

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**January 5, 2010**

**Members Present:** Brian Churilla, Tom Cordaro, Desmond Curran, Bob Hansen, Don Helgeson, Fr. Paul Hottinger, Terry Kerr, Kevin Lynch, Tony Mankus, Susan Murray, Nancy Rutkowski, Barb Ryan

**Members Absent:** None

**Guests Present:** Terry Wagner (Finance Committee Chairperson)

Tonight's meeting was held in Room 8, with Pastoral Council President Barbara Ryan calling the meeting to order at 7:00 p.m. Bob Hansen opened tonight's meeting with prayer and a guided reflection.

**Approval of December Minutes and Abbreviated Committee Reports/Updates:**

**The Pastoral Council approved the final draft of the minutes from 12/1/09, with Susan Murray moving and Bob Hansen seconding.**  
These will now be posted online to the Pastoral Council's web page.

**"ConstantContact" – Electronic Communication:** Barb Ryan provided an update about the parish's upcoming initial trial with the e-mail marketing solutions service, "ConstantContact." Loretta Mercadante, Religious Education Secretary, has agreed to help pilot this for the Director of High School Youth Ministry, Candy Rice, during this trial period. Jim Krema will be helping with the initial set-up.

**Development Committee – Commitment Cards:** Barb reported that only 369 commitment cards have been turned in to date, in response to the annual parish commitment card campaign begun in November 2009. There are 2,800 registered parish families, with a 12/31/09 requested turn-in deadline for their commitment cards. The Development Committee will meet again later this month.

**Catholics Come Home Campaign:** Kevin Lynch thanked the Pastoral Council members for their recent help in staffing the "Welcome" table after recent Sunday Masses. As this table will still be set up for the next few weeks, Council Members' continued help would be appreciated for this. The parish "Welcome" table and sign-in book are being used for any initial inquiries generated by the recent tri-diocesan *Catholics Come Home* evangelization initiative.

With several names now received through the "Welcome" sign-in book, the Ad Hoc "Welcome" Committee will be making follow-up phone calls within the next couple of weeks in an effort to find out what needs are being presented. A "Welcome" reception is being planned for February for these new respondents. Meanwhile, key parish staff members have also received some diocesan training for responding to any new inquiries.

**Signage Update:** Brian Churilla reported that the Administration Commission hasn't yet received the expected funding from the Men's Club for our new sign and there is also a possible discrepancy in the amount of funding that may be provided. Tom Cordaro stated that the staff is currently developing policies and procedures about this outdoor signage. He said that the staff has expressed some concerns, however, about the designated outdoor signage display area remaining empty if there were no current announcements. Brian suggested the use of a standard "default" sign or a reusable base sign designed for add-on messages, affixed with Velcro, as a way to deal with this concern. Brian added that the goal is to have outdoor signage that is large, sturdy, reasonable, and effective for communicating to the wider community.

Tony Mankus reported that, while a flat sign no larger than 20 sq. ft. is exempt from a permit requirement for a religious organization, a "v"-shaped sign requires a permit from the City of Naperville. He said that the Administration Commission will follow up with the signage project and work to address the various issues. Barb Ryan noted that the City of Naperville distinguishes between a temporary sign and a permanent sign and that there is a fee of \$38.00 for the permit.

**New Parish Center Bulletin Boards:** Fr. Paul noted that there are five new bulletin boards in the Parish Center, "to serve as an additional opportunity for parish ministry groups to encourage participation." These five new boards include: two boards for Christian Education (including All Saints Catholic Academy); one for Christian Worship; one for Christian Service; and one for Administration. The four commissions will be individually deciding how to utilize or share their bulletin board space.

Each bulletin board notice is to have an "expiration date," after which time it can be removed by the parish staff. Any particular notice should be posted for no more than one year.

**Parish Volunteer Appreciation Dinner (1/23/10):** Brian Churilla reported that plans are going well for the Parish Volunteer Appreciation Dinner on 1/23/10. While cost-cutting measures are being implemented for this event, Brian again noted that a catered buffet dinner is less expensive than an appetizer buffet. With his already having contracted for this catering with Pompei, Oakbrook Terrace, Brian reviewed plans and costs for a menu featuring three main entrées, along with two servers. Due to fire code attendance limits at 250, information about this attendance limit will be added to upcoming bulletin and Sunday registration announcements, if necessary.

Brian Churilla reported that Brian Pelz and many of the Contemporary Choir musicians are currently preparing a musical program for the Appreciation Dinner's entertainment. Mary Lou Krauss, Art and Environment Director, will be helping with decorations – while table linens will be rented, disposable dinnerware will be used. In addition, the Mens Club will donate the beverages for this event.

**FY11 Budget Process:** Terry Wagner, Finance Committee Chairperson, reviewed the parish's current financial situation, including collections and long-term financial projections. He also noted that some difficult decisions will need to be made. Terry then outlined the upcoming FY11 Budget Process. Due to the Diocese moving up its deadline to 6/1/10 (rather than 6/30/10) for parish budget submissions, the Pastoral Council will need to approve the parish FY11 budget in May 2010.

Terry emphasized that each commission needs to communicate within its group that the FY11 budget process requires completion 30 days earlier than in past years. He requested that each of the commissions begin discussing financial needs and priorities at their January meetings, in anticipation of submitting budget requests by 3/31/10. Terry also provided a monthly timeline (January-May) that the Pastoral Council and Finance Committee should follow for the FY11 budget process.

Following this, the Council took a break from 8:40-8:50 p.m.

### **Commission Reports:**

**Administration:** Tony Mankus, Administration Commission Head, had electronically submitted minutes from the 12/16/09 meeting. There were no questions posed about these.

**Christian Education (CEC):** Bob Hansen, Christian Education Commission (CEC) Representative, reported that the parish mission (January 24-26) is canceled, due to the speaker's having canceled.

**Christian Service (CSC):** Nancy Rutkowski, Christian Service Commission (CSC) Head, had electronically submitted a December 2009 report. She noted tonight that Al Gustafson will speak to the Christian Service Commission on 1/28/10.

**Christian Worship (CWC):** Don Helgeson, Christian Worship Commission (CWC) Representative, noted that this commission had not met during December.

**"Reading the Signs of the Times" -- Parish Prioritization Discussion:** Kevin Lynch led tonight's initial discussion, helping guide the Council in their discernment of God's Mission for St. Margaret Mary Parish after the parish's initial 30 years. Tonight's discernment began in light of the 2009-10 "In God We Trust" goals, which were set after "reading the signs of the times." The Council was asked to contemplate a series of prepared questions, which were designed to stimulate thoughtful discussion about the parish's mission and priorities.

The Council agreed to continue its parish prioritization discussion in a workshop format on the evening of 1/31/10. Kevin will send out an agenda about this shortly, and Barb will confirm the meeting time and meeting room.

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

- “Enjoyed prioritization – entered into this with a negative frame of mind about why we were doing this, but now see how valuable this is.”
- “Good meeting”
- “Hard issues – it’s good that we are talking about these.”
- “Good discussion”
- “The programs that we’ve talked about only represent 30% of the parish annual budget.”
- “Terry Wagner’s budget preparation information was very helpful.”
- “Thanks for everyone’s time and effort.”

**Closing:** Bob Hansen offered a closing prayer. He was also thanked for providing tonight’s refreshments. The meeting concluded at 10:05 p.m.

***The next Pastoral Council Meeting will be held on Tuesday, February 2<sup>nd</sup> in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.***

*February Prayer/Faith Sharing: Terry Kerr*  
*February Refreshments: Susan Murray*

Respectfully submitted,  
Marlyn Ligner Steury  
Recording Secretary