

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

Members Present: Barbara Burkhardt, Kim Cernek, Desmond Curran, Dan Dulik, Gus Fischer, Divia Ludwig, Terry Wagner, Larry Williams

Members Absent: Fr. Paul Hottinger, Steve Schroeder, Sue Schroeder

Pastoral Council President Desmond Curran called the meeting to order at 7:05 p.m. in Room 8 at SMMP. Dan Dulik (for Steve Schroeder, who was unable to attend tonight's meeting) opened with a guided Scripture reading.

ANNOUNCEMENTS AND APPROVAL OF 9/6/11 MINUTES:

The Pastoral Council approved the minutes from September 6, 2011, with Tom Cordaro moving and Dan Dulik seconding. These minutes, which also include the Commission reports, will now be posted to the Council's online web page. While Council Secretary Larry Williams has already submitted a summary of the September minutes working draft to the parish bulletin, it was also noted that the summary now includes the direct web address for the Council's web page: <http://smmp.com/leadership/pastoral/index> .

Parish Picnic Evaluations: Immediately prior to the start of tonight's meeting, Mark Sargent, on behalf of the Men's Club, stopped by to report that there will be a box located in the Narthex for submission of parish picnic suggestions/evaluations. This suggestion sheet was included in this past Sunday's parish bulletin.

Parish Social Mission Week (10/23-29/11): Tom Cordaro has electronically sent out information about the upcoming Parish Social Mission Week ["Do Not Fear the Stranger in Our Midst"], which will focus on the issue of mental illness. As part of this mission week, there will be a special art exhibit about domestic violence survival ["Behind Closed Doors"] before and after all Masses on 10/8-9 in the Upper Room. Information about the Parish Social Mission Week and this art exhibit has already appeared in this past Sunday's bulletin.

Michael Russell O'Brien Concert Fundraiser (8/13/11): Desmond reported that the final totals for this concert fundraiser netted \$1,430 towards parish debt reduction. He especially noted how successful this concert fundraiser was, given its relatively short advertising window, late summertime scheduling, and small volunteer group. Concert organizers, parishioners Dennis and Peggy Nowicki, have also created an information brochure to assist other parish groups that wish to do fundraisers. This brochure was passed around for the Council's review during tonight's meeting and given to the Fundraising Committee.

Understanding the New Roman Missal: While two information sessions (one for parishioners and another for parish staff) have already been held recently about upcoming liturgical changes to the Sunday Mass, two additional sessions will be offered

shortly at SMMP. These include: 10/12/11 (9:15-11:15 a.m.); and 10/19/11 (7:30-9:00 p.m.). Additional informal question-answer sessions will be offered in the Upper Room after some of the Sunday Masses, coinciding with the start of these Mass translation changes in Advent.

Other Upcoming Programs:

- Men's CRHP Weekend (11/12-13/11 at SMMP)
- Women's CRHP 30th Anniversary Celebration (11/2/11)
- *THREADS* (10/14/11)
- Table for Two (10/23/11)
- *Catholicism* Four-Week Series on WTTW-Channel11 (beginning on 10/13/11)

McDonald's – Possible Fundraising Partnership: Although the McDonald's located at 1298 S. Napery Blvd. (in the Naperville Market Meadows Plaza) has expressed an interest in assisting SMMP with a fundraising partnership, Desmond has been unsuccessful in reaching the manager to learn more about this. Dan Dulik agreed to continue pursuing this for more information.

COUNCIL/STAFF WINTER WORKSHOP MEETING: Council discussed some possible dates for this, with their preference for 2/11/12 (followed by 2/4 or 2/18). Tom will request staff's input about this possible Saturday workshop date. Although there is no agenda planned yet for this, work will continue to focus on 2011/12 parish goals.

