

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**April 6, 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:** None

**Guests Present:** Terry Wagner

Tonight's meeting was held in Room 8, with Pastoral Council President Barbara Ryan calling the meeting to order at 7:03 p.m. Desmond Curran opened tonight's meeting with Scripture and a guided reflection.

Barb Ryan first requested that the Council acknowledge the official resignation of Susan Murray, At-Large Council Member, effective immediately. The Council seeks to fill this vacancy with a third new At-Large Council Member for a full two-year term, as part of the new member discernment process that is now underway.

**Announcements and Approval of March Minutes:**

**The Pastoral Council approved the minutes from March 2, 2010, with Nancy Rutkowski moving and Bob Hansen seconding.** These will now be posted to the Pastoral Council's online web page.

**4/10/10 – Diocesan Assembly (St. Charles Borromeo Pastoral Center, Romeoville – 9 a.m.-2:30 p.m.):** The focus of this biennial assembly will be on "Eucharist the Center of Our Faith." SMMP Council attendees will include Barb Ryan, Nancy Rutkowski, and Don Helgeson, along with Fr. Paul.

**4/21/10 - Celebration of the Catholic Mass and an Explanation (7 p.m., SMMP):** While Fr. Paul will celebrate this Mass, Fr. John Cusick will explain the meaning of the series of rituals and symbols included in this. Fr. Cusick is the Director of the Young Adult Ministry Office for the Archdiocese of Chicago.

**4/24/10 – "Cuisine for a Cause" - Naperville CARES Fundraiser (7-10 p.m., Tellabs Atrium):** Tom Cordaro, SMMP Justice/Outreach Minister and current Board President of Naperville CARES, invited Council Members to participate in this upcoming fundraiser. He suggested that SMMP attendees list "St. Margaret Mary" as the group name for their reservations in order to be seated together at this upcoming event. Naperville CARES helps residents in severe economic need by providing money, cars, or other assistance to give them hope during their personal crisis.

**5/2/10 – Retirement Celebration for Loretta Mercadante (Hospitality Sunday):** Loretta Mercadante, retiring Religious Education Secretary, will be honored for her many years of service to SMMP, at Hospitality Sunday following the Sunday Masses on May 2<sup>nd</sup>..

**5/2/10 – Parish Town Hall Meeting (7 p.m.):** Topics for the agenda will be finalized later during tonight's meeting.

**5/6/10 – Cluster 4 Meeting (7-8 p.m., SSPP Ministry Center, Naperville):**

The upcoming meeting agenda for Cluster 4, comprised of seven area parishes, will focus on the parish and its relationship to a parish school. The cluster representatives are seeking input from parishes with their own schools, especially those who support and feed into another school (i.e., All Saints Catholics Academy). SMMP should plan to send at least one representative to the Cluster 4 meeting, with an attendance response needed about this within one week. Barb Ryan will forward additional information in advance.

While the parish clusters have no decision-making power, parish information, along with best practice ideas and parish challenges, can then be conveyed to the bishop by the cluster representatives. Meanwhile, it was also noted that Stephanie McElligott, Cluster 4 Representative to the Diocesan Pastoral Council, announced her resignation. Stephanie had made a presentation to the Pastoral Council about Cluster 4 and the Diocesan Pastoral Council at its 9/1/09 meeting.

**6/8/10 – SCARCE Assessment and Green Audit:** SCARCE (School and Community Assistance for Recycling and Composting Education) will meet with SMMP staff and pastor to begin the parish's green audit process. SCARCE, a non-profit organization funded through DuPage County, will conduct this free audit, tailored to the needs of the parish, along with suggested follow-up. Barb Fair presented to the Council about SCARCE and provided information about green assessments and audits, at the 2/2/10 meeting.

**Signage Update:** Tony Mankus, Administration Commission Head, reported that Chuck Marquis has received confirmation from the City of Naperville about a religious waiver for outdoor signage not exceeding 20 square feet and 5 feet in height. This waiver would also apply to "v"-shaped signage. Tony also stated that two vendors have now been contacted.

While both the Council and parish staff felt that this 20-square foot outdoor signage would ultimately be too small for the parish's long-term needs, they expressed interest in proceeding ahead as soon as possible to obtain and erect this smaller-sized signage. However, they both expressed strong interest in initially erecting larger support fencing in anticipation of future larger signage, which will still require a lengthy city permit application process.

**ConstantContact – Electronic Communication Update:** Barb Ryan reported delays in the initial free trial use of the ConstantContact e-mail marketing solutions service, due to the retirement of the intended staff "point person" (Loretta Mercadante). While Jim Krema is ready to begin the initial set-up and training, a new staff member and targeted parish sub-set, e.g. Music Ministry or High School Youth Ministry, need to be identified for the initial ConstantContact trial runs. Tom Cordaro will communicate these needs to parish staff, with the possibility that the new Religious Education Secretary could be trained as the ConstantContact "point person."

Tom noted that the parish office has now received 12 resumes for the Religious Education Secretary position, with hopes that a decision about candidates can be made within the next couple of weeks.

