

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
March 2, 2010

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

Members Absent: Susan Murray

Guests Present: Rick Eckstein, Molly Fara, Ray Jeffreys

Tonight's meeting was held in Room 8, with Pastoral Council President Barbara Ryan calling the meeting to order at 7:05 p.m. Kevin Lynch opened tonight's meeting with Scripture and a guided reflection.

Barb Ryan introduced tonight's guests, including Molly Fara (Scholarship Committee), along with Rick Eckstein and Ray Jeffries (Men's Club).

Announcements and Approval of February Minutes:

The Pastoral Council approved the minutes from February 2, 2010, with Kevin Lynch approving, and Terry Kerr seconding. These will now be posted to the Pastoral Council's online web page.

Taizé Service (2/19/10): Barb Ryan noted that this Meditative Prayer Service with Music was very beautiful and well-done, under John Schlaman's musical direction. This service was part of the Lenten Friday Night Light series. Upcoming Lenten Friday Night Light offerings include: Stations of the Cross (3/5/10 and 3/12/10); the Men's Weekend Retreat (3/12-14/10); the *Threads* program (3/19/10); a Reconciliation Service (3/26/10); and the Good Friday Evening Service (4/2/10).

Hospitality Sunday (3/7/10): A sign-up sheet was passed around during tonight's meeting, so that Council Members could indicate at which hospitality time after the Sunday Masses they would be participating. Council Members are requested to wear their nametags at this. Every Council Member's goal should be to meet at least two new people per Hospitality Sunday and to help staff the Newcomers Information Table.

Diocesan Assembly (4/10/10): Barb Ryan stated that there are still three additional spots available for Council Members to attend the Diocesan Assembly, along with Nancy Rutkowski, Don Helgeson, Barb Ryan, and Fr. Paul. This biennial assembly will be held at St. Charles Borromeo Pastoral Center, Romeoville, from 9 a.m.-2:30 p.m. on 4/10/10.

"ConstantContact" – Electronic Communication: Council Members have recently received a sample e-mail communication being developed by Jim Krema for use with Youth Ministry. As part of the parish's initial trial with the e-mail marketing solutions service "ConstantContact," plans are being made to send

this out shortly, pending Jim's meeting with the Website Committee and Religious Education Secretary. Due to the upcoming retirement of Loretta Mercadante, Religious Education Secretary, however, another staff member is needed to work with this ConstantContact e-mail communication system.

Parish Pictorial Directory: Fr. Paul reminded the Council that a new parish pictorial directory will be put together in May and June.

Men's Club Report: Rick Eckstein, Men's Club President, assisted by Ray Jeffries, (Men's Club Vice-President), gave a PowerPoint® presentation to the Council about the Men's Club. Established in 1981 by Fr. Ted Weitzel and Drew Piraino, this organization provides fellowship, service, and charitable contributions, with all men in the parish being members. Rick estimated that there are currently 125 active members, with 60-70 who typically attend the monthly meetings. Rick then outlined the numerous services and items that this organization has provided for the parish during its 29 years of existence.

With the annual parish picnic being its primary fundraiser, the Men's Club then bases most of its yearly budget on the picnic's net profits. For this year, the Men's Club budget shows the following expense breakdown: 34% (fellowship); 29% (charitable contributions); 33% (parish property and plant maintenance); and 4% (service). Meanwhile, some of its current funding plans for the parish include: interior and exterior church signage; additional exterior electrical outlets, rehabilitation of the tabernacle; mulch; and a warming cabinet for the kitchen. The washer and dryer for P.A.D.S. were also recently purchased through its help. The Men's Club is also currently seeking a parishioner or parish family recipient for its upcoming "April in Parish" home or yard clean-up or fix-up service project day. Rick was then thanked for his excellent presentation, and the Men's Club was thanked for the vital role it plays in the parish and as a model organization for other parishes.

Scholarship Committee: Molly Fara, Chairperson of the Scholarship Committee, addressed the Council about the proposed budget cuts to the parish's Catholic school tuition assistance program. Molly stated that she had heard of these proposed cuts "through the grapevine" and wondered why the Council had not communicated this information to her committee. Council first pointed out that no final decision had been made regarding budget cuts. Council further noted that budget proposals had already been reported to all of the commissions, including Administration, to which her committee belongs. Molly then pointed out that the almost 50% proposed reduction in the Scholarship budget for FY11 would adversely impact SMMP's Catholic elementary school children, all of whom currently receive flat grants. She also reported that All Saints Catholic Academy (ASCA) was currently receiving reenrollments from its current families, although new student enrollment information was not yet available. ASCA hopes for increased enrollments in 2010-11, with new classrooms being added at the upper grade levels. ASCA, as a new school, does not yet have an endowment program and does not offer multi-child tuition reductions to families.

The Council responded to several of Molly's concerns, and reaffirmed its support for Catholic school education. The Council noted that SMMP, as one of the three founding parishes of ASCA, continues to demonstrate its financial commitment to the school in

the form of annual mortgage payments to the diocese for the school's building and property. Council stated that this financial commitment has been especially challenging during the economic downturn. Council pointed out that parish revenues were currently more than 50K below budget. Council stated that there were no plans for the parish to hold a second capital campaign for the school, but that it was instead implementing a debt reduction program. Council also informed Molly that it planned to shift its focus from flat grants to needs-based tuition assistance during FY11 and in the future. Council noted that funding for tuition assistance may increase if and when the parish financial situation improved. It was also noted that the parish needs to provide Religious Education for its 1,000-plus public school children and teens.

Council concluded by stating its appreciation of Molly's viewpoint, and thanked her for her presentation. PC President Barb Ryan offered to talk further with Molly about these matters at a later date.

Later in the meeting, Administration representative, Tony Mankus, pointed out that for several years, no one has represented the Scholarship Committee at Administration Commission meetings. This was noted as a possible cause for Molly's perceived lack of communication regarding the budget. There was also discussion as to why the Scholarship Committee was under Administration versus Education. It was suggested that the Scholarship Committee might fit better under the Education Commission. This matter was to be further investigated.

Signage Update: Tom Cordaro, Justice/Outreach Minister, had electronically sent the Council a draft of "Policies and Procedures for Outdoor Banner Signs" – this was developed by the parish staff. Based on tonight's discussion, Brian Churilla will send price information from two or more area vendors to Tony Mankus, Administration Commission Head, for outdoor "v"-shaped signage. Chuck Marquis will apply to the City of Naperville for a four-week outdoor signage permit and will put in for a variance at the same time. Kevin Lynch offered to help with this process.

Update on Fr. Jonathan Foster's 50th Anniversary Celebration (5/16/10): Terry Kerr reported that she is currently in the process of organizing a reception committee for SMMP's celebration of Fr. Jonathan Foster's 50th ordination anniversary. Seven out of the ten people whom Terry contacted are interested in helping to organize the reception and the purchase of a gift. The committee does still need a chairperson. Plans include a special liturgy at the 10:45 a.m. Mass on 5/16/10, with a simple reception to be held immediately afterwards. Fr. Jonathan Foster, OSF, founder of Mayslake Ministries, is a frequent weekend assistant and spiritual advisor at SMMP.

Update on Discernment Process for New At-Large Members: Desmond Curran stated that discernment process planning for two open At-Large positions on the Council is moving along well, with bulletin articles and nomination forms now appearing through Easter. The initial meeting with candidates is scheduled for 4/19/10, with the final discernment meeting on 5/25/10 – both meetings will be held at 7:00 p.m. in the Upper Room. While Desmond had already received the names of nine candidates prior to the bulletin article's publication, he expressed his hopes to still receive 3-4 times as many candidate nominations. He also has a draft prepared of the new discernment candidate booklet, based on the previous year's one.

Development Committee Update: Brian Churilla reported on the Development Committee's recent meeting, which included Jim Krema, Barb Ryan, Bill Hassett, and himself. Plans are underway to communicate information to the parish about commitment card turn-in, along with a chart showing tiered levels of giving. A letter has also been drafted for newcomers that will accompany the commitment cards being included in the newcomers' packets.

Meanwhile, the Council viewed sample graphics ideas tonight (provided to Mike Prus by our envelope printer) which may be used on the new debt reduction envelopes – these debt reduction envelopes will be included in parishioners' monthly contribution envelope mailings.

The Council decided not to include a letter about the parish's financial shortfall or an extra envelope, as part of the parish Easter mailing – rather, they recommended focusing on a positive message, and on welcoming home Catholics at Easter. A letter about the parish's financial needs, along with the necessity for parishioners to complete and turn-in commitment cards, will be forthcoming in another mailing after Easter.

Catholics Come Home Campaign Update: According to Kevin Lynch, the Welcome Reception, which was held for inquirers and parish newcomers on 2/21/10, seemed to be very well received, although not well attended. While SMMP has now completed its "Invitation" and "Welcome" stages for the diocesan *Catholics Come Home* campaign, it will begin the "Gathering" stage with six "You and the Catholic Church" seminars that will be held on Mondays at SMMP, starting on 3/8/10 in the Upper Room (7:00 p.m.). These will include the following:

- 3/8/10 - "The Roman Catholic Church – Its Structure and History" (Rich Micklinski, Facilitator)
- 3/22/10 - "The Sacraments of Initiation: Baptism, Communion, Confirmation" (Deacon Ken Miles and Nancy Rutkowski, Facilitators)
- 4/12/10 – "The Sacraments of Reconciliation, Marriage, Holy Orders, and Anointing of the Sick" (Terry and Maureen Taylor, Facilitators)
- 4/21/10 -- "Mary and the Saints" (Tom Cordaro, Facilitator)
- 5/10/10 -- "An Introduction to Morality and Virtues" (Fr. Paul Hottinger, Facilitator)
- 5/24/10 -- "Thorny Issues" (Kevin Lynch, Facilitator)

Parish Town Hall Meeting: The Council chose 5/2/10 for this year's Parish Town Hall Meeting, to be scheduled at 7:00 p.m. in the Upper Room. It was also noted that Hospitality Sunday and the Parish Ministry Fair will be held earlier on this same day. Some possible topic ideas for the Town Hall meeting include: an updated version of Rick Peterson's PowerPoint® presentation on St. Margaret Mary Parish; a report on the success of the diocesan *Catholics Come Home* Campaign; and the parish financial report and debt retirement program.

