

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
May 4, 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: Anne- Marie Cronin, Steve Griffin, Julie Lomax, John Rhoads, Sue Schroeder, Steve Schroeder

Tonight's meeting was held in the COR Center, with Pastoral Council President Barbara Ryan calling the meeting to order at 7:05 p.m. Nancy Rutkowski opened tonight's meeting with prayer, focusing on our new parish theme for 2010-11, "Bread for the Wilderness."

Barb Ryan then welcomed tonight's guests, who attended the Pastoral Council meeting as part of the discernment process to fill three At-Large Member positions. Barb then requested that these guests quietly observe tonight's meeting, with their not being allowed to speak or vote at it.

Announcements and Approval of April Minutes:

The Pastoral Council approved the minutes from April 6, 2010, to also include the word "necessarily" added to the first sentence on p. 5 (as in "It was also noted that e-mail correspondence does not necessarily serve as a valid contract").

Kevin Lynch moved, and Terry Kerr seconded this. These corrected minutes will now be posted to the Pastoral Council's online web page.

5/2/10 – Parish Town Hall Meeting Feedback: Barb thanked all of the Council Members for their attendance and participation at Sunday night's Parish Town Hall Meeting. Parishioner feedback that was received at this meeting centered on increased communication needed for the following:

- Direct requests for increased financial contributions, to help offset budget shortfalls and reduce parish debt, including targeted collections
- Overall parish budget cuts made in multiple areas and ministries (these cuts not focusing on only a few specific areas or ministries)
- Reasons for the new monthly parish debt reduction envelopes, recently added to the mailed offertory envelope packets
- Need to publicize the charitable causes that we support, both through the Charitable Contributions Committee and through other programs (i.e. PADS and Giving Tree)

Barb noted that the Council had previously decided to not include a letter about the parish's current financial situation with the Easter mailing – rather, she and

Fr. Paul are in the process of drafting this letter to be mailed later this month. She also stated that an article will appear in next week's bulletin with more information about the new monthly "debt reduction" envelopes, created to help defray the parish's mortgage debt on All Saints Catholic Academy.

5/6/10 – Cluster 4 Meeting (7-8:30 p.m., SSPP Ministry Center): The upcoming meeting for Cluster 4, comprised of Pastoral Council representatives from seven area parishes, will focus on the parish and its relationship to a parish school. Barb Ryan, Desmond Curran, Tony Mankus, and Bob Hansen will represent SMMP at the meeting.

5/22/10 – Healing Mass (7 p.m., SMMP)

5/25/10 – Discernment Evening for SMMP At-Large Candidates: This will be the final night of the discernment process needed to fill three At-Large Member positions on the Pastoral Council. The newly discerned At-Large Members will attend the next Pastoral Council Meeting (6/1/10).

6/8/10 – SCARCE Assessment and Green Audit: SCARCE (School and Community Assistance for Recycling and Composting Education) will meet with SMMP's staff and pastor to begin the parish's green audit process. SCARCE, a non-profit organization partially funded through DuPage County, will conduct this free audit, tailored to the needs of the parish, and provide suggested follow-up.

Signage Update: The Pastoral Council gave its approval for the Administration Commission to start the process of procuring 5'x8' support fencing on which to hang outdoor banner signage. In accordance with a religious exemption from the City of Naperville, SMMP will initially hang banners which do not exceed 20 square feet and 4 feet in height on this fencing.

The Council also gave its approval for the Administration to Commission to apply for a variance with the City of Naperville as soon as possible in order to hang larger outdoor banners (up to 5'x8') on this support fencing. Kevin Lynch estimated that this permit application process might take approximately three months.

ConstantContact -- Electronic Communication Update: Tom Cordaro reported that the initial free trial use of the ConstantContact e-mail marketing solutions service will target communication and will be piloted by Candy Rice and the high school youth ministry. Jim Krema will be contacted to now begin the initial set-up and train a designated staff "point person" for this trial period.