PARISH VOLUNTEER APPRECIATION DINNER (1/21/12): While only having half (\$1,500) of last year's budget with which to work for the 2011/12 Appreciation Dinner due to budget cuts, Council continued to consider ways to reduce expenses while maintaining a spirit of parish celebration and fellowship at this annual event. It was especially noted that this event should promote "Let's celebrate all the things that you do!" Divia Ludwig presented a catering proposal from Las Palmas Mexican Restaurant, Naperville, as obtained from her friend. Dan Dulik has now also received their catering menus. Although some concern was raised that Mexican fare might not be as much of a "crowd-pleaser" for some parishioners as the more costly Italian buffet menu offered at previous Appreciation Dinners, the Council expressed its approval for the general idea of a dinner catered by Las Palmas, for the excellent cost effectiveness of the proposal, and the potential for generating greater energy consistent with one of our goals this year. There was also some additional discussion about possible beverages, appetizers, and desserts, with Council members needing to help serve at this dinner. Dan Divia agreed to continue work on planning this event, with Larry Williams and Barb Burkhardt also offering to help with this planning. Dan will coordinate with Mike Prus, Parish Business Manager, to obtain a catering deposit and contract, also following the parish's new policy on contracts.

"CONSENSUS" (RE)DEFINITION: Discussion was tabled until next month, especially due to Fr. Paul's absence at tonight's meeting. Council will continue to examine

Article XI (“Decisions”) in its Constitution, along with further documentation about this from 1990.

STRATEGIC PLANNING TOPICS: As previously noted by Fr. Paul, Council needs to continue with its “visionary” role, including developing a series of strategic topics. Council then engaged in lengthy discussion about Topic 1-“How do we as a parish address reducing stress over the budget?” It was especially noted that the parish’s limited and decreasing discretionary (non-operational) budget tended to produce much stress among its Staff, Commissions, and Committees. Council highlighted the need to encourage focused dialogue with Staff and the Commissions “as a parish family” to collectively identify parish priorities and then decide how to best match limited resources with these priorities.

Council highlighted the need to help build better community and establish more synergy with shared priorities among Council, Staff, and the Commissions, also celebrating what each is doing well. As a result, Council members who are non-Commission representatives plan to attend some upcoming Commission meetings (also communicating in advance about this with the respective Commissions), as follows:

- Administration Commission and Finance Committee meetings on 11/10/11 (6:30 and 7:30 p.m. respectively) – Desmond Curran
- CEC (Christian Education Commission) meeting on 10/13/11 at 7:00 p.m. – Dan Dulik
- CSC (Christian Service Commission) formation night on 11/17/11 at 7:00 p.m. – Barb Burkhardt
- CWC (Christian Worship Commission) meeting on 11/10/11 at 6:30 p.m. – Kim Cernek and Barb Burkhardt

AD HOC COMMUNICATIONS COMMITTEE: Kim Cernek reported that this committee of six had recently met about ways to improve parish-wide communication. It recognized the importance of pursuing communication pathways that are already established, e.g. through CRHP teams, along with personally inviting parishioners with communication-related skills and talents to a focus group meeting. Although Kim had previously requested that each Council Member submit three names of possible invitees to her for this “Communications” focus group, she had only received two names as of tonight’s meeting. She then requested that each Commission Member submit several names to her during the meeting break. Tom will also submit names from Staff to her for this focus group. This Ad Hoc “Communications” focus group will meet on 10/25/11 at 7:30 p.m., with an agenda that will include identifying ways to celebrate our parish. Kim will submit an article to the parish bulletin by next Monday about this meeting.

Following this, Council took a break from 8:45-8:55 p.m., enjoying refreshments provided by Larry Williams.

AD HOC COMMITTEE FOR FUNDRAISING: Dan reported that Steve Schroeder and he had recently met, still seeking suggestions about establishing self-sustaining estate planning within the parish. He has also prepared a written job description for a Development Manager (if/when such a position would eventually be created), also offering this written job description for Council's review. Meanwhile, a volunteer Fundraising Committee Chairperson, with expertise in team-building and event planning/execution, is still sought to lead at least one to two specific new parish fundraisers. Ideas include searching for recent retirees or unemployed workers with have the ability to volunteer their time, leadership skill sets, energy, and experience for this.

FINANCE COMMITTEE: Terry Wagner, Finance Committee Head, reported that the October audit (usually held in October) will be delayed due to Parish Bookkeeper Pat Henke's recent accident.

