

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
January 4, 2011

Members Present: Bob Hansen, Tom Cordaro, Anne-Marie Cronin, Desmond Curran, Dan Dulik, Fr. Paul Hottinger, Kevin M. Lynch, Nancy Rutkowski, Steve Schroeder, Susan Schroeder, Terry Wagner

Members Absent: Brian Churilla

Guest Presenter: Theresa Hawley (Scholarship Committee)

Pastoral Council President Kevin M. Lynch called the meeting to order at 7:05 p.m., with the meeting held in Room 8. Susan Schroeder opened with a reading and then led prayer, focusing on "Seeing with the Eyes of the Spirit."

ANNOUNCEMENTS AND APPROVAL OF DECEMBER 2010 MINUTES:

The Pastoral Council amended and approved the minutes from December 7, 2010, with Terry Wagner moving and Dan Dulik seconding. These minutes will now be posted to the Pastoral Council's online web page.

Upcoming Diocesan Workshop Dates on Liturgy Changes: Nancy Rutkowski, CWC Representative, provided hardcopies of the Diocese of Joliet's Program for the Implementation of the Third Edition of the Roman Missal. Included in this schedule for March through May 2011 are specific institutes for the following: priests; deacons and parish professional staff; parish music directors; diocesan youth ministers; diocesan young adult ministry gathering; and liturgical/catechetical volunteers and teachers. The Youth Ministry Office will offer a workshop for volunteer youth ministers, and the Catholic Schools Office will provide Catholic school teachers with information and materials about the new translation for use with their students in the fall.

It was noted that registration sign-up should be done through the Diocese, with the Council noting that this institute and workshop information should be shared with the parish commissions, in order to involve SMMP's leadership within all different categories in these upcoming updates. Nancy will also share this information with the CWC and especially with the Liturgy Committee. It was felt that the choirs' using the new Creed shortly would help provide a good introduction to this for the parish, with subsequent bulletin announcements about these changes and workshops appearing periodically. The Council also agreed that a parish workshop on upcoming liturgy changes, e.g. as presented by Fr. Julian or Sr. Sharon, would be optimally scheduled in September 2011.

Parish Pictorial Directory: Copies of the new parish pictorial directory, including some extra copies for those parishioners who did not have their picture taken, are still available free for pick-up in the parish office.

Hospitality Sunday (1/09/11): Although this upcoming Hospitality Sunday was not included on the parish calendar, Kevin requested that Council Members continue to provide representation after all of the Sunday Masses for this. Council Members should wear their nametags (located in the top left black mailbox along the east parish center wall) and try to meet two new people respectively in hospitality.

Parish Mission (1/16-1/18/11 – 7:30-9:00 p.m.): The Parish Mission *Treasures of the Heart: Fanning the Flame of Love*, presented by Fr. Michael Sparough, SJ, will be held on 1/16-1/18/11, starting at 7:30 each evening and followed by a reception. On each of these evenings, parishioner volunteers will assist in dramatizing the gospel.

Ten parishioners will be invited to be “Ritual Ministers” each evening, assisting in giving members of the congregation a short blessing. These Ritual Ministers should arrive earlier at Church by 7:00 p.m. and see Sr. Madelyn for instructions. Sr. Madelyn had requested that any Council Members interested in being a Ritual Minister on any one of the three Parish Mission evenings should sign up tonight for this.

UPDATES:

“Operation W.R.A.P.” (12/13/10): Kevin reported that over 200 jr. high school students participated in wrapping toys on 12/13/10, which were received from parish donors. These toys were distributed to children living in shelters, hospitals, and foster care programs. Sgt. Taylor seemed very pleased with the continued success of this toy collection program through SMMP.

2011/12 Budget Process: Terry Wagner, Finance Committee Head, provided hardcopies of SMMP’s Profit and Loss Report as of October 31, 2010, showing year to date data. While special debt reduction contributions do not appear on this, he noted that these are directly deposited into the parish debt fund. Terry stated that the parish is doing well in staying very close to the current budget. He also noted that the Finance Committee will be making long-term budget estimates for the next five year-period shortly.

