affect occupancy permit.

Mike indicated his being very pleased with the architect's having taken on much responsibility for this project finalization, even though the architect has not been fully paid for this work.

As part of Phase 2 construction work (renovations in the current area designated for Religious Education administration relocation and work needed to open the new Teen Center), modifying the outside wall of Rooms 7 and 8 is scheduled for this Thursday and Friday.

**P.A.D.S. (Public Action to Deliver Shelter):** Tom Cordaro announced that SMMP now has a P.A.D.S. Site Coordinating Committee, which will be holding a training meeting on 9/11/08 with the other participating religious community groups. Tom also confirmed that SMMP volunteers will help staff P.A.D.S. on the third Thursday of each month. He noted that if SMMP receives its occupancy approval and permits for the new expansion area from both the city and the diocese, then SMMP can begin to function as a P.A.D.S. host site on 10/2/08. Tom also felt that he was "99.9% sure" that the P.A.D.S. site will open as originally scheduled. While the original plan was for SMMP to only function as a P.A.D.S. site thru the end of April for 2008-09, it will now provide this through the end of May. With this additional month of operation, Tom also noted that there will now be a more seamless transition to summer housing for the homeless.

Due to all three phases of the building expansion project's not yet being completed by the time of anticipated P.A.D.S. start-up, some temporary storage of P.A.D.S. materials will need to be done in what is now Patti Guare's Jr. High Ministry Office. In addition, Boy Scouts will need to meet in the Upper Room while the P.A.D.S. site is open on Thursday nights.

Following this, the Council took a break at 8:00 p.m., resuming at 8:17 p.m.

### **New Council Member Orientation and Meeting Ground Rules:**

Jim provided reference materials for new Council Members, including Strategic Goals (generated at last year's Council/Staff Workshop) and Vision Statement. While the Council had previously worked on updating its Constitution this past May and June, it is still considered a "work in progress." Jim will electronically send out this Constitution to new members so that the Council can then resume its review of this at the October meeting.

Jim also requested that Commission Representatives electronically distribute their meeting minutes to the Pastoral Council prior to the Council's monthly meetings. While he hoped that a new Council internal e-mail address would be available within the next couple of months, Council Members should continue to use distribution list e-mail addresses in the interim. Meanwhile, Commission Representatives should also summarize 1-2 main highlights about their respective Commission's activities at the monthly Council meetings – these summarized highlights will then be included in the Council Minutes for posting on the web.

As the diocese provides numerous workshops throughout the year, Jim will continue to electronically disseminate notices and schedules about these. He encouraged all Council Members to consider attending at least 1-2 of these workshops.

### **Commission Reports:**

**Administration:** Mike Nordbye, Administration Representative, noted that the Commission met last month, also reviewing new work needs in the rectory. This year's Commission is chaired by Tony Mankus.

**Christian Education (CEC):** Bob Hansen, CEC Representative, stated that the Commission will meet on the second Thursday of the month. Bob also participated on two parish high school mission trips this past summer.

**Christian Service (CSC):** Nancy Rutkowski, CSC Liaison, reported that the Commission will utilize a new format, as recommended by the diocese, in now meeting four times per year (October, December, February, and March). Their first formation meeting will be on 10/2/08 in the COR Center. It will include a prayer service focusing on ministry, with 18-19 committee heads, along with their respective committee members, being invited to participate in this formation meeting.

**Christian Worship (CWC):** Don Helgeson, CWC Representative, stated that this Commission will now meet on Monday nights, with its first meeting scheduled for next Monday – he would also like to try having a CWC conference call every other month instead of an evening meeting. Don also noted the need for more group participation within this Commission. Fr. Paul then suggested that this Commission consider meeting twice per liturgical season along with working more directly with the Liturgy Development Group. (The Liturgy Development Group currently consists of Larry Riebold, Ken Miles, Mary Oliphant, Terry Taylor, John Schlaman, and Fr. Paul).

### **New Business:**

**Development Committee:** Jim announced the newly formed Development Committee, the ideas for its formation having started two years ago by Bill Hassett as part of the Forward Together Plan. Its goals are “...to generate sufficient revenue to support the operations and capital budgets of SMMP, pay current debt on schedule, and provide for growth in ministries.” This committee, which includes Jim Krema, Barb Ryan, Paul Weinewuth, and Bill Hassett, has already met once during this past summer. It will continue to meet once monthly (including in September) and will serve as a resource for the Finance Committee.

While SMMP held a spring campaign in sending out and collecting financial commitment cards (pairing Commitment Sunday with Time/Talent Sunday in May), the Council felt that it would be beneficial to now conduct this campaign on an annual basis. With a strong preference for this to be done each fall, the Council is now considering scheduling a fall financial commitment campaign to be held on 11/23 (on Harvest Sunday, immediately prior to Thanksgiving). It was then recommended that the Development Committee could better track these commitment cards and help provide an ongoing report to the parish about the amount of pledge cards returned vs. actual pledge contributions received.

It was also noted that there is a need for communicating in the weekly bulletin about contributions received vs. the parish’s running budget.

### **Pastor’s Comments:**

Fr. Paul stressed the importance of actively listening to parishioners’ needs, concerns, passions, anxieties, and spiritual needs. He requested that each Pastoral Council Member also strive to “interview” attendees at the monthly Hospitality Sunday’s and carefully listen to them. Fr. Paul then recommended that the Council receive some additional training and

commit themselves to doing this – prior to this, he would first like to interview each Council Member. Fr. Paul especially noted that our parish “is a family and not a business.”

Council Members are also encouraged to continue to wear their nametags at Hospitality Sundays.

**Final “Whip” Around:** Comments included:

- “Good meeting”
- “Interest in *missional* work”
- “Very interesting theology reflection and reading”
- “Excited about changes”
- “Special thanks to Tom and Mike for their theology reflection work”
- “Liked increased communication about business aspects”
- “Enjoyed tonight’s enthusiasm”
- “Excited about new ideas budding”
- “Meeting schedule remained on time”
- “Very professional”
- “Development of community and social networking”
- “Thanks for everyone’s energy”
- “Welcome to the five new members”

**Closing:** Jim Krema offered a closing prayer. The meeting then ended at 9:15 p.m. Rick Peterson was thanked for providing tonight’s refreshments.

*The next scheduled meeting will be on October 7<sup>th</sup> at 7:00 p.m. in Room 8.*

*October Opening and Closing Prayer/Guided Reflection:* Tom Cordaro and Mike Prus

*October Refreshments:* Brian Churilla

**Open Action Items:**

<b>Person Assigned</b>	<b>Date of Origin</b>	<b>Item Description</b>	<b>Due Date</b>
Jim Krema, Barb Ryan	9/2/08	Discuss with Development Committee the option of a giving appeal for the weekend before Thanksgiving.	10/7/08
Jim Krema, Barb Ryan	9/2/08	Present to Finance Committee a new format for displaying Sunday collection information in the bulletin.	10/7/08
Jim Krema	9/2/08	Distribute suggested Constitution changes.	10/7/08
Fr. Paul	9/2/08	Prepare presentation to Council for gathering parishioner input at Hospitality Sundays	10/7/08

Respectfully submitted,  
Marlyn Ligner Steury  
Recording Secretary