STAFF BONUS ISSUE: Terry expressed the need for Council to provide some form of guidelines to use as a concrete "benchmark" in its decisions about awarding staff salary bonuses based on parish revenues. He noted that Staff received a small unbudgeted salary bonus in December 2010 based on parish revenues at that point, with no salary increases made during the previous two years. Last spring, the Council decided to potentially award a small contingent bonus at the end of FY 2011/12, dependent upon whether or not the parish was on budget. However, the specifics as to when and how to award that bonus was left for this year.

After some discussion, Council expressed its unanimous approval of the following motion: **Council will make a staff salary bonus decision by May 2012, based on the March 2012 nine-month financial statement's operating surplus as reported in the parish bulletin. If the operating surplus is above budget, Council will authorize the full budgeted bonus amount to be paid. If the operating surplus is below budget, rather than deny Staff a bonus at all, Staff should be awarded a bonus in the greatest amount possible which is both within the contingent amount set by Council in the Spring and which will still allow the parish to remain on budget as of the March 2012 nine-month financial statement.**

SR. MADELYN GOULD'S 50th JUBILEE CELEBRATION (10/9/11): Desmond reported that preparations for the 3:00 p.m. Mass are well under way – the Mass program are now printed, too. Set-up for the reception (scheduled to follow the Mass) will be on Saturday morning. According to advance responses, 277 attendees are expected at this celebration. While Desmond encouraged all Council Members to attend the Mass, he noted that the reception is already planned based on the number of advance respondents. Lastly, contributions of slightly over \$12,000 have been received for this celebration and a gift for Sr. Madelyn.

OTHER: Although Council discussed whether or not they and the parish staff should wear their nametags at Sr. Madelyn's celebration, they decided not to do this, as the

primary purpose for this event is to recognize and honor Sr. Madelyn. However, Desmond will plan to have these nametags re-made for both Staff and Council Members, more specifically identifying Staff Members by name along with their actual job title and Council Members by name along with "Council Member."

COMMISSION REPORTS:

Administration: *[Administration Commission Minutes for Thursday, September 8, 2011, were electronically sent in advance by Mike Prus, a copy of which is attached hereto].* Terry Wagner, Finance Committee Head and Administration Commission Representative, reported that the new lighting above the altar is approved, with this project costing approximately \$4,000. While Greco Electric will also look at the dimmer switch control panel at the same time it installs the new altar lighting, the Administration Commission has not yet budgeted for or approved repair/replacement of this control panel at the current time. Terry stated that the altar lighting replacement should be occurring soon, especially before it starts getting dark earlier for the 5:00 p.m. Saturday Masses during the fall season.

CEC (Christian Education Commission): *[Christian Education Commission October Report was electronically submitted in advance by Kim Cernek, a copy of which is attached hereto].* Kim Cernek, CEC Representative, stated that two separate weeks are currently being planned to celebrate Catholic education, with the first [1/23-28/12] celebrating lifelong learning and faith formation, also including PreK-5 Religious Education, Junior High Journey, Senior High Quest, and Adult Faith Formation. The second week [1/28-2/3/12] will focus on ASCA in celebration of Catholic Schools Week. Both celebrations will include participation in the respective Sunday liturgy. Kim is also piloting a pen-pal project between sixth graders at ASCA and SMMP's Journey Program. She invited Council Members to learn more about the high quality education offered at ASCA. Council then expressed interest in again holding one of its 2011-12 meetings at ASCA. Lastly, Kim noted that forty women are registered to attend the 30th Anniversary of Women's CRHP [Teams 1-29] on 11/2/11.

CSC (Christian Service Commission): *[CSC Commission Report for October was electronically submitted in advance by Tom Cordaro, a copy of which is attached hereto].* Tom Cordaro, Justice/Outreach Minister and CSC Representative, noted that the Daybreak Transitional Housing guest had recently lost her job – he also confirmed that SMMP now only has one apartment rather than two for this program. Meanwhile, in response to a question about the Newcomers Committee, Tom reported that he has not yet received any report from Newcomers Committee for the 2011-12 year.

CWC (Christian Worship Commission): *[Christian Worship Commission Report for October, 2011, was electronically submitted in advance by Gus Fischer, a copy of which is attached thereto].* Gus discussed upcoming translation changes to the new Mass, for which the Diocese of Joliet is providing 2,000 pew cards. These pew cards will be placed inside plastic sleeve inserts in the back of SMMP's "Gather" hymnals. Meanwhile, the Contemporary Choir has begun providing photocopied music sheets for

a few of the responsorial songs used at the 10:45 a.m. Sunday Mass. Gus noted that the new Sacramentary books, containing the same prayers used by the Mass celebrant, are not yet available for release. While the CWC has discussed various fundraising ideas to help defray the cost of these Sacramentary books, it will take steps to defray expenses as much as possible for now, seek to identify the anticipated expenses related to the new Mass changes, and then develop a fund-raising proposal to meet those expenses. These Mass translation changes will begin during the 2011 Advent season.

CLOSING: Dan Dulik offered tonight's closing prayer.

The meeting concluded at 9:50 p.m.

The next Pastoral Council meeting will be held on Tuesday, November 1st in Room 8, starting at 7:00 p.m.

November Opening and Closing Prayer: Divia Ludwig
November Refreshments: Divia Ludwig

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary

.....

**SAINT MARGARET MARY PARISH
ADMINISTRATION COMMISSION
Minutes of Thursday, September 8, 2011**

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

Members Absent: None.

1. Opening Prayer: Led by Tom Hill.

2. Approval of Minutes

The minutes of the June 15 meeting were approved, without changes, "by acclamation".

3. Discussion/Decision Items:

A. Church Lighting Above Sanctuary

The commission received the proposal from Greco Electric by e-mail through Chuck Marquis. Jeff Jameson had spoken to Gary Greco at length, and was pleased with his responses. Jeff highlighted the importance of extending lamp life when using dimmable lighting by keeping illumination at an 80-90% level. The commission also discussed the dimmer panel and its future functional life; but as the panel is outside the scope of the proposal, discussion was tabled. The commission agreed to proceed with the proposal, and asked Mike Prus to sign the contract and continue contact with Greco. Thanks to Chuck and Jeff for their efforts with the project.

B. Snow Removal

The commission agreed to accept the proposal offered by Falduto's for snow removal services for the coming winter.

4. Member Reports and Discussion

A. Chuck Marquis: No further report.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: 1) Reports with year-end financial information were distributed. Terry noted that collections income was above budget, partly because budget expectations were reduced. 2) The Finance Committee will meet shortly after the commission meeting this evening. 3) The Pastoral Council had a successful first meeting of the year, following up from the Council/Staff gathering in August. The Council developed plans and task forces for efforts for the coming year.

C. Michael Prus, Business Manager: 1) Per Fire Dept. instructions from a recent inspection, our maintenance team has replaced all the exit signs. 2) The parish's network server hardware and software were updated this past Monday. 3) Terry Taylor asked Mike to convey his strong satisfaction with the work Greenbrier has done with the parish grounds this year.

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

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

F. Klaus Rummer: 1) The picnic will take place this coming Sunday, Sept. 11, and volunteer help is needed on Saturday morning at 9:00 AM. 2) The Men's Club Golf Outing is scheduled for September 23.

5. New Business: None.

6. Closing Prayer: Led by Michael Prus.

.....
Christian Education Commission

October Report
Submitted by Kim Cernek
10/2/11

Religious Education, PreK–Grade 5

A prayer service honoring the Feast of St. Francis of Assisi was celebrated on October 1. Liturgy of the Word is again offered at 5:00 p.m. and 10:45 a.m. Masses, and planning for the Reconciliation retreat and service in November for third graders has begun.

Junior High, Journey

Journey classes are now in session. Mona Purdy, dynamic founder of *Share Your Soles*, will visit the teens on October 17 to talk about why and how she began this charity that sends shoes to impoverished people.

Senior High, Quest

The Freshman teens participated in a Teams Course on Sunday, October 2. Peer Ministry was also involved in this event and is preparing for the Peer and Alpha Retreats in November. Our teens will also participate in *Sleep in a Box*, an all-night event that promotes awareness of homelessness.

Adult Faith Formation

Book Study and Bible Study are off to a good start, and the first Business Breakfast and Morning Enrichment were well attended. Father Richard Fragomeni will facilitate the Parish Mission in January. 40 women are registered for the CRHP Reunion in November, and the Men's CRHP will be held the weekend of November 12–13. Sister's 50th Anniversary will be celebrated on Sunday, October 9 with a 3:00 p.m. liturgy followed by a reception in the Parish Center.

All Saints Catholic Academy

Dr. Sandy Renehan reported that our celebration of Catholic Schools at the beginning of the calendar year will span two weeks. January 23–28 will be dedicated to faith formation as lifelong learning and will highlight the ministry of the children's Liturgy of the Word, PreK–5 Religious Education, Junior High Journey, Senior High Quest, and Adult Faith Formation. The week of January 23–February 3 will focus on Catholic Schools. All celebrations will include participation in the Sunday liturgy as well as contributions to a unified, education service project. Kim Cernek has also initiated a pen-pal project between sixth graders at ASCA and SMMP to connect these junior high communities in friendship and in service.

CEC will meet next on Thursday, October 13, 2011.

Christian Worship Commission Report October, 2011

Altar Servers: No report at this time

Art and Environment: No report at this time

Baptism Assistants: No report at this time

Choir: Both choirs have selected the Mass settings for the new translation. They will begin practicing the new Mass parts starting this week.

Our pipe organ was worked on and some much needed maintenance was completed.

A plastic pocket was inserted in our hymnals that will hold the new Mass music and also the new Mass cards.

Eucharistic Ministers: A training session was held for new EMs last Saturday.

Lectors: We will again ask for volunteers for the Christmas season. We did this last year and it worked very well. They will again be trained before they are assigned.

Sacristan Ministry: They need additional sacristans for the 5:00 PM Mass. Substantial bread is used only at the 10:45 AM Mass.

Linen Launderers: No report at this time

Greeters: We will begin counting those attending all Masses for 3 weeks. It is time for us to be recertified in CPR and Defibrillator use.

The CWC met on September 19th. We discussed various ideas for fund raising. We decided that we will ask for donations to help defray the cost of the new hymnals. Since this will not occur until Advent, we decided it best to wait until next year, when we will have a better idea on cost.

We have also obtained 2000 Mass cards for the new Mass. These will be inserted into the plastic pockets attached to the back of the hymnals.

Submitted by Gus Fischer

.....

CSC Commission Report for October

DAYBREAK TRANSITIONAL HOUSING: We held our monthly meeting and learned that our guest has lost her job. This really upset her and brings home how fragile our guest's world is. Last month she was planning on enrolling in a class at COD to improve her credentials and for which she would have qualified for a 50% tuition refund and three weeks later she is out of work and looking for a new job. This comes at a bad time as she has started to save and prepare to exit the program at the end of March. However, the positive steps she has taken-applied for an increase in food stamps, federal health care coverage, filled out an unemployment application, and made several job applications shows that she has learned to take action and plan. We will be there and so will Catholic Charities to help her land on her feet.

MENS' CLUB: If it's September, it must be time for the men's club annual parish picnic. Through the hard work of men's club members and 400 volunteers; with the great weather we were again bless with, we had a wonderful picnic. We had a brief moment of silence, prayer and song recognizing the tenth anniversary of 9/11 terrorism attack. We use the funds given to us to not only fund men's club activities; but local charitable groups like St. Vincent DePaul and Loaves and Fishes; along with providing parish amenities. We are hopeful with this year's picnic proceeds we can contribute significantly to the altar lighting improvement project.

PEACE & JUSTICE ADVISORY WORKING GROUP: This month will be a very busy time for our committee. We will be reaching out to some of the more marginalized members of our own parish community. With our "Behind Closed Doors: Addressing the Hidden Abuse in Upscale Marriages" (Oct. 8-12) we hope to reach out to victims of domestic violence to let them know that we are a "parish with heart." With our parish social mission week, "Do Not Fear the Stranger in Our Midst: Welcoming Those With Mental Illness (Oct. 22-29) we will invite parishioners to create a safe and caring place for those struggling with mental illness in our parish. In November we will be hosting a Fair Trade Christmas Gift Fair, featuring items from around the world and provided by Catholic Relief Services.

PROJECT GABRIEL: We currently have two women who have delivered in the past year that we are still providing help for and a new client due in December. I have a new request for items for this woman going in the bulletin while our "angels" provide her with any moral, spiritual support she may need. The Parish continues to be very supportive whenever we put out a request for items or help for our Moms and Babies.

Our only issue right now is that we have had some of our core team relocate and have a few core team members with critical health issues in their families that they are dealing with. So, I would welcome the opportunity to have an article in the bulletin about Project Gabriel, what we do, what kind of volunteer resources we can use. Right now most of us work full time so we do most communication by e-mail and have only 3-4 meetings a year in addition to the meetings we attend for Women's Choice Services, our sponsor group from the Diocese.

Thank you for your ongoing support and the support of the entire SMMP family

PRO-L.I.F.E. COMMITTEE: Mary Ann Cronauer attended the cluster meeting of pro-life coordinators. Ideas for pro-life activities were shared.

SCOUTS: Troop 507 Scouts assisted with the SMMP craft fair on October 1st. Please feel free to contact us if we can be of any service help to the parish.

ST JOSEPH THE WORKER EMPLOYMENT MINISTRY: We had seven men and women at our meeting at Southminster Church plus four volunteers and we had four members from the local congregation. We had a strong network meeting and we had two women who had special needs and, as always, member around the table who contributed to each other.

Submitted by Tom Cordaro
.....

Other October CSC Committee Reports (Late Submissions)

COMFORT CARE: This my report for September. I had 2 Funeral Luncheons that served about 130 people at a cost of \$220. Lately we have been having Luncheons about every 2 weeks or so. They sometimes come in bunches then none for awhile. The Mass of Remembrance for those who have died during the past year will be celebrated on Thursday, December 15th. This committee provides the refreshments for this event.
- Submitted by Kathy Kalina

SHARING PARISH PROGRAM

GARAGE SALE: The Garage Sale during the first week in August raised about \$12,700 (for 2011-2012 school year) for tuition assistance for students at Catholic grammar schools in Aurora. For this year, \$8150 has been earmarked for eight families with a total of thirteen children. Leftovers from the Garage Sale were distributed to St. Vincent de Paul, Wayside Cross Mission, Sharing Connection, The Habitat Restore, Goodwill, and a library in Pittsburgh. A florist helped out by purchasing most of the vases and some of the baskets at the start of the sale! The terrific outcome of the Garage Sale was made possible by the generosity, hard work, and cooperative spirit of MANY parishioners: HUNDREDS of man-hours of work, a wealth of donations, use of the Men's Club tent (including set-up and take-down), and expansive availability of pick-up trucks, vans, drivers, and movers to pick up furniture donations all helped to make the success possible. We were also blessed with the use of a rental truck for the cost of the gas, and enjoyed a constant supply of snacks, lunch makings, and pizza. We were able to make a record amount of money, but still had more leftovers than ever before which made for a difficult clean-up. But we still had fun!

CREAM OF THE CROP CRAFT FAIR: The Craft Fair on October 1 went smoothly, and almost all who had booths expressed interest in returning next year. Several booths were for non-profits. A percentage of the Usborne book sales will be donated in books to schools attended by our tuition assistance recipients in their names. People really enjoy winning the raffle prizes since they choose what they want to win. The Mexican menu food service was a fundraiser for the brother of a Sacred Heart, Aurora parishioner. He is one of eleven siblings, and a number of them, along with other family members and friends, were here to provide lunch to offset the costs of a lengthy hospitalization following their brother's injury. He is still hospitalized but is doing better now. One of the items on the lunch menu was tamales. Since the tamales can be frozen after being made, and it would be possible to make a hundred a week, it would be feasible to take orders and work out a delivery system if people at SMMP were interested in purchasing homemade tamales. A number of varieties would be available at a cost of \$6.00 for six or \$11.00 for a dozen. This would begin a continuing fundraiser by the family of the hospitalized man to pay off hospital bills.

- Submitted by Martha Rose