Following this, the Council took a break from 8:35-8:45 p.m.

2010-11 Parish Discernment: Due to tonight's time constraints, Tom Cordaro postponed his presentation on parish discernment until next month's meeting.

Proposed Policies and Procedures: The Council reviewed the following drafts, as prepared by Kevin Lynch: Engagement Letter; Policy on Speaker; and Policy on Signing of Contracts. As such policies would also help protect SMMP and its staff, the Council felt that it would be in good practice to have such signed policies in place for all engagements, with its being the Business Manager's responsibility to oversee their signing and filing. It is recommended that the staff also have input on these proposed policies and procedures being developed for their future use.

Fr. Paul noted that a diocesan policy already exists that requires the pastor to contact the Council when signing for anything greater than \$10,000. Desmond Curran will contact Mike Prus, Business Manager, in order to find out more about Diocesan policies/guidelines on contracts.

In addition, Fr. Paul stated that he had recently written a letter to Catholic Charities about the second apartment lease that was signed for SMMP's Daybreak Program. The Council requested a review of this agreement with Catholic Charities.

Ad Hoc Committee on Staffing: The Council discussed the formation of an Ad Hoc Committee within the next 6-8 weeks, to gather information needed for SMMP's immediate use in 2010-11. Its focus would be on parish staffing needs, to include investigation of how to best utilize existing staff and redefine roles as needed. Kevin Lynch recommended that this should ideally consist of a 5-member committee, including Fr. Paul, Mike Prus, and 1-2 additional Council Members. The Council recommended obtaining diocesan information about organizational staffing in other parishes, along with brainstorming about this with the other diocesan Cluster 4 parishes. Most notably, SMMP is in need of either a "communications" staff member or a better defined protocol for communications.

Each of the Council Members voiced their thoughts in a "whip around" format about the formation of this Ad Hoc Committee. While there was consensus about the need for this committee's formation, the Council requested a written proposal outlining this committee's purpose and objectives.

FY11 Budget Timeline: Barb Ryan reminded the Commission Heads that 3/31/10 is the budget turn-in deadline to Terry Wagner, Finance Chair.

Commission Reports:

Administration: There was no additional discussion about the Administration Commission's meeting report from 2/17/10, which was electronically sent in advance by Tony Mankus, Administration Commission Head. Council Members had also received the PowerPoint® slides used by Brian Churilla for his outdoor signage presentation to the Administration Commission.

Christian Education (CEC): Bob Hansen, CEC Representative, stated that there was no report sent, due to the CEC's not having met last month. However, the CEC will be meeting in March.

Christian Service (CSC): Nancy Rutkowski, CWC Head, had electronically sent a report on the CSC's meeting, held on 2/17/10 – its next meeting will be on 3/18/10. Transitional Housing/Daybreak will only be serving one new client as of 4/30/11, with SMMP currently having two apartment leases through 4/30/11. Fr. Paul has already written to Catholic Charities about SMMP's plans to only provide for one Daybreak apartment lease after this time. Meanwhile, the CSC has requested that a bulletin article also appear to inform parishioners about the availability of Daybreak envelopes in the Narthex, with additional designated contributions helping defray costs of this ministry for the parish. Lastly, Nancy noted that the Sunday Nursery will continue to be open year-round, with the nursery assistant having already submitted a reduced budget request for this.

Christian Worship (CWC): Don Helgeson, CWC Representative, had electronically sent a report on the CWC's meeting, held on 2/23/10, along with a Needs List for Holy Week. Don confirmed that the Naperville Men's Glee Club will be performing a concert at SMMP on 12/4/10 at 7:30 p.m., with the Men's Glee Club handling tickets and promotion.

Final "Whip" Around: Comments included:

- Glad with the overall meeting.
- Pleased with the idea about the new Ad Hoc Committee
- Long meeting tonight – glad that it's over!
- Good meeting.

Closing: Kevin Lynch offered a closing prayer. He was also thanked for providing tonight's refreshments. The meeting then concluded at 9:55 p.m.

The next Pastoral Council Meeting will be held on Tuesday, April 6th in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.

April Prayer/Faith Sharing: Desmond Curran

April Refreshments: Desmond Curran

Respectfully submitted,
Marlyn Ligner Steury
Recording Secretary