**5/16/10 - Fr. Jonathan Foster's 50<sup>th</sup> Anniversary Mass and Celebration Update:**

Barb Ryan reported that Mary Oliphant will be coordinating the special liturgy for the 10:45 a.m. Mass on May 16<sup>th</sup>. Neil Gorman is chairing the committee for the parish reception celebration, which will follow the 10:45 a.m. Mass. An insert in the parish bulletin recently appeared about this Mass and celebration, and a basket is available in the back of the church for donations toward the May 16th celebration and a parish gift for Fr. Jonathan. Fr. Jonathan Foster, OSF, founder of Mayslake Ministries, is a frequent weekend assistant and spiritual advisor at SMMP.

**6/12/10 – Contemporary Choir Summer Outdoor Concert (6 p.m.):** Plans are now underway for an outdoor summer evening concert (weather permitting) on parish property, featuring some of the Contemporary Choir members – Joe Ferrari is coordinating this. This concert would immediately follow the 5 p.m. Saturday Mass, with concert attendees furnishing their own dinners, beverages, and seating. With the concert possibly lasting for 2 ½ hours, free-will offerings would then be accepted (with the intended charity to still be identified). It was also noted that an amplifier permit is needed from the City of Naperville and that there are no plans for moving this concert indoors in the event of inclement weather.

**Update on Discernment Process for New At-Large Council Members:** Desmond Curran provided an update on the ongoing discernment process for three new At-Large Council Members. He stated that he has now initially spoken to or left voice messages with the eleven nominees/candidates, although he would still like to receive some additional nominations shortly. The initial evening meeting with candidates is scheduled for 4/19/10, and the final discernment meeting is on 5/25/10.

The Council noted the importance of candidates' willingness to serve and represent the parish with "an open mind and open heart," exhibit good decision-making skills, and have enough available time to fully participate throughout the full three-year term. It was also noted that individuals who are highly interested in offering their expertise and keen interests in certain specialty areas might be better guided toward serving on specific parish commissions rather than on the Council.

**Development/Finance Committee Update:** Barb Ryan reported that Terry Wagner and Kevin Madden had received good and divergent feedback from parishioners after their Finance Talk at the Masses on March 19<sup>th</sup> and 20<sup>th</sup>. Barb also provided a hardcopy summary at tonight's meeting about this feedback and recommended that the feedback be discussed at the May meeting.

Barb also noted that the parish 6-month interim financial report (July 2009-December 2009) was recently included in the church bulletin as a special insert, along with a separate summary page update on the parish commitment card appeal.

**Catholics Come Home Campaign Update:** According to Kevin Lynch, the first two evening “You and the Catholic Church” seminar sessions have gone well so far, being well organized and having good attendance. The remaining four seminars, scheduled on Monday’s at 7:00 p.m. in the Upper Room, include the following:

- 4/12/10 – “An Introduction to Morality and Virtues” (Fr. Paul Hottinger, Facilitator)
- 4/26/10 – “Mary and the Saints” (Tom Cordaro, Facilitator)
- 5/10/10 – “The Sacraments of Reconciliation, Marriage, Holy Orders, and Anointing of the Sick” (Terry and Maureen Taylor, Facilitators)
- 5/24/10 – “Thorny Issues” (Kevin Lynch, Facilitator)

Kevin also noted that the Newcomers Committee might again use some of the same *Catholics Come Home* “Welcome” format and materials at a later date.

**Parish Discernment for 2010-11:** Tom Cordaro reported that the parish staff expressed satisfaction with the discerned 2009-10 parish theme, “In God We Trust,” having then planned and implemented all of its programs around this. In its continued prayerful discernment, the staff recommends a parish theme for 2010-11 in an effort to help further deepen commitment about the world we live in and our call to serve God, moving beyond individuals’ personal commitment toward a greater sense of missional theology and missional church.

“Initiated by Bishop Peter Sartain, the Year of the Eucharist begins this month across the Diocese of Joliet, culminating in a Eucharistic Congress in June 2011” (*Christ Is Our Hope*, Apr. 2010). Based on this, SMMP’s staff is currently in the process of prayerfully discerning a parish theme for 2010-11, which also correlates with the diocesan theme.

Tom also requested feedback about the small faith-sharing groups, with plans to offer these again in fall 2010 – he encouraged Council Members to attend and participate in these groups. Nancy Rutkowski also recommended Dr. Mary Amore, Mayslake Ministries, as a possible parish mission presenter for SMMP in the coming year – Nancy will contact Sr. Madelyn about this possible speaker.

Following this, the Council took a break from 8:00-8:10 p.m.

**Proposed Policies and Procedures:** While the Council had previously reviewed drafts of the following proposed documents at last month’s meeting, Tom Cordaro provided an update from the staff about these: Engagement Letter; Policy on Speaker; and Policy on Signing Contracts. The staff noted that use of the Engagement Letter and Policy on Speaker would be particularly burdensome for use with most of its speakers because numerous non-compensated peer and adult leader speakers are engaged for teen retreats each year. In addition, up to 40 different Adult Education program speakers are engaged during a single calendar year. The Council then recommended having Kevin Lynch and Desmond Curran meet with some of the parish staff to help develop simpler but important protocol lists to be followed (with less “legalese”) for most speaker

engagements. It was also noted that e-mail correspondence does not necessarily serve as a valid contract.