5/16/10 -- Fr. Jonathan Foster's 50th Anniversary Mass and Celebration Update: Mary Oliphant is coordinating the special liturgy at the 10:45 a.m. Mass on May 16th, and Neil Gorman is chairing the parish reception committee. Barb reported that the reception committee will apply some of the contributions that were initially received toward the reception's refreshments, while using the remaining contributions toward Fr. Jonathan's gift. 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.): While Joe Ferrari is credited with the original inception of this summer evening outdoor concert, Brian Pelz, Contemporary Choir Director, will now coordinate this concert (6/12/10, starting at 6:00 p.m.). It will utilize the parish property's eastern hill, with concert-goers providing their own food, beverages, and seating. The concert will feature some of the Contemporary Choir members and musicians, and free-will offerings will be accepted to benefit SMMP's Charitable Contributions Committee ministry work. In the event of inclement weather, there now are current plans to move the concert inside to the Upper Room. Brian Pelz has also expressed an interest in having this concert immediately follow an outdoor Mass (5:00 p.m.).

Update on Discernment Process for New At-Large Council Members:

Desmond Curran reported that the candidates' initial evening meeting (4/27/10) was well attended, with six of the ten discernment candidates observing tonight's Council meeting. Desmond also noted that all candidates will be submitting statements and pictures by 5/7/10 for inclusion in the 5/17-18 parish bulletin. The final discernment evening will be on 5/25/10 for the three open At-Large Council positions.

Catholics Come Home Campaign Update: Kevin Lynch provided updates on the evening "You and the Catholic Church" seminar sessions, with four of these six sessions now completed – in addition, these seminars have all been video recorded. He noted that the recent seminar on "Mary and the Saints" (session held on 4/26/10) had an excellent attendance, with 24 non-staff attendees. The two remaining sessions include:

- 5/10/10 (7-8:15 p.m.) – "The Sacraments as Sacred Signs: Reconciliation, Marriage, Holy Orders, and Anointing of the Sick" (Maureen Sullivan Taylor and Deacon Terry Taylor, Facilitators)
- 5/24/10 (7-8:15 p.m.) – "Thorny Issues in the Catholic Church" (Kevin Lynch, Facilitator)

Kevin shared plans for SMMP to also reinstate some components of its *Catholics Come Home* campaign again after Thanksgiving 2010. These include having a "Welcome" table near the main church entrance, along with a "Welcome" dinner.

Ad Hoc Committee on Staffing: According to Don Helgeson, Joe Ferrari recommended that the Ad Hoc Committee on Staffing contact Jane Halpert, Ph.D., Director of the Industrial/Organizational Psychology Program at DePaul University, to conduct a free third-party analysis of SMMP's staffing as a class field case study project. Dr. Halpert's previous classes have performed similar organizational analyses before, including having worked with the Episcopal Diocese of Chicago. As this class work would be done during the fall semester, the anticipated report would probably not be available to the Pastoral Council until mid-November.

The Ad Hoc Committee now needs to verify and commit to this parish staffing analysis project with Dr. Halpert and her class shortly, due to the advance planning work needed during the summer for this fall semester class field work project. The class would initially

conduct staff interviews sometime during their first 4-6 weeks of class – additional information is still needed about how much parish staff time would be needed for these surveys and interviews, though. Meanwhile, the professor would also need to receive parish staff members' job descriptions in advance from Mike Prus, Business Manager. This staffing analysis will hopefully provide information about current parish staffing needs, investigate how to best utilize existing staff, and redefine roles as needed. The Council noted that parish staff members already do numerous other tasks beyond their current job descriptions.

Dr. Halpert has already expressed interest in speaking with Council at the 6/1/10 meeting about this staffing analysis project. Kevin Lynch will check into this.

Policies and Procedures Update: Barb Ryan and Kevin Lynch recently met with Sr. Madelyn and Mike Prus for their input about establishing a written policy for signing contracts over a certain dollar amount. Barb also noted that this is still under discussion with staff. Barb noted that Terry Wagner, Finance Committee Chair, will propose to the Finance Committee that further work on the development of this contract policy be done by Finance. The Finance Committee recently completed an internal audit and will be able to utilize the audit information in the drafting of a contract policy. The Council would then need to approve any such policy.

The Council emphasized the importance of having a more standardized set of procedures and recordkeeping, along with knowledge about where such information is stored. It was noted that ongoing dialogue and input between Staff and Council need to continue about further developing and utilizing these policies, procedures, and protocols.

Report on Catholic Elementary School Parent Meeting (4/25/10): Fr. Paul, Barb Ryan, Mike Prus, and representatives from the Pastoral Council and Finance Committee, met on the evening on 4/26/10 with Catholic elementary school parents, who had concerns and questions about the proposed budget cuts to Catholic school tuition assistance. Prior to this meeting, the families had received a letter, drafted by Fr. Paul and Barb Ryan, with reasons for these budget cuts (which were also made to numerous parish programs) due to the current economic climate. While 2010/11 will be an "interim year," SMMP will shift its focus from providing flat grants to needs-based tuition assistance during FY11.

The Council stressed the importance of the Scholarship Committee's maintaining good communication with both the Council and Administration Commission, including clarification of what is "needs based." Meanwhile, Fr. Paul noted that the Scholarship Committee will announce its Committee Head in June, along with its representative to the Administrative Commission. The Council then plans to invite the Scholarship Committee Head and other members of the Scholarship Committee to attend either the September or October Pastoral Council Meeting.

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

2010/11 Budget Approval: Although Terry Wagner, Finance Committee Chair, was not in attendance at tonight's meeting, he provided an updated copy of the Budget Summary, containing the March 2010 "actuals." Each Council Member then individually voiced his/her vote to accept or reject the 2010/11 Budget at tonight's meeting. **The Council unanimously approved the 2010/11 Budget .**

Council/Staff Workshop Day (8/21/10 – 9 a.m.-3 p.m.): The Council generated ideas for topics and goals for this workshop day. There was also much interest in having Jane Halpert, Ph.D., from DePaul University, review the process that her class would be using to assess current and future parish staffing needs. Tom Cordaro will be helping plan the agenda for this workshop day, and he requested that Council Members send any additional topic ideas to him via e-mail.

2011 Parish Volunteer Appreciation Night: The Council selected 1/22/11 (Saturday) night for this event.

Fundraising Committee: Discussion took place about forming a new Fundraising Committee, separate from the existing Development Committee. While it was recommended that this new committee should only undertake several fundraising projects or events per year, it could then focus on helping fund a specific project, ministry, or other parish need. Brian Churilla will write a parish bulletin article seeking volunteers who might be interested in helping form this new committee.

New Guidelines/Procedures for Charitable Contributions Committee: A question was posed as to whether the budget for Charitable Contributions should be reviewed mid-year (or more often) to evaluate whether actual collections are meeting the budget forecast. In this way, if collections are significantly down, adjustments can be made with regard to Charitable Contributions. Barb has already asked Terry Wagner to present this issue to the Finance Committee to see if it is desirable and/or possible from an accounting perspective.

Commission/Committee Contact Lists: Due to frequent turnover in committee chairmanships, Barb requested that a protocol be established for each parish commission and committee to update its list of chairs, along with e-mail contact information, every September.

Parish Pictorial Directory: Fr. Paul made a "final call" for all parishioners to make their portrait appointments for the directory.

Commission Reports:

Administration: Tony Mankus, Administration Head, answered further questions based on minutes from the 4/27/10 commission meeting (distributed by e-mail). He explained that the proposed "stage lighting" concept above the altar would use fewer lighting fixtures but provide brighter LED illumination. Meanwhile, he confirmed that the sacristy leak has still not been fixed, although it should probably be a simple repair now that the weather has improved. Tony also

reviewed procedures used by the Administration Commission in selecting contractors for work to be performed, including securing bids from two or three contractors and possibly obtaining opinions from independent and impartial experts for larger jobs. Fr. Paul noted that larger repair and replacement contractual expenses need to be approved by the Pastoral Council.

Christian Education (CEC): No commission meeting held in April. No report.

Christian Service (CSC): There were no questions posed to Nancy Rutkowski, CSC Chair, about the April report, summarizing activities of the various CSC committees (report sent in advance by e-mail).

Christian Worship (CWC): No commission meeting held in April. No report.

Final “Whip” Around: Comments included:

- “Thanks for listening – a productive meeting.”
- “Thanks to Barb for taking the ‘hot seat’ at the recent Town Hall Meeting and Catholic School Meeting – thanks to Kevin for his support.”
- Thanks to all the guests here tonight.”
- “Good meeting...and good pie.”
- “We will continue to work through these more difficult times.”
- “Thanks to Barb for having worked so hard on several issues recently.”
- “There’s been a lot accomplished.”

Closing: Nancy Rutkowski led the Council in a closing prayer. She was then also thanked for providing tonight’s refreshments. The meeting concluded at 9:35 p.m.

The next Pastoral Council Meeting will be held on Tuesday, June 1st in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.

June Prayer/Faith Sharing: Barbara Ryan

June Refreshments: Barbara Ryan

Respectfully submitted,
Marlyn Ligner Steury
Recording Secretary