The 2011/12 budget preparation process will again be “accelerated” by one month, requiring a January start (rather than a February one), as the budget is due for the Diocese on 6/01/2011. Terry then reviewed the 2011/12 budget preparation process per month (January-May). He noted the following activities needing completion in January:

- the Finance Committee will update the parish’s estimated long-term financial model for the next 5-year period
- the Commissions will begin discussing financial needs and priorities and for the coming fiscal year
- the Diocese will provide remaining information pertinent to budgeting, such as health and liability insurance, diocesan assessment, and salary guidelines.

Terry requested that a longer time (30-40 minutes) be planned within next month's Council meeting agenda for the Council to complete its review of pastoral focus and its impact on the parish's financial picture. From this, the Council can then set budget guidelines for the Commissions.

Fr. Paul reported that the Parish Staff received an end-of-year bonus, based on annual collections received – the Council had previously agreed to this. It was noted that there were no salary increases otherwise included in the 2010/11 budget.

Scholarship Committee: Theresa Hawley, Administration Commission Scholarship Committee Representative, gave a presentation about the financial assistance currently being provided to SMMP families who request this for sons/daughters attending All Saints Catholic Academy (ASCA) and for those still grandfathered in at St. Joan of Arc School (SJA). According to Theresa, there currently are approximately 78 SMMP students attending ASCA, 8 at SJA, and none at SS Peter and Paul (SSPP). Of these, 11 children received "needs-based" assistance (ranging from \$1,600-3,900 per student), and 47 children received "flat grants" (\$500 per student) from SMMP's Scholarship Committee in 2009-10. In accordance with diocesan policy, no grants are provided to parochial school kindergarteners.

As the first regional school within the Diocese of Joliet, ASCA was designed as a "cost to educate model" rather than as a flat subsidy educational model for its multi-parish students. Its annual tuition and fees next year will be approximately \$6,000 per student, with no reduced rate offered to families with multi-child attendees. On the other hand, Theresa noted that SS Peter and Paul (SSPP) and SJA provide significantly reduced tuition and fees for its parishioner families with multi-child attendees, along with offering lower tuition but with significantly larger average class size. Meanwhile, current demographics show that the number of SMMP's school-aged children is decreasing as the parish "ages," while parochial tuition increases.

During 2010-2011, SMMP has provided a "flat grant" subsidy (each at \$500) for 47 children of its parishioner families who have requested this, along with 11 children of its parishioner families requesting "needs-based" assistance (ranging from \$1,600-3,900 per child). The Scholarship Committee currently bases its needs-based tuition assistance decisions upon data anonymously furnished through the FACTS program, which calculates numerous variables with cost-of-living factors. Families seeking needs-based financial aid for Catholic school tuition apply directly to FACTS, with this same "blind" data then being available to the Diocese, parishes, and Catholic institutions for their needs-based financial assistance decisions. According to Theresa, SMMP's six-member Scholarship Committee makes some difficult and complex needs-based scholarship decisions, using information furnished through the FACTS data.

Kevin requested that the Council receive additional data from the Diocese, especially about how SMMP's "sister" parishes are handling financial assistance for their respective children attending ASCA. In addition, the Pastoral Council awaits receipt of a policy proposal from the Scholarship Committee for its 2011-12 scholarship decisions.

Prior to her departure, the Council thanked Theresa for her presentation. Following this, the Council took a break from 8:10-8:20 p.m., with refreshments provided by Susan Schroeder.