The Council and Fr. Paul expressed preliminary approval of the Policy on Signing Contracts, suggesting that any Staff Member, Council Member, or Commission Member would need to obtain approval from the Pastor or Business Manager for any agreement or contract obligating the parish to a certain dollar amount. This amount is still being discussed.

Due to the lack of written records on file about SMMP's agreement with Catholic Charities Daybreak Transitional Housing lease renewals and agreements, the Council acknowledged that it is imperative to obtain and file written agreements about these. Long-standing verbal agreements are deemed inadequate. Desmond Curran will follow-up on this matter.

**Ad Hoc Committee on Staffing:** Continuing its discussion from last month about staffing, the Council recommended formation of a 5 to 7-person committee to focus on parish staff needs, investigate how to best utilize existing staff, and redefine roles as needed – the findings and recommendations of the committee will be communicated to the Council in a written report before Council's September meeting. It is recommended that the committee conduct sit-down interviews with staff to learn about all that each person does beyond what is in his/her actual written job description. Brian Churilla also suggested that, prior to these interviews, staff write out their own job descriptions. The committee was then formed, and its members include Father Paul, Mike Prus, Don Helgeson, Barb Ryan, a Finance Committee member, and Kevin Lynch (chair).

**2010/11 Budget:** Terry Wagner thanked the Council for inviting Kevin Madden and him to speak about parish finances at the March 20/21 Masses. He also thanked the Council and Commissions for their help in meeting goals in the 2010/11 budget preparation. Terry then reviewed this preliminary budget, needed for Council approval at the May meeting.

**Scholarship Committee Update:** In continuation of its discussion from last month, the Council noted that 2010/11 will be an "interim year," as SMMP shifts its focus from providing flat grants to needs-based tuition assistance during FY11 and in the future for its parish families with children attending Catholic elementary schools. It was also noted that not every SMMP family with children attending Catholic elementary school has applied for tuition flat grants. The Council also reviewed the tuition difference between St. Joan of Arc School (which offers a multi-child tuition reduction to families) and All Saints Catholic Academy (which does not offer this reduced tuition) – current data show that only 11 students from SMMP will be attending SJA on a "legacy" basis for 2010-11. Meanwhile, Barb Ryan and Fr. Paul are currently drafting a letter about this to the parish's Catholic elementary school families.

The Council concurred that it needs to receive a current roster of SMMP's Scholarship Committee members. Council will also request that the Scholarship Committee send a representative to Administration Commission meetings. The Scholarship Commission will also need to remain in contact with the Council about distribution of scholarship funds. Preventative measures will also need to be taken so that no conflict of interest

issues arise as Scholarship Committee members determine needs-based tuition assistance for requesting parish families.

**5/2/10 – Parish Town Hall Meeting:** The list of topics to be discussed at the upcoming Parish Town Hall Meeting include the following:

- Parish financial situation
- *Catholics Come Home* Campaign success
- Increased communication efforts (signage, ConstantContact)
- Summer Outdoor Choir Concert
- New parish theme for 2010-11
- Parish celebrations for Fr. Jonathan Foster's 50<sup>th</sup> ordination anniversary and Loretta Mercadante's retirement
- SCARCE green assessment and audit
- PADS (Public Action to Deliver Shelter) update

Barb Ryan requested that Council Members electronically submit any additional topic ideas to her shortly for the Parish Town Meeting. She will then be sending out an agenda for this meeting shortly. All Council Members are encouraged to attend the Parish Town Hall Meeting.

**Commission Reports:** Due to tonight's meeting length, Council Members were asked if there were any questions or items warranting further discussion about Commission reports, which were recently sent in advance. Nothing was posed about the following:

**Administration:** 3/17/10 meeting report (submitted by Tony Mankus, Administration Head)

**Christian Education (CEC):** March 2010 meeting report (submitted by Bob Hansen, CEC Representative)

**Christian Service (CSC):** March 2010 committee summary (submitted by Nancy Rutkowski, CSC Head)

**Christian Worship (CWC):** While no recent meeting was held since late February, much Commission activity was noted for Holy Week and Easter.

**Final "Whip" Around:** Comments included:

- "Good meeting"
- "Thanks to Kevin for stepping up to the challenge."
- "Amazing that all can listen to each other."

**Closing:** Desmond Curran offered a closing prayer. He was also thanked for providing tonight's refreshments. The meeting then concluded at 10:10 p.m.

***The next Pastoral Council Meeting will be held on Tuesday, May 4<sup>th</sup> in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.***

*May Prayer/Faith Sharing: Nancy Rutkowski*  
*May Refreshments: Nancy Rutkowski*

Respectfully submitted,  
Marlyn Ligner Steury  
Recording Secretary