

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**June 5, 2012**

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

**Newly Discerned At-Large Members Present:** Marian Stricker, Barb Zdon

**Guest Presenter:** Jeff Jameson

Pastoral Council President Desmond Curran called the meeting to order at 7:08 p.m. in the Upper Room at SMMP. Steve Schroeder opened tonight's meeting with Scripture, followed by faith sharing.

**INTRODUCTIONS:** Desmond welcomed tonight's Administration Commission guest presenter, **Jeff Jameson**, along with the two newly discerned At-Large Members, **Marian Stricker** and **Barb Zdon**. These two newly discerned At-Large Members are replacing Desmond Curran and Sue Schroeder, with installation occurring later during tonight's meeting and then serving three-year terms on Council. In accordance with the Council's constitution, these two new members could speak but not yet vote at tonight's meeting prior to their installation.

Following this, each Council Member then introduced him/herself to the guest attendee and new At-Large Members.

**APPROVAL OF MAY 2012 MEETING MINUTES:**

**Council approved the minutes from May 1, 2012, after noting correction on p. 5 to read "...SMMP is one of the only parishes in the Joliet Diocese (as of 2011-12) to have two separate staff directorship positions for both Jr. High and High School Ministry." Dan Dulik moved, Larry Williams seconded, and the Council then unanimously approved these minutes.** These minutes, also including commission and committee reports, will now be posted to the Council's online web page.

**ANNOUNCEMENTS:**

**DuPage County Hounds [Baseball] Night (7/7/12 at Benedictine University Sports Complex, Lisle – 6 p.m.):** Larry Williams stated that the teens will be helping sell tickets in front of the church library entrance at the Sunday Masses soon. Tickets are \$5.00 each, with ticket sales being used as a church fundraiser.

**Outdoor Summer Evening Music Concert (7/14/12 at SMMP – 6 p.m.):** Plans are now underway for this concert, with the Men's Club providing some assistance in for this. SMMP Contemporary Choir Director Brian Pelz, along with some of the SMMP's choir members and musicians, will be performing. In case of inclement weather, there will be an indoor back-up plan. The outdoor plan is for attendees to bring their own chairs, blankets, food, and beverages for a "Ravinia-style" evening concert.

**UPDATE ON CHURCH LIGHTING PROJECT:** Jeff Jameson presented Council with Administration's recommendation to accept RuckPate Architecture, Barrington Hills, to do the Study Phase for SMMP's new church lighting. Although SMMP's Administration Commission had originally presented the names of six firms to the Diocese in due diligence, the Diocese had then only approved two of these firms, including RuckPate Architecture, Barrington Hills, and David F. Schultz Associates, Ltd., Barrington. Jeff further explained that, while both RuckPate and David F. Schultz Associates, Ltd., Barrington, had provided very extensive proposals and were highly qualified, RuckPate's request for proposal (RFP) came in at a significantly lower price. Among examples of RuckPate's church design work is the new St. Michael Catholic Church in Wheaton.

It was also noted that the \$5,000, originally approved by Council to use for this initial study phase, has not yet been spent. In addition to the Study Phase (bid at from \$9,500 to \$11,200), additional phases would include Rendering (currently bid by the two approved firms at from \$3,000 up to \$4,600) and Design, Bid, and Construction (respective bids received at \$16,500 and \$24,850). Terry Wagner, Finance Committee Chair and Administration Commission Representative, noted that the Rendering is a voluntary expense and that Administration would not be signing a firm contract for this or for the Design, Bid, and Construction Phase yet. Due to the Fundraising Committee for New Church Lighting's formation delays, fundraising efforts for the church lighting campaign has not yet begun. It also is not known how long these bids can remain at their fixed price rates, which were recently received, and so progressing with fundraising is critical.

Council highlighted the need to directly ask major parish donors to consider making the initial donations to the Church Lighting Fundraising Campaign as soon as possible, even before the actual fundraising campaign committee and fundraising strategies are in place. According to Desmond, there were 25 names received to contact about possible Church Lighting Fundraising Campaign Committee membership, with four of these individuals having expressed actual interest but with no leadership yet identified. There is a continued need to create energy and interest in this campaign. Fr. Paul then requested that the Council take a few minutes in silence to prayerfully consider moving ahead with this lighting project and its fundraising campaign.

**Council authorized the Administration Commission to accept RuckPate Architecture, Barrington Hills, to do the Study Phase for SMMP's new church lighting and also allocated an additional \$7,000 (totaling \$12,000) for the Administration Commission's use for this during Summer 2012. Terry Wagner moved, Gus Fischer seconded, and the Council unanimously approved this.**

**Council was in consensus that there was no apparent conflict of interest issue noted by Administration Commission Member Jeff Jameson (an employee of KJWW Engineering Consultants, Naperville) for the Administration Commission to engage RuckPate Architecture to work on SMMP's new church lighting's Study Phase, given the competitive bidding process, the review by the Diocese of Joliet, and the consensus of other members of the Administration Commission that RuckPate Architecture was the best and lowest bid.**

## **STAFF END-OF-YEAR SALARY BONUSES:**

**Council authorized payment of 2% staff salary bonuses at the end of FY 2011/12, as based on parish net operating surplus that was higher than originally anticipated in the budget. Payment of this bonus was already budgeted on a contingent basis, although it was pointed out by Terry Wagner that, due to the allocation of this expense, an approximately \$7,000 affect on the budget surplus would occur this year. Terry Wagner motioned, Dan Dulik seconded, and the Council unanimously approved this.**

## **COMMISSION REPORTS:**

**Administration:** [*Administration Commission – Minutes of Wednesday, May 17, 2012* were electronically submitted by Mike Prus in advance, a copy of which is shown hereto].

There were no additional questions posed to Terry Wagner, Administration Representative, or further discussion pertaining to Administration at this time.

**Christian Worship (CWC):** [*Christian Worship Commission June Report* was electronically submitted by Gus Fischer in advance, a copy of which is shown hereto].

Gus Fischer, CWC Representative, will ask Mary Straub, parish Secretary/Bulletin Editor, to run a parish bulletin notice shortly about the Parish Outdoor Summer Evening Concert (7/14/12). He also noted that additional baptism assistants are needed.

There was also some discussion about Holy Day special collections. Fr. Paul confirmed that, while Holy Day envelopes are included in the bi-monthly envelope packet mailings, there is no special collection held on these Holy Days, except for there being a special basket located in the Narthex for these offerings.

**Christian Education (CEC):** [*Christian Education June Report* was submitted electronically by Kim Cernek in advance, a copy of which is shown hereto].

Kim Cernek, CEC Representative, reported that the retirement/farewell celebratory Mass and reception held on 6/3/12 for Candy Rice (Director of High School Ministry) and Patti Guare (Director of Jr. High Ministry) were “excellent.” She especially noted that the liturgy had involved many parish youth members, some adult Religious Education volunteers, and Deacon Ken Miles, with Mary Oliphant’s coordinating the liturgy.

In addition, SMMP’s Search Committee announces that SMMP will welcome its new Youth Ministry Director, Dan Lawler, on 7/1/12. Meanwhile, an announcement with information about Dan Lawler and his credentials will appear in the 6/10/12 parish bulletin. Dan has ten years of previous youth ministry experience, having worked at Ascension Parish in Oak Park. According to Kim, his job description also includes his being an advisor to youth ministry volunteers, being a spiritual mentor to parish youth, and handling the budget. Likewise, Kim noted that Dan presents a strong faith and catechal knowledge, has extensively worked with teens, and coordinates well with other

ministers/ ministries. Kim also reported that Don Helgeson will be working with the parish's young adults as his special parish deaconate preparation project assigned by the Diocese.

**Christian Service (CSC):** [*CSC June 20j12 Report* was electronically submitted by Tom Cordaro in advance, a copy of which is shown hereto].

No additional questions were posed to Divia Ludwig, CSC Representative.

**AD HOC FUNDRAISING COMMITTEE:** [*Fundraising Committee – June Report, 6/3/12* was electronically submitted by Steve Schroeder in advance, a copy of which is shown hereto].

Steve Schroeder reported that the Buffalo Wild Wings-Woodridge Fundraiser, held on 4/29/12, raised \$480.07.

**Council was in consensus that the \$480.07 raised by the Buffalo Wild Wings-Woodridge Fundraiser on 4/29/12 would go towards the Parish Debt Reduction Fund.**

There was some additional discussion about how to direct the money raised by the upcoming DuPage Hounds Baseball Game Fundraiser on 7/7/12, along with any free-will offerings received for the Parish Outdoor Evening Concert on 7/14/12. It was especially noted that the latter event's purpose would not be as a parish fundraiser but, rather, as a celebratory and community-building event "to just have fun."

**Council was in consensus that the money to be raised by the DuPage Hounds Baseball Game Fundraiser on 7/7/12 will be used toward the Parish Debt Reduction Fund.**

**Council was in consensus that any free-will offerings received for the Outdoor Evening Concert on 7/14 /12 will then be used at the discretion of the Choir/Musician Members; that the event will be a "B.Y.O." outdoor summer event with no liquor sales; and that the Men's Club will provide funding for set-up and stage.**

Lastly, Council discussed its funding for the actual expenses incurred for Candy Rice and Patti Guare's Retirement/Farewell Celebration (held on 6/3/12).

**Council was in consensus that the \$760 incurred in the actual expenses for Candy Rice and Patti Guare's Retirement/Farewell Celebration (held on 6/3/12) will be provided through the parish budget, leaving to the Planning Committee's discretion about how to spend the monies raised for Candy and Patti's benefit.**

**ELECTION OF 2012-13 PASTORAL COUNCIL OFFICERS/INSTALLATION OF NEW AT-LARGE MEMBERS:** Desmond reviewed election guidelines and officer duties for the offices of Council President, Vice-President, and Secretary, with these terms being for one-year commitments. Candidates for these need to be any of the six At-Large Members, with the office of Secretary usually filled by one of the new At-Large

Members. In addition, the new At-Large Members could not vote for or nominate candidates yet.

**Council expressed its consensus in approving the new Pastoral Council for 2012-13, including Steve Schroeder as President, Dan Dulik as Vice-President, and Marian Stricker as Secretary.**

Marian Stricker and Barb Zdon were officially installed as new At-Large Members on Council, thereby replacing outgoing At-Large Members Desmond Curran and Sue Schroeder, who were completing three-year terms of service.

Desmond Curran was specially thanked for his excellent leadership as outgoing Council President, and Sue Schroeder and Desmond were then duly thanked for their years of service. They were presented with a card and gift remembrances from the Council.

**OTHER:** Council Members were reminded about the Staff/Council Dinner on 8/24/12, which will be followed by the Staff/Council Workshop on 8/25/12.

**CLOSING:** Desmond thanked all were in attendance at tonight's meeting. He then offered a closing prayer.

The meeting concluded at 8:38 p.m.

Following this, Council Members were invited to Country House Restaurant in Lisle to celebrate the successful conclusion of the 2011-12 year.

***The next Pastoral Council Meeting will be held on Tuesday, September 4<sup>th</sup> in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.***

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

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**SAINT MARGARET MARY PARISH**

**ADMINISTRATION COMMISSION**

**Minutes of Wednesday, May 17, 2012**

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

Members Absent: Chuck Marquis.

**1. Opening Prayer:** Led by Tom Hill.

**2. Approval of Minutes**

The minutes of the April 12, 2012 meeting were approved, without changes, “by acclamation”.

**3. Discussion/Decision Items:**

A. Church Lighting

Mike Prus had earlier sent two proposals for lighting design services to the commission, which he had received during the last week. The commission reviewed the proposals, and concluded that one proposal, from Ruck Pate, seemed to meet the requirements for the project, as specified in our Request For Proposal, for a significantly lower cost than the other firm. The commission agreed to recommend this proposal to the Pastoral Council. Jeff Jameson agreed to present this matter to the Council at their June meeting. Terry Wagner will arrange communication with the Council prior to their meeting. Also, Mike will inquire to gain reference information from St. Michael’s parish, where Ruck Pate had performed work during the last few years.

**4. Member Reports and Discussion**

A. Chuck Marquis: Absent.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: 1) The Finance Committee prepared the 3<sup>rd</sup> quarter financial report for the parish, which will appear in the bulletin this coming weekend. 2) March financial reports and collection information were distributed. 3) This year’s finances are currently more positive than anticipated, because to lower costs – in part due to our mild winter just past.

C. Michael Prus, Business Manager: 1) The carpet tiles in the Foyer area near the Upper Room will be replaced, by the manufacturer, with no cost to the parish. We thank Dick Backer for his efforts with this project. 2) Concrete and asphalt work for the driveway near the church was completed by the city. The northeast driveway will also be done in the near future.

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

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

F. Klaus Rummer: The Men’s Club worked on 6 homes, as part of their April in Parish project. Also, the Men’s Club Golf Outing takes place on June 8.

**5. New Business:**

The commission will meet again in June, to continue to progress on the church lighting project.

After the meeting, a photo was taken of commission members, together with the members of the Finance Committee.

**6. Closing Prayer:** Led by Jeff Jameson.

-- Submitted by Michael Prus

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**Christian Worship Commission -- June Report**

**Submitted by Gus Fischer**

- For Candy Rice and Patti Guare's [special liturgy], some members of the Lumen Choir joined the Contemporary Choir for the celebration.
  - We purchased a new adjustable organ bench from donations to the music department. It was built by Martin Ott who built our original organ. John is staining this now.
  - We continue to have between 4 – 6 Baptism per month. They are presently checking with members of the ministry to see if they plan on continuing this ministry.
  - We received 3 people interested in becoming EM's from the Ministry Fair.
  - We also had 2 people interested in becoming greeters. All will be contacted soon.
  - We have started a new greeting procedure at all Masses. We will have Greeters stationed at both entrances to initially greet people as they enter the building.
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**Christian Education Commission**

**June Report**

**Submitted by Kim Cernek**

**6/5/12**

- Many people worked together to plan and present a moving farewell liturgy and reception for Candy Rice and Patti Guare on Sunday, June 3.
  - We will welcome our new Director of Youth Ministry, Dan Lawler, on July 1. His name and credentials will be presented in the June 10 bulletin.
  - Many adult faith formation programs for 2012-13, centered on the theme *You Are Light to the World*, are being planned.
  - The annual summer search for catechists for preschool through tenth grade continues.
  - Dan Dulik and Sue Schroeder were welcomed guests at the May 25 graduation at ASCA.
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**CSC June, 2012 Report**

**BEREAVEMENT MINISTRY:** Our Bereavement meeting met Wednesday May 16th. We had 7 cases to assign and there have been 2 funerals this past week as well. There is a serenity prayer for Grievors. It is "God, grant me the strength to keep moving when I can, the grace to rest when I need to, and the wisdom to know the difference.". Our next meeting is scheduled for Wednesday, June, 20th at 6:30PM.

**BLOOD DRIVE COMMITTEE:** Our parish Blood Drive on May 5th went very well. We collected 39 units of blood, including 2 parishioners who made "double red cell donations", which counts for 2 units of blood. We provided our donors with fresh fruit, cookies, crackers, juice and coffee after donating. Our next drive will be on September 22nd.

**DAYBREAK MINISTRY:** Daybreak is readying our apartment for our new guests—a single mom with 3 young children. A team has been assembled to paint it; then on to the carpet cleaning and house cleaning. We have assembled a new team of mentors—the former mentors wanted a break from the two year commitment they have just completed. They will stay on board to help the new team and our ministry. A meeting for everyone to get acquainted is scheduled for Wednesday, May 30th.

**MEN'S CLUB:** The men's club met May 15th at the parish center. Sixty men dined on Dave's world's famous breaded walleye. Brian Shapley provided home brewed beer. He presented a powerpoint presentation on the science of brewing beer after the meeting. Obviously a very receptive crowd was on hand. The new board was elected with induction at the June meeting. Bags Tournament will also be held at the June meeting. All men of the parish are encouraged to attend.

**PEACE & JUSTICE ADVISORY WORKING GROUP:** As part of our last parish social mission week of the fiscal year we sponsored a program on water scarcity around the world. Our speaker was a volunteer with Water for People, an organization that works with poor communities around the world to build sustainable systems for providing safe drinkable water. We also organized our annual parish volunteer day at Feed My Starving Children. On the weekend of June 9-10 we will hold our annual Walk/Bike to Church Weekend. Refreshments will be provided by the Safari Café and bikes will be blessed after all Masses.

**PROLIFE COMMITTEE:** The Committee had a table at the Ministry Fair. A number of people stopped by to see the display that featured glass cookie jars filled with colored beads. Each bead represented 10,000 deaths from 1973 (the year abortion became legalized in the USA). The jar representing abortion was about  $\frac{3}{4}$  full. The other jars, representing deaths from cancer, auto accidents and war, were significantly less full. About 6 people signed up for e-mail alerts. The Bishops have called for a Fortnight for Freedom to be held from June 21 to July 4. This time of prayer, study, catechesis, and public action would emphasize both our Christian and American heritage of liberty. Planning for any events at SMMP is at a very early stage.

**SEPTEMBER CLUB:** On Wednesday, May 2, 2012, 37 members of the September Club gathered at the HOUSE OF EMPEROR for a social in anticipation of Mothers Day. Attendees were treated to delicious brunch. As is the monthly custom, May birthdays and anniversaries were recognized and members were encouraged to remember those members who are ill in their prayers.

**SCOUTS:** Troop 507 scouts assisted the SMMP Men's Club in the spreading of mulch around the church on May 12th.

**ST. JOSEPH THE WORKER MINISTRY:** We had 30 people which included five women attend our meeting at Southminster Church in Glen Ellyn. Our program was focused on making the best use of the social network program, LinkedIn. Our ministry team attended a special diocesan meeting on May 5<sup>th</sup> at Our Lady of Mercy in Aurora. The meeting brought together ten parishes which have working job clubs. Each parish shared information about their work and discussed ways of collaborating in the future.

**ST. VINCENT DE PAUL SOCIETY:** this month we helped several people:

1. Lady lost her job and had to bury mother
2. person working 3 jobs trying to get on his feet
3. person in hospital helped stretch their Short term disability
4. Parishioner with several children fell behind in bills helped with Mortgage
5. worked with neighboring parish on a family falling behind in bills.

-- Submitted by Tom Cordaro

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**SMMP Fundraising Committee**

**June Report**

**Submitted by Steve Schroeder**

**6/3/12**

*New Fundraising Initiative/current status:*

- Estate planning seminar is set with Andrea Skiera of Huck Bouma for Saturday 11/3 10AM. The presentation will be at SMMP and approximately 45 minutes to 1 hour, plus time for questions. Room assignment pending.
- Buffalo Wild Wings Fundraiser of Sunday 4/29 raised \$480.07
- Baseball game at Illinois Benedictine set for Saturday July 7<sup>th</sup>. Larry Williams working on details of sales and distribution of tickets.
- Summer Concert by SMMP Choir; Ravinia-style set for Saturday July 14. Several people are working out the details regarding permits, equipment rental and free will offering. Costs will not be charged to the budget. Fundraising procedures geared toward church lighting.

*Future fundraising under consideration:*

- Christmas Tree Sponsor
- Chili-bake off
- Teen or Junior High or Elementary Pizza, pop and movie night

*Recommendations for Parish Council to approve:*

- Recommendation that \$480.07 raised via Buffalo Wild Wings Fundraiser be used to reduce debt.
- Recommendation that any \$ raised via Baseball game at Illinois Benedictine (Dupage Hounds game on July 7<sup>th</sup>) be used to reduce debt.
- Any proceeds raised by the Summer Concert via free will offering to be donated to? Or is that Choir's decision?
- Recommendation that any proceeds given to pay for celebration for Candy and Patti be used for event and/or gift.

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