Parishioner “Active Listening” Interviews: Desmond Curran, Council Vice-President, reported that the Council’s interview process with parishioners is going well, with many Council Members having completed their assigned two interviews. He estimated that he has now received one-third to one-half of the qualitative interview reports about these (without identifying interviewee information). Kevin requested that the Council finish their remaining interviews within one week, with their submitting summary reports to Desmond by 1/27/11. Meanwhile, Tom Cordaro will receive the Staff’s parishioner “active listening” summary reports. The combined interview reports from Council and Staff will then be circulated among all Council and Staff interviewers prior to the 1/29/11 Council Workshop Day.

Fr. Paul reminded the interviewers to “talk about life – not about parish.”

Catholics Com Home (CCH) “Welcome” Campaign: According to Kevin, the CCH Committee has recently met, with two more Sunday’s planned for a staffed “welcome” table inside the church’s main entrance. A “welcome” reception is currently planned on 1/30/11 for recent parish newcomers and CCH inquirers. Kevin noted that the committee is still working on details for the presentation at this reception, with all Council Members also welcome to attend. Prior to the “Life in the Spirit” Program planned in May, there will probably again be 5-6 “You and the Catholic Church” seminars, presented every other Monday night.

Ad Hoc Staffing Review Committee: This Ad Hoc Committee has recently met, following numerous scheduling difficulties. Kevin stated that it is working hard on a complicated task of neutrally examining parish staffing positions.

Development/Debt Reduction/Fundraising: In Brian Churilla’s absence, Kevin summarized that, despite the recent generation of some great parish fundraising ideas and Brian’s efforts to promote them, they have thus far remained leaderless. Although Brian is looking to move onward from this task, the Parish Council expressed hope that members of the various commissions and committees will utilize these fundraising ideas and implement them in a timely manner. Meanwhile, Kevin has indicated his [Kevin’s] willingness to help plan a parish St. Patrick’s Day fundraising dinner.

Although SMMP’s debt reduction envelopes are currently receiving support toward parish debt reduction, Kevin also noted that data from other parishes suggest that such envelope collections traditionally only receive support for approximately 1-2 years.

Parish Electronics Recycling Day (1/16/11 – 11:30 a.m.-3:30 p.m.): Tom Cordaro, Justice/Outreach Minister, reported that information has now also been sent out to neighboring churches about this upcoming electronics recycling day.

World Peace Day Interfaith Service (1/2/11): According to Tom, the recently held World Peace Day Interfaith Service, co-sponsored by SMMP, had gone very well. He then referred to the following online *Daily Herald* article (“Religious Leaders Focus on Similarities on World Peace Day”) link, which he had recently sent to the Council – this also includes a video link:

<http://www.dailyherald.com/article/20110102/news/701039902/>

Parish Volunteer Appreciation Dinner (1/22/11 – 7:00-11:00 p.m.): An invitation to this dinner is running in the parish bulletin for three weeks, with responses due by 1/17/11. According to Brian’s Churilla’s advance report, the food is now ordered and the music arrangements with the SMMP choirs are made. Brian will remain in contact with the Council about further details via e-mail. Dan Dulik reported that the Men’s Club will again be providing beer and wine at this dinner. The Council especially noted that this Volunteer Appreciation Dinner also helps greatly build parish fellowship and community among its many volunteers, spanning numerous ministries. In light of the importance Council places on the Volunteer Appreciation Dinner, the Council expressed its wishes that the Men’s Club be specially thanked for their contribution – Tom Cordaro volunteered to write and send this to them.

According to Mary Lou Krauss, Art & Environment Coordinator, set-up will start on 1/22/11 at 9:30 a.m., with a special request that a “feminine touch” be also contributed by some of the Council. There was some additional discussion about the possibility of purchasing some post-Christmas white tablecloths at a greatly reduced price for this, with the intent of “greener” reusability – however, these plans still need to be reviewed by Mary Lou Krauss.

January Council Workshop Meeting (1/29/11): Information confirming the meeting time and place will be forthcoming shortly by e-mail. According to Kevin, some light breakfast food will be served at 8:45 a.m., with this subsequent workshop probably running until noon. While the meeting topic will center around the theme of “change” and will include a discernment of what was gained from the parishioner “active listening” process, there probably will not be a speaker. The Council was also invited to attend the 8:15 a.m. Mass immediately preceding this workshop meeting morning.

Kevin reminded Council Members to come to this meeting with an idea which they wanted to express.

Parish Volunteer Recruitment: The Council continued its discussion from last month about the possibility of no longer holding an annual “Time and Talent” Volunteer Sign-Up Sunday in the late spring for all committees and ministries. Although such recruitment for catechists is still needed in late spring, it is recommended that other volunteer recruitment appeals be more spread out throughout the year.

Tom Cordaro stated that the Staff would like to develop a policy about the length and quantity of such volunteer recruitment appeals, with the possibility of grouping these

appeals together and linking sign-up's with Hospitality Sunday's. The Staff will develop a proposal on special announcements, presenting this to the Council shortly.

COMMISSION REPORTS:

Administration: *[12/15/10 Administration Commission Meeting Minutes electronically sent in advance]*. Terry Wagner, Administration Commission Representative and Finance Committee Head, reported that the Committee decided it wasn't prudent to move forward at this time on the church lighting above the sanctuary. More study will occur in 2011 on the best way forward. Meanwhile, the estimates on the 2010 Christmas collections were right at budget, with some end-of-year collections not yet recorded.

Fr. Paul added his gratefulness that the suspended Advent wreath's small fire was quickly extinguished before the 8:15 a.m. Mass on 12/15/10 due to the fast response of a parishioner. He noted that the Advent wreath will no longer be suspended in the church. The portion of scorched carpet in the sanctuary near the presider's chair was subsequently examined by a diocesan insurance representative.

Christian Education (CEC): While no report was sent in advance due to no CEC meeting occurring during the past month, Bob Hansen, CEC Representative, stated that many wonderful Advent and Christmas-related classes and programs were recently facilitated.

Christian Service (CSC): *[December 2010 CSC Summary Report electronically sent in advance]*. Anne-Marie Cronin, CSC Representative and Head, reported that this past month's service report was very sparse due to very few summaries received during the Christmas season. The lack of funding need to support a second family through Transitional Housing/ Daybreak was also discussed.

It was also noted that Charitable Contributions Committee has not submitted a report to the CEC for a while, although this committee has been giving money to non-profit groups and charities from a budget – albeit smaller – that is allocated for this. This committee still needs to become “transparent” and accountable to both the CEC and Council, especially with upcoming funding decisions ahead with 2011/12 budget preparation.

Christian Worship (CWC): *[January 2011 CWC Summary Report electronically sent in advance]*. There was some discussion at tonight's meeting about the Liturgy Development Committee's considering the possibility of dropping the second reading at Masses only during this year's Lenten season, due to the gospel readings (Cycle A) being longer this year. The Council expressed its encouragement to **not** drop these second readings during Lent, though. Nancy Rutkowski, CWC Representative, will convey this to the CWC and Liturgy Development Committee.

Nancy also stated that the Liturgy Development Committee would like to eliminate announcements at Mass during Lent in order to help facilitate a quieter, solemn atmosphere. However, the Staff recommends shorter and minimized announcements during the Lenten season.

OTHER:

Kevin and Fr. Paul requested that the discussion at next month's meeting continue about policies on contracts to third party vendors and speakers.

FINAL 'WHIP' AROUND: Comments included:

- "Good meeting and good opening prayer."
- "Good discussion"
- "We got a lot done tonight."
- "Very productive meeting."
- "Special thanks to Susan [for tonight's refreshment and prayer.]"

CLOSING: Susan Schroeder led tonight's closing prayer.

The meeting concluded at 9:17 p.m.

The next Pastoral Council meeting will be held on Tuesday, February 8, 2011, in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.

February Opening and Closing Prayer: Bob Hansen

February Refreshments: Bob Hansen

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary