

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**September 6, 2011**

**Members Present:** Barbara Burkhardt, Kim Cernek, Desmond Curran, Dan Dulik, Gus Fischer, Fr. Paul Hottinger, Divia Ludwig, Sue Schroeder, Steve Schroeder, Terry Wagner, Larry Williams

**Members Absent:** Tom Cordaro

New Pastoral Council President Desmond Curran called the meeting to order at 7:03 p.m. in Room 8 at SMMP, also welcoming all new and continuing Council Members. Sue Schroeder opened with prayer and a guided Scripture reading.

**ANNOUNCEMENTS AND APPROVAL OF 6/7/11 MINUTES:**

**The Pastoral Council approved the minutes from June 6, 2011, with Sue Schroeder moving and Steve Schroeder seconding.** These minutes, which also include the Commission reports and the Statement for Christian Worship Commission Budget, will now be posted to the Council's online web page. Desmond will also verify whether or not Jim Krema and Mike Prus are continuing as the parish Web Masters for 2011-12. Larry Williams or Steve Schroeder will then provide a summary of the June minutes for inclusion in the parish bulletin. Desmond reminded the Council that the draft version of the monthly minutes will typically be summarized and submitted to the parish bulletin prior to its final approval at the subsequent Council meeting.

**Michael Russell O'Brien Concert Fundraiser (8/13/11):** Desmond extended thanks to the concert organizers, parishioners Dennis and Peggy Nowicki, and the numerous other volunteers who assisted with bringing this concert to fruition. While the exact figures for this fundraiser concert [to help defray the parish debt] will not be available until the Council's October meeting, it is estimated that there were several hundred attendees at this late summertime event, which was advertised for a relatively short time period.

**Parish Picnic (9/11/11 – Noon-5 p.m.):** The picnic, sponsored by the Men's Club, will also include a short program at 1:30 p.m. in remembrance of our country's tenth-year anniversary of the September 11<sup>th</sup> attacks. Larry Riebold headed up recent picnic volunteer sign-up efforts following the Sunday Masses for 2-3 prior weeks and should still be contacted in order to help fill a few remaining volunteer time slots. Council Members and Parish Staff should wear their new nametags at the picnic as part of their efforts to "mix and mingle." Desmond reminded Council that their nametags are in a large envelope in the Council's bin, located toward the top along the west side of the north wall in the Parish Center. Council Members should also continue to wear their nametags at other parish functions and events throughout the year.

**9/11 Community Event - Remember, Release, Renew (9/11/11 – 4:00 p.m. – ?, Wentz Concert Hall and then the Riverwalk Park Amphitheater, Naperville):** While many Council Members might still be involved with the Parish Picnic (ending at 5:00 p.m.), they are also encouraged to participate in at least a portion of the 9/11 Community Event. The 5:00 p.m. Community Gathering Program at Wentz Hall will be followed by the 6:00 p.m. Community Walk for Compassion (walk from Wentz Concert Hall to the Riverwalk Park Amphitheater for closing songs, readings, and meditations). [This event is planned by the One Naperville Project and the Naperville Interfaith Association (NLA) of which SMMP is a member].

**Council Contact List:** The current Council contact list was passed around, with members updating their phone and e-mail contact information as needed. Members will then receive this newly updated list shortly.

**Refreshment/Prayer Leader Sign-Up:** Council Members also signed up to provide refreshments and to lead opening/closing prayer at the monthly meetings for 2011-12.

**Understanding the New Roman Missal:** In order to address questions and concerns about upcoming changes to the Mass, all parishioners are encouraged to attend any or all of the following information sessions (below), which are not offered as a cumulative series or as a special diocesan program. [Changes will include significant alterations to the language and words of the English translation to the Mass, beginning in Advent 2011].

- 9/29/11 (6:30-9:00 p.m.) at St. Thomas the Apostle Parish, Naperville
- 10/12/11 (9:15-11:15 a.m.) at SMMP
- 10/19/11 (7:30-9:00 p.m.) at SMMP

Information about these sessions (above) is also included in the parish bulletin. Meanwhile, the parish staff, along with other Naperville-area parish staffs, is attending an all-day information session about these upcoming changes, too.

**IMPLEMENTING NEW 2011-12 PARISH GOALS:** As generated at the Council/Staff Workshop Day held on 8/20/11, the three main parish goals for 2011-12 were:

- To enhance communication;
- To study ways to deal with our parish financial situation; and
- To further energize our community.

At this workshop day, the parish leadership community had also identified potential tools for accomplishing each goal. A number of action items to begin the Council's work on these goals were circulated, along with the goals themselves and the identified potential tools for goal implementation.

Fr. Paul noted that the Council's function is "visionary," while the Staff and Commissions' function is "executive" (as the "doers"). Council spent much time at tonight's meeting discussing how they might implement these goals, especially focusing on parish communication enhancement and energizing. Council members were in agreement about forming at least one new committee which would focus on Communication and Community Energizing, with liaisons reporting back to Council. Council also highlighted the importance of engaging Staff's ideas, input, and participation with this. In addition, Council expressed interest in gaining new ideas for communication enhancement from other parishes and churches.

Kim Cernek offered to be a part of this new committee and Desmond Curran, Dan Dulik, Barb Burkhardt and Sue Schroeder also agreed to participate on this committee.

The Council also discussed the possibility of having a communications "brainstorming" meeting to which parishioners and non-parishioners could be specially invited. Each Council and Staff Member is encouraged to submit 3-4 names of potential "influencer" names to Kim prior to the 10/4/11 Council Meeting. The new committee will consider a possible invitation letter and possible dates for this brainstorming session, along with the consideration of other ideas prior to the next meeting. Sue then identified the following needs to be addressed by this potential brainstorming session:

- To improve communication, reaching all ages and social stratas
- To enhance communication between Commissions and committees [along with Staff, Council, and parish]
- To improve communication to celebrate our successes and let others know who we are

Council will continue its discussion at the October meeting about its work on the goals for the year, along with the potential "brainstorming" meeting.

The Council then took a break from 9:00-9:10 p.m., enjoying refreshments provided by Desmond.

### **COMMISSION REPORTS:**

**Administration:** [6/15/11 Administration Commission Minutes were electronically sent in advance by Mike Prus, a copy of which is attached hereto]. Terry Wagner reported that Administration is considering accepting Greco Electric's proposal (slightly under \$4,000) for the repair and replacement of the church altar lights with seven spotlights. Fr. Paul suggested that the problems with the lighting board for the sanctuary lights be addressed when the altar lights are being repaired. Terry indicated he would ask if the repair or replacement of the lighting board for the sanctuary was addressed by the Greco proposal or, if not, how that problem will be addressed. Terry also noted that

lighting replacement for the entire church continues to be a much bigger and costlier issue ahead.

**Christian Worship (CWC):** *[September 2011 Christian Worship Report was electronically sent in advance by Gus Fischer, a copy of which is attached hereto].* Gus stated that the Commission will meet later this month about fundraising efforts for the new hymnals, about which he hopes to report back to Council next month. He also noted that the choir is currently evaluating certain sets of music, with their plans to start introducing some of this next month. Fr. Paul indicated that some informal question-answer/discussion sessions about Mass translation changes will also be offered in the Upper Room after some of the Sunday Masses.

**Christian Service (CSC):** *[September 2011 CSC Report was electronically sent in advance by Tom Cordaro, a copy of which is attached hereto].* Divia Ludwig stated that there was nothing additional to report for this month, since most of the committees had not met during the summer.

**Christian Education (CEC):** *[Christian Education Report – 9/2/11 was electronically sent in advance by Kim Cernek, a copy of which is attached hereto].* Kim reported that CEC had a busy and good summer, including these highlights:

- Sue Davey had written and received a \$1,200 grant funded in part by the Diocese of Joliet for a new Family Outreach Program (pre-K through Grade 5), and students' take-home activity bags are now assembled and ready for distribution.
- A new program called *Student Voices* will connect ASCA student representatives with their home parishes.
- The faith-filled high school summer mission trip in Chicago [through SHINE work camp] was a big success, with plans to repeat this in 2012. Approximately 40 teens plus adults participated.
- The new Youth Ministry Board for young adults met for the first time, including some young adults who are now returning home post-college.
- There are fall season Adult Faith Formation plans for a Men's CRHP retreat weekend and for the Women's CRHP 30<sup>th</sup> year reunion. Plans continue for Sr. Madelyn's 50<sup>th</sup> Anniversary Celebration (10/9/11).

**AD HOC COMMITTEE FOR FUNDRAISING:** This four-member Ad Hoc Committee on Fund-raising, consisting of Dan Dulik, Brian Churilla, Bob Hansen, and Steve Schroeder, had recently met. Steve reported that they have checked with some other parishes about their fundraising programs, which highlighted self-sustaining estate planning. The Ad Hoc Committee will meet again on 9/19/11 with parishioner Adrian Jaworski (former Mayslake board member).

**2010-11 FINANCIAL REVIEW:** Terry Wagner, Finance Committee Head and Administration Representative, reviewed the working draft of the Fiscal Year 2011 Annual Financial Report prior to its submission in final form to the parish bulletin.

Council discussed and suggested some wording changes, with Terry's requesting that Council electronically submit any additional editing recommendations to him as soon as possible. The final report will be submitted on Thursday for publication in the parish bulletin on 9/19/11.

Parishioner use of the gold parish debt reduction envelopes continues to help "make a dent." While automated giving through [www.paritypay.com](http://www.paritypay.com) is also highly encouraged, Council discussed some difficulties being reported when attempting to adjust automated giving payments with ParishPay. This also includes difficulty with correcting expiration dates for credit cards -- parishioners are not receiving any notice about their credit card expiration through ParishPay or through the parish office, with deductions then automatically terminating. This problem especially needs to be corrected.

In compliance with Diocese guidelines, each parish needs to take attendance counts annually at each of its Sunday Masses on any three Sundays in October. According to Gus, SMMP's Mass attendance (based on four Masses per Sunday) averaged 1,900 in 2008, 1,800 in 2009, and 1,670 in 2010. These figures support perceptions about slightly decreased trending for Sunday Mass attendance.

**SR. MADELYN'S 50<sup>TH</sup> JUBILEE CELEBRATION (10/9/11)**: Desmond reported that plans and preparations are going well for the celebration of Sr. Madelyn's 50<sup>th</sup> Year Jubilee Anniversary as a religious on October 9th. There is an eleven-member planning committee with four sub-committees working on this celebration, which will begin with a special Mass at 3:00 p.m., followed by a reception. At present, 120 attendees having already sent in rsvps confirming their attendance. Notices about this celebration have also been sent to two of Sr. Madelyn's previous parishes (St. Jude in New Lenox and Notre Dame in Clarendon Hills), with information also having been communicated among SMMP's CHRP teams. Contributions for the reception and a possible gift continue to be collected. The committee will meet again shortly.

**PARISH VOLUNTEER APPRECIATION DINNER (1/21/12)**: Although the budget has again been cut from \$3,000-3,500 to \$1,500 for this year's Appreciation Dinner, Council continues to explore whether they should utilize a semi-potluck format or make another plan. Divia Ludwig will contact a friend who can cater a Mexican-themed dinner, with Council interested in receiving a proposal for this. It was noted that the parish fellowship generated by this Appreciation Night still remains very important.

**OTHER**: Although originally scheduled on tonight's agenda, Terry's proposal for Council to redefine "Consensus" in the Constitution will be rescheduled for next month's meeting due tonight's late meeting hour.

**FINAL "WHIP AROUND"**: Comments included:

- Great meeting."
- "Loved it."
- "Lively meeting with a different personality from last year."

- “Thanks, Desmond, and welcome to all of the new members.”
- “Enjoyed it – it was a good learning experience.”
- “A LONG meeting with a lot on the agenda.”

**CLOSING:** Sue Schroeder led tonight’s closing prayer.

The meeting concluded at 10:00 p.m.

***The next Pastoral Council meeting will be held on Tuesday, October 4, 2011, in Room 8 starting at 7:00 p.m.***

*October Opening and Closing Prayer: Steve Schroeder  
October Meeting Refreshments: Larry Williams*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

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**SAINT MARGARET MARY PARISH  
ADMINISTRATION COMMISSION  
Minutes of Wednesday, June 15, 2011**

Members Present: Tom Hill, Jeff Jameson, Chuck Marquis, Michael Prus, Klaus Rammer, Terry Wagner.

Members Absent: Theresa Hawley.

**1. Opening Prayer:** Led by Klaus Rammer.

**2. Approval of Minutes**

The minutes of the May 18 meeting were approved, without changes, “by acclamation”.

**3. Discussion/Decision Items:**

**A. Church Lighting Above Sanctuary**

Chuck Marquis reported that on June 8, an electrician from Greco Electric reviewed the lighting above the sanctuary, as planned. The electrician showed great patience in steering the large lift through narrow passageways into the worship area. Greco is preparing a proposal based on the study, which is expected perhaps by mid-July. We agreed that if the proposal comes by then,

we would attempt to meet on July 14. Otherwise, we would wait to meet until September. If Greco needs an immediate response, an agreement could be reached by e-mail exchange.

B. Renewal of Service; Select chairperson; Select Link to Council

All attending members agreed to continue their service on the commission. As previously arranged with the Pastoral Council and Christian Education Commission, the Scholarship Committee is shifting its participation to the CEC beginning in July.

Tom Hill agreed to continue as chairperson, and Terry Wagner agreed to continue as link to the Pastoral Council.

After much discussion, the Commission agreed to experiment with meeting less often, and in a different timeframe. We will meet every two months, on the second Thursday of the month. The coming Commission meetings are planned to be held in September, November, January, March, and May. Meetings will begin at 6:30 PM, with the intent to finish by 7:30 PM. This will allow Terry and Mike to attend the Finance Committee meeting which begins at 7:30.

#### **4. Member Reports and Discussion**

A. Chuck Marquis: No further report. The commission thanked Chuck for his diligence in pursuing the lighting project.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: 1) The Pastoral Council passed the budget for the coming year at its June 7 meeting. 2) Larry Cap is departing as a member of the Finance Committee. 3) Sunday Collections for the fiscal year are showing to be slightly above budget. 4) The transition to the new accounting software, Parish Soft, is commencing. 5) Fr. Paul's leg injury is anticipated to incur some small additional expenses, for substitute celebrants, etc. 6) The Finance Committee will next meet on September 8. 7) Terry distributed a financial summary for April, and a collections summary for May.

C. Michael Prus, Business Manager: Pat Henke and Mike are continuing their learning with the new Parish Soft software. All parishes in the diocese, gradually over a 2 year period, will convert to the new software.

D. Tom Hill, Chairperson & Building Committee : No report.

E. Jeff Jameson, At Large Delegate: No further report.

F. Theresa Hawley, Scholarship Committee: Absent.

G. Klaus Rammer: The Men's Club Golf Outing will be held this coming Friday.

**5. New Business:** None.

**6. Closing Prayer:** Led by Terry Wagner.

(Submitted by Mike Prus)

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## **Christian Worship Commission Report September 2011**

**Altar Servers:** No report at this time

**Art and Environment:** No report at this time

**Baptism Assistants:** No report at this time

**Choir:**

Evaluating several Mass settings with the new translation

Lumen Christi and Contemporary choirs are underway.

Wedding worship was held the weekend of 8/28

Making preparations for Sr. Madelyn's 50<sup>th</sup> Anniversary in October

Will begin the new Mass settings in late September or early October

**Eucharistic Ministers:** At the annual Ministry Fair, approximately 8 parishioners expressed interest in becoming EMs. All have been contacted, and a training session will be held in October.

**Greeters:** Signed up 2 new greeters at the annual Ministry Fair. All captains have been asked to include not only families, but single people for gift bearers.

**Lectors:** Joe Ferrari has joined the Lector Ministry. Also they have lost a few Lectors during the last year and will need to add a few before Christmas.

**Linen Launderers:** No report at this time

**Liturgy Development Committee:** No report at this time

**Sacristans:** As of 8/28 only the 10:45 Mass will offer the substantial bread.

**Submitted by Gus Fischer**

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## **CSC Report: September, 2011**

**BLOOD DRIVE COMMITTEE:** (Submitted by Joan Allemeier) Our parish sponsors two blood drives each year, one in the Spring and one in the Fall. The hours are 7:30 AM to 11:30 AM. There are usually 4 to 6 parishioners who help on the day of the drive: 2 people at the Registration Table and 2 people at the post-donation Refreshment Table. (Donors are observed for 10 minutes after donating, during which time they are given something to drink and a snack.). Sometimes our volunteers work for a couple of hours and sometimes they work for the whole morning, depending on their availability.

I have been the coordinator for the Blood Drives since we started having them at St. Margaret Mary, probably about 26 years ago. This has been very rewarding for me, because I have gotten to know so many parishioner-donors and other members of the community who stop by to donate blood. We welcome anyone who wants to donate blood, whether they are lifetime donors or are donating for the very first time. We also appreciate volunteers who are interested in working at our blood drives. St. Margaret Mary donors have given the gift of life to an incredible number of patients over the years, and we are so thankful to each and every one of them. Our next drive will be on Saturday, September 24<sup>th</sup>.

**BOY SCOUTS:** On July 14<sup>th</sup>, 2011 Troop 507 scouts presented the colors at the Military Ministry fundraiser for care packages for the troops held at SMMP. Troop 507 looks forward to future service requests from SMMP and will help with the picnic on September 11<sup>th</sup>.

**CHARITABLE CONTRIBUTIONS:** The Contributions committee does not meet during the summer. However our first meeting is scheduled for Sept. 13<sup>th</sup>. Our first order of agenda is to elect officers for the year and then we will proceed with business as usual. So at this time we're looking forward to a new year. We'll make sure to give a more vivid description of the non-profits that are being awarded monies and their missions on the report to the commission.

**DAYBREAK TRANSITIONAL HOUSING:** We met during the summer to keep track of our family, and the doings of our committee which monitors the progress of items that need to be attended to so our family graduates from the program with as much preparation as possible.

Our current and only client will graduate at the end of March 2012. We have encouraged her to start looking for an apartment in the surrounding communities as she wishes to stay in the general area. While she would like to stay in Naperville, and her son has always attended a school in District 204 (he is entering second grade), we advised her to become familiar with the accommodations of other areas and their affordability. We then review her findings and discuss the pro's and cons of each unit. The mentors review the different options the units offer-electric vs. gas heat, special charges, laundry in/out of the unit, proximity to food and convenience shopping, proximity to her job, etc. While many people may think these are obvious factors to consider, many of our clients have not gone through this process before, so we train

them in how to conduct their apartment search. While it is too soon for her to sign up for a unit, many places have waiting lists, or know when a current tenant is going to vacate their unit so we are getting an early start.

We have lost three of our members and will be looking for new recruits-be it mentors, individuals looking to help with our furniture drive, cleaning units, dealing with car "issues", etc. Having more people involved in the ministry allows for current mentors to take a break as it is a two year commitment, brings in different view points on many issues that we deal with and reduces the burden of the other miscellaneous jobs that keep this ministry going. We currently have six members and the case manager involved in our work.

**MENS CLUB:** Approximately sixty active Men's Club members attended the July and August meetings. This time of year is devoted to picnic preparations. Raffle tickets were stuffed and mailed in July, while ride/food tickets were counted and organized at the August meeting. The Men's Club paid for August hospitality donuts/bagels since this is when we get most of our volunteers, which is so vital to the success of the picnic. The men sold advance food/ride tickets for three weekends. Next to weather, I can't think of anything more important than the contributions of the parishioners. We look forward to another wonderful picnic recognizing the picnic will be held on the tenth anniversary of 9/11.

**PEACE & JUSTICE ADVISORY WORKING GROUP:** Our committee is working on many of the programs and initiatives related to our parish theme that will take place in the coming months. We will focus on the problem of domestic violence (Oct. 8-12) by urging parishioners to bring this problem out of the shadows of fear. Our first Parish Social Mission Week (Oct. 23-30) will focus on overcoming the fear of the stranger. In particular we will be working to address the negative stereotypes and marginalization of those suffering from mental illness in our parish and in society. In November we will organize a fair trade gift fair to encourage parishioners to support worker cooperatives in poor countries.

**Pro-L.I.F.E. COMMITTEE** The Father's Day Card fund raiser for Project Love netted about \$400. Mary Ann attended the Pro-life breakfast sponsored by the Life Office on August 20. Bishop Conlon introduced himself at the affair. She attended the talk on end of life issues. The Life Chain will be held Sunday, October 2. Plans for the Rosary & Benediction for Life are underway.

(Submitted by Tom Cordaro)

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**Christian Education Commission  
September Report  
Submitted by Kim Cernek  
9/2/11**

Our Commission is comprised of five directors. The following highlights are excerpted from their most recent reports:

*Religious Education, PreK-Grade 5*

Sue Davey conducted an orientation for 55 catechists on August 27 although 100 catechists and seven teen aides have made the commitment to teach this year. A high point of the morning was the introduction of a new Family Outreach Program funded, in

part, by a \$1200 grant from the Diocese of Joliet. The colorful take-home activity bags were authored and assembled by six volunteers and the RE office staff.

*Junior High, Journey*

Patti Guare and Candy Rice lead a group of teens on three days of mission work in June and to Great America for a day in July. She presented an orientation for new Journey leaders on August 31.

*Senior High, Quest*

Candy Rice reported the success of two summer mission trips: 16 young adults traveled to Clintwood in June and 50 teens served in Chicago with SHINE work camp in July. Both groups reported a positive experience and are rescheduled for June of 2012. Candy facilitated the business meeting for Peer Ministry on August 28 and is preparing for Quest leader training in September. She reported that the new Youth Ministry Board met for the first time with 12 members.

*Adult Faith Formation*

Sister Madelyn reported that the 2011–2012 adult program offerings were included in the August 21 bulletin. There is only one RCIA inquirer this year, and 12 participants in the Ignatian Retreat are being recruited. The Women’s CRHP will hold a 30<sup>th</sup> year reunion in October followed by the annual retreat in January, and the Men’s CRHP retreat weekend will resume in November. The first Thread’s event will be held on October 14 following Sister’s 50<sup>th</sup> Anniversary Celebration on Sunday, October 9.

*All Saints Catholic Academy*

Dr. Sandy Renehan reported that the school year opened with 532 students, 73 from SMMP. A new program called *Student Voices* will connect ASCA student representatives with their home parishes. A class of sixth grade Journey students and sixth grade ASCA students will also act as pen pals over the course of the year with a service and a social event planned for November and April.

CEC will meet next on Thursday, September 8, 2011.

