

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**March 13, 2011**

**Members Present:** Kim Cernek (in lieu of Bob Hansen as CEC Representative), Brian Churilla, Tom Cordaro, Anne-Marie Cronin, Desmond Curran, Dan Dulik, Fr. Paul Hottinger, Kevin M. Lynch, Nancy Rutkowski, Steve Schroeder, Sue Schroeder, Terry Wagner

**Members Absent:** None

Pastoral Council President Kevin M. Lynch called tonight's specially scheduled meeting to order at 6:13 p.m., with the meeting held in SMMP's Upper Room. Dan Dulik opened with Scripture and guided meditation.

**ANNOUNCEMENTS:**

**Discernment Process for New At-Large Members:** With Dan Dulik and Steve Schroeder co-leading the 2011 discernment process to obtain two new At-Large Members on the Pastoral Council, Steve updated Council about efforts currently under way for this. Steve requested that Council articulate what characteristics and balance should be sought in new members. In addition, he requested that each Council Member submit 2-3 potential candidates' names to them by the April 5<sup>th</sup> meeting. Likewise, the importance of such discernment was noted for Council's composition, especially with a "one-third turnover," with two new At-Large Members and two new Commission Representatives anticipated for 2011-12. An article requesting candidate nominations is currently running in the parish bulletin. Steve also noted that they have neither contacted nominees nor set a discernment meeting date with Sr. Madelyn yet.

**Council's Historical Information:** Kevin encouraged Council to consult recent years' minutes posted online to better acquaint themselves with the history about various issues and policy decisions. Especially with so many new people on Council, he highlighted the importance of their continuing to do this.

**"Mary and the Saints" Presentation (3/14/11 – 7-8:15 p.m.):** Parishioner Rich Miklinski will give a presentation on "Mary and the Saints" this coming Monday night as part of the *You and the Catholic Church* series. This series is part of the parish's *Catholics Come Home* efforts.

**PARISH FY 2011/12 BUDGET:** Kevin reminded Council that the duties of the Parish Council are that of a policy making board and that their efforts in budget preparation should be focused on policy and not on micromanagement. Due to rescheduling difficulties following the 2/01/11 blizzard, Council is now approximately six weeks behind schedule in making parish budget plans for FY 2011/12. Despite this delay, Terry Wagner, Finance Committee Head, updated Council on new deadlines needed to complete this task for submitting the approved parish budget for FY 2011/12 to the Diocese of Joliet by June 1, 2011.

After a presentation by Terry Wagner to the Council on behalf of the Finance Committee, the Pastoral Council reviewed fiscal assumptions for long and short term future revenues and future expenses (both “discretionary” and “less discretionary”). The Council then reviewed the known needs and budget for each commission and committee and adopted fiscal goals for each.

Some of tonight’s budget decisions included the following:

- Collections are assumed to be flat with the FY2011/12 forecast.
- A greater emphasis will be placed on collections and fund raising, as these will help drive the long-term direction of the parish.
- Staff salaries will again be “frozen” for FY2011/12.
- Only \$17,500 (half of what was originally proposed) will be transferred to Repair and Replacement in FY 2011/12, based in part on the expectation that larger future projects could at least be partially funded by future capital campaigns.
- The Scholarship Committee will receive \$44,000 for tuition scholarships (to be awarded to SMMP children attending All Saints Catholic Academy and any children still grandfathered in at St. Joan of Arc School) for SMMP families who apply and meet the requirements for needs-based assistance in FY 2011/12. At the Scholarship Committee’s discretion, weighted needs-based assistance can also be provided from this for SMMP families with multi-child attendees at ASCA.
- \$113,000 will be transferred to the school debt fund (annual payment to the Diocese for ASCA). While parish debt reduction collection envelopes have continued to help, parishioners’ use of these is predicted to decrease over time.
- Each commission and department will be asked to look for ways to collect monies to partially pay for their expenses.
- The Volunteer Appreciation Dinner will still occur in 2012 but with a budget reduced by \$2,000 (nearly a 50% reduction). Plans are to make this dinner more of a “potluck” event. The Council will provide beverages for this.
- An additional \$7,000 was eliminated from the Church budget, as a goal to find cost savings. (This savings shall be taken from the Rectory, Church, and/or Building budget)
- An additional \$2,000 was eliminated from the Religious Education Administration budget, as a goal to find cost savings.
- The Council set a goal for a break-even operating budget for FY 2011/12.

Part-way through this budget preparation process, the Council took a break from 8:12-8:19 p.m., with refreshments provided by Dan Dulik.

Terry will send out specific budget spreadsheet pages respectively pertaining to individual departments and commissions by e-mail on Wednesday (3/15/11). Each budget spreadsheet page will include the FY 2011/12 target set for them tonight by the

Council. Each of these committees and departments will then be assigned a Finance Committee liaison to assist them. If difficult decisions need to be made to discontinue certain programs due to these budget cuts, recommendations will be sought about how to bring such programs back.

The deadline for budget submission from commissions and departments is extended from March 31<sup>st</sup> to April 18<sup>th</sup>.

Additional extended deadlines include:

- **Late April:** The Finance Committee (FC) will review the “fit” of the entire budget, making projected adjustments as needed. The FC will prepare the final form of the budget for Administration Commission’s review.
- **5/3/11:** FC will submit the final draft of the FY2011/12 Budget to the Pastoral Council. The Council’s final approval is anticipated by late May for early June submission to the Diocese of Joliet.

**FINAL “WHIP” AROUND:** Comments included:

- “Exhausting!”
- “Went smoothly but was very tiring.”
- “Special thanks to Terry for doing such a good job.”

**CLOSING:** Dan Dulik offered a closing prayer.

The meeting concluded at 9:47 p.m.

***The next Pastoral Council meeting will be held on April 5<sup>th</sup> in Room 8 at St. Margaret Mary Parish.***

*April 5<sup>th</sup> Opening/Closing Prayer: Nancy Rutkowski*

*April 5<sup>th</sup> Refreshments: Nancy Rutkowski*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary