

**St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
November 6, 2012**

Members Present: Barbara Burkhardt, Kim Cernek, Tom Cordaro, Gus Fischer, Fr. Paul Hottinger, Divia Ludwig, Steve Schroeder, Marian Stricker, Terry Wagner, Larry Williams, Barb Zdon

Members Absent: Dan Dulik

Immediately prior to tonight's meeting, Council Members participated in an optional building tour of All Saints Catholic Academy (ASCA), Naperville, as conducted by Kim Cernek. Pastoral Council President Steve Schroeder then called the meeting to order at 7:05 p.m. in the Library at ASCA. Barb Zdon opened tonight's meeting with prayer.

Steve Schroeder extended his thanks to Council for attending tonight's meeting on a cold, rainy night; for agreeing to meet at ASCA; to Kim Cernek for conducting tonight's building tour; and to Council for their time and effort in preparing for tonight's meeting, given the extensive reading and reflection upon various assigned articles.

APPROVAL OF OCTOBER 2012 MEETING MINUTES:

Council approved the amended minutes from October 2, 2012, with Terry Wagner moving, Gus Fischer seconding, and the Council unanimously approving these.

The minutes, along with the Commission and Ad Hoc Committee reports, will now be posted onto the Council's online web page.

ANNOUNCEMENTS:

Vatican II 50th Anniversary Candlelight Prayer Service (10/11/12): Steve extended thanks to all who were involved with this "very moving" service at SMMP.

Men's CRHP (Christ Renews His Parish) Retreat Weekend (11/10-11/11/12):

Prayers are requested for Gus Fischer and the men who will participating in and presenting at this coming weekend's Men's CRHP Retreat at SMMP. Currently, there are nine new registrants who will be participating in this.

Men's CRHP Reunion (10/30/12): A good turnout was reported for this.

Estate Planning Seminar (11/13/12): According to Steve, this seminar had fifteen attendees, who had also posed "great questions." He has already extended thanks to the attorney presenter, Audrey Skiera, and the HuckBouma Law firm for conducting this free seminar at SMMP.

Church Lighting Design Presentation (11/12/12 – 7 p.m. in the Upper Room):

RuckPate Architecture will present their design and "mock-up's" for the proposed new church lighting plan. Members of the Christian Worship Commission (CWC), Administration Commission, and Pastoral Council are invited to attend this.

PARISH VOLUNTEER APPRECIATION DINNER (1/19/13): Larry Williams will be meeting with Dan Dulik about the Appreciation Dinner next week. While Divia Ludwig had suggested another caterer (Lucano's), Larry acknowledged Lucano's as a good choice, however, noting that catering arrangements were already made with La Notte Café, Berwyn, based on Council's approval at last month's meeting. Tom Cordaro will be creating the parish bulletin articles for this year's Italian-themed Appreciation Dinner. Meanwhile, Larry noted that plans for babysitting and busboy/busgirl assistance will be needed, with service hours available. Larry is working with Dan on arrangements to have the Contemporary Choir perform at this year's dinner. They will work out arrangements with Choir Director Brian Pelz regarding the musicians' willingness and availability. Larry will also follow up on obtaining donated homemade desserts, although he also noted that there were not enough desserts at last year's Appreciation Dinner.

There was some discussion tonight about whether or not the parish should postpone holding this year's Appreciation Dinner until 2013-14, using funds allocated for this event toward the church lighting project. However, it was agreed that this annual Appreciation Dinner was very important for thanking volunteers and energizing the parish community. Likewise, Fr. Paul noted the importance of community-building and fellowship within the parish, even when/if the best possible food and drink could not be provided or afforded. Terry Wagner felt that this year's parish financials indicated that this year's Appreciation Dinner could still be held as currently budgeted.

Updated photos on parish activities will be sought for the slideshow to be shown at the Appreciation Dinner. These photos should be submitted to Tom Cordaro.

EARTH CARE COMMITTEE: Tom reported about the Earth Care Committee's continuing activities, including the upcoming Christmas/Holiday Lights Recycling Program [11/3/12-1/7/13] and the Parish Electronics Recycling Day at SMMP. In addition, Scout Troop 507, working with Deacon Terry Taylor and guided by the Naperville-based Conservation Foundation at Knoch-Knolls, will be building a composting box for use at SMMP. This will be followed by workshops about composting that will be offered to the parish. According to Tom, parishioners will be learning a "new culture" through composting.

DISCERNING GOD'S CALL, UNDERSTANDING THE WORLD OF OUR

PARISHIONERS: Council participated in an hour-long discussion, led by Tom Cordaro, about their thoughts and reactions to ten articles and reports about changes in our current culture – these articles were electronically sent in advance.

Based on parishioners' recent concerns expressed through one-on-one interviews with Council Members and Staff, Council discussed how these concerns converged with as well as diverged from the sociological and demographic information and data gathered from "the greater lay of the land." From these, Council then generated further questions posed to our Catholic tradition.

As planned for its next meeting in December, Council will further discuss questions posed by our Catholic Faith Tradition, especially in light of current parishioner concerns

and recent “culture shift.” In January, Council and Staff will meet together to plan parish missional directives.

Council Members were asked to submit any additional articles pertaining to the above “culture shift” topics to Tom Cordaro for electronic distribution to Council and Staff.

Following this, Council took a break from 8:27-8:43 p.m., also enjoying refreshments provided by Barb Zdon.

COMMISSION REPORTS:j

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

Terry Wagner, Administration Representative and Finance Committee Head, reminded Council that Administration will not be heading up fundraising for the church lighting project.

Church Lighting: Deacon Ken Miles and the Ad Hoc Committee for New Church Lighting will be meeting next Thursday. Council requested that this committee share its fundraising plans with Council at the December meeting. Steve Schroeder will contact Deacon Ken with this request shortly.

Council Members, along with the Administration and Worship Commission Members, are invited to attend RuckPate Architecture’s lighting presentation on 11/12/12 at 7 p.m. in the Upper Room at SMMP. Terry noted that Administration is very pleased with how this new lighting study is proceeding, with current plans indicating the use of LED lighting.

Finance: Parish financial statements and commentary for the first quarter of FY2013 (July 2012 to September 2012) were electronically distributed in advance by Terry Wagner to Council for review. These will be included in the 11/13/12 parish bulletin.

Hospitality Sunday: [*Hospitality Sunday Update – 11/5/12, which was submitted by Terry Wagner, is shown hereto*].

Christian Worship (CWC): [*Christian Worship Commission Report, November 2012 was electronically submitted in advance by Gus Fischer, a copy of which is shown hereto*].

Gus Fischer, CWC Representative, stated that the Greeters recently completed the October Sunday Mass parish attendance count, as required by the Diocese. As based on Mass attendance counts taken on two weekends last month, there was a slight decline shown in 2012 (with an average of 1,634) vs. 2011 (with an average of 1,684).

Fr. Paul also noted that some of the Mass servers, along with their families, are not attending the Masses for which they are scheduled. He is also observing a lower attendance at Mass of school-aged children – Council further discussed the increased amount of sports scheduling on Sunday mornings which conflict with regular church attendance.

Christian Education (CEC): [CEC October 2012 Report for November Meeting was electronically submitted in advance by Kim Cernek, a copy of which is shown hereto].

Kim Cernek, CEC Representative, reported that some parent volunteers are helping provide some leadership assistance during Religious Education Director Sue Davey's temporary medical recuperation. According to Kim, new Director of Youth Ministry, Dan Lawler, reported that "new guidelines for confirmation preparation and service learning were sent out to high school freshmen and sophomore families. The biggest change is asking for two reflection papers which will help the teens process their experience more thoroughly."

Council also discussed problems caused by Religious Education Program families who request temporary Religious Education class assignment changes to better accommodate their children's after school extra-curricular and sports season needs.

Dates for the Summer 2013 S.H.I.N.E. high school urban mission trip will be made available to SMMP teens and parents shortly.

Christian Service (CSC): [CSC Report: November, 2012 was electronically submitted in advance by Tom Cordaro, a copy of which is shown hereto].

No questions were posed to Divia Ludwig, CSC Representative. Tom Cordaro reported that parish bulletin ads have recently appeared about nursery services available during Sunday Masses. In addition, the Nursery Ministry is now submitting monthly reports to CSC. The Moms of [Young] Children Playgroup recently held their first [fall festival] event, which was well attended – new photos of this event are now posted on several displays.

Kim Cernek has recently photographed five parish events, with Council encouraging their submission for the parish activity slide show being prepared by Tom Cordaro for the Parish Volunteer Appreciation Dinner.

FINAL "WHIP" AROUND:

- "Good meeting."
- "Very impressed with All Saints Catholic Academy."
- "I miss [Mass] bells."
- "Good work tonight."
- "The Holy Spirit led us in different directions than planned."
- "We need to let the Holy Spirit guide us in His plans."

CLOSING: Barb Zdon shared a Scripture reading and offered a closing prayer.

The meeting then concluded at 9:05 p.m.

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

December Opening and Closing Prayer: Barbara Burkhardt

December Refreshments: Barbara Burkhardt

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary

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SAINT MARGARET MARY PARISH

ADMINISTRATION COMMISSION

Minutes of Wednesday, October 17, 2012

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

Members Absent: None.

Also Attending: Ken Miles.

1. Opening Prayer: Led by Chuck Marquis.

2. Approval of Minutes

The minutes of the May 17, 2012 meeting were approved, without changes, “by acclamation”.

3. Discussion/Decision Items:

A. Church Lighting

Jeff Jameson led a review of the lighting design document prepared by Fred Schuster of Ruck Pate. In general, the commission saw the design in positive terms, as the document described the challenges of lighting the church, and described several options to address them. The report described the input received from staff and parishioners, and showed some knowledge of the

church's needs. Some items will need further explanation and discussion with Ruck Pate: the estimation of usage hours and of maintenance costs; the target foot candles in the design may be high; and the cost of the various options will need to be explained more clearly. The commission agreed to pursue their proposal to provide a presentation of the design to a wider group of parish leaders. Mike Prus, Ken Miles, and Jeff will work with them to set a date in the near future. Jeff will follow up on the technical questions which were raised.

B. Snow Removal

The commission reviewed the proposal from Falduto's Land Maintenance, who has provided snow removal services for some years now. Falduto raised some prices slightly, after several years of flat pricing. They continue to provide the parish with fine service. The proposal was accepted, and Mike will finalize the contract.

C. Maintenance Staff

Mike noted that Henry Vrbecky, our morning custodian, will be retiring soon. Mike and Fr. Paul will be seeking a replacement in the near future, while considering options on reconfiguring the maintenance team in the longer term.

4. Member Reports and Discussion

A. Chuck Marquis: No report.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: 1) Year end financial reports were recently presented in the parish bulletin. 2) Terry noted that his service as link to the Pastoral Council will conclude next June, and he invited members to consider serving in this role next year.

C. Michael Prus, Business Manager: No further report.

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

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

F. Klaus Rummer: The Men's Club hosted another successful picnic, well-attended and many parishioners and visitors had a great time. Financially the picnic was one of its most successful.

5. New Business:

None.

6. Closing Prayer: Led by Klaus Rummer.

-- Submitted by Mike Prus

Saint Margaret Mary Parish

'Hospitality Sunday'

Mission:

To be a self-sustaining source of Congregation growth and an inclusive Community.

Vision:

A vibrant robust addition to the church that is looked forward to on those days when it is held.

Objectives:

1. A growing % of participants within the current number of active members of the church
2. Grow number of active church participants
3. A program that generates revenue that eventually pays for itself or more.
4. Attracts more youth to the church
5. A program that the congregation looks forward to with anticipation.

Strategies

1. Build a strong awareness of the program
 - a. Put information in bulletin
 - b. Flyers on doors in church
 - c. Announced at masses
2. Offer food that is the equivalent of commercial outlets – donuts, bagels, etc. found at places such as Dunkin Donuts or Einstein's Bagels
 - a. Talk to vendors and devise quality/price matrix
 - b. Have focus group and make their thoughts known
 - c. Negotiate with chosen vendors on cost
 - d. Delivery options
 - i. pick-up
 - ii. delivered by vendor
3. Have coffee that is favorably accepted
 - a. Decide on brand of coffee
 - b. Plan on how to make coffee
 - c. Plan how to serve coffee
 - d. Any equipment needed to make and preserve brewed coffee
4. Have attractions available for the youth such as movies and cartoons
 - a. Adolescent rated and church approved movies played (20 minute limit)
 - b. Where shown – teen room?
 - c. Room of cartoons being played for younger children
 - d. Monitors needed?
5. Have an atmosphere that is conducive to camaraderie among the participants
 - a. Set-up of room – position of food tables
 - b. Lighting

- c. Table setting design – electric candles, etc.
- d. Table clothes – plastic/paper, cost
- e. Set-up and clean-up people needed
- 6. Free-Will Giving
 - a. Collection container
 - b. Security
 - c. Accounting process
- 7. Manager needed
 - a. Qualifications
 - b. Duties
 - c. Authority given
 - d. Who has over-site of program

Hospitality Sunday Update – 11/05/12

Cost Control

Item	Initial Cost	Current Cost	Savings
Dunkin Donut Order	\$640.00 - \$740.00 - Prices have been increasing	11/04 Current Cost \$540.00 – this has resulted by quantity reduction and control	\$100.00+ per Sunday
Juice	\$189.00 Using individual cups	Purchased 2 restaurant dispensers for \$109.00 Current cost of bulk juice \$44.00 per week	\$145.00 per Sunday
Coffee Creamer	Not Used	\$3.00	Add \$3.00 per Sunday
Priced Dominick's	Full Sized Donuts/ Bagels and Cream Cheese – Projected price - \$500.00		Projected at \$40.00
			Projected Savings - \$325.00 per Sunday

Revenue

We initiated 'Free-Will Giving'. The current revenues from this have been from \$200 to \$250, versus \$0 before this. That makes total savings to be \$525 - \$575 per week.

There is much still to do. The plan listed above is broadly where we want to accomplish.

Our long term goal is two fold:

1. Increase the community involvement within our parish
2. Have a mission that is revenue neutral

Your ideas and involvement are greatly appreciated.

-- Submitted by Terry Wagner

Christian Worship Commission Report, November 2012

Altar Servers: No report at this time

Art and Environment: No report at this time

Baptism Assistants: We had 5 Baptism in October.

Music Ministry: They had a very successful Vatican II prayer service on Oct. 11th.

They are selecting music for the Masses during Advent and Christmas.

Preparing for Taize – to be held Nov.30th at 7:30 PM

SMMP will host the Naperville Men's Glee Club on Dec. 1st.

Eucharistic Ministers: Deacon Ken and Barb trained 3 new EMs on Oct.20th.

The Liturgy Committee is updating the guidelines for EM's.

Lectors: 4 new lectors were trained in October. They will have a general meeting in November.

Sacristan Ministry: No Report at this time

Linen Launderers: No report at this time.

Greeters: We completed the Parish count on those attending Mass for 2 weekends. This year we had an average of 1634 vs last year of 1684.

We are still looking for additional Greeters for all Masses.

-- Submitted by Gus Fischer

CEC October 2012 Report for PC for November Meeting

PreK–Grade 5 Report: Sue Davey

- Twenty five people attended the October 10 Diocesan workshop for Catechists: Foundations of Faith, New Evangelization.
- From Saturday, October 20th to Wednesday October 24 we held our Safe Environment week. Children in Grades 2–5 viewed a video regarding internet safety and grades K–1 reviewed a book *It's My Body*.
- The 2nd and 3rd grade Mass is scheduled for November 17. Online registration is available.
- The first of three First Communion blessings rites will be at the weekend Mass on November 3 and 4.

Youth Ministry: Dan Lawler

- New guidelines for confirmation preparation and service learning were sent out to freshman and sophomore families. The biggest change is asking for two reflection papers which will help the teens to process their experience more thoroughly.
- This weekend we have our annual Peer Leader retreat at Dickson Valley. The teen leaders will be learning about communication and leadership skills to help them minister to their peers at our different retreats. We have about 40 teens going.
- We will be distributing flyers to the community about our Harvest Sunday food drive on Sunday November 4. We are hoping to hit about 4,000 homes. We will be collecting the food on Sunday November 11. We will be donating the food to the Loaves and Fishes and Marie Wilkinson food pantries.
- We have our Freshmen retreat the weekend of November 16–17 on campus. The Peer Ministry group has spent the last few weeks preparing for it.

Adult Faith Formation: Sr. Madelyn Gould

- Sr. Sallie Litkovitch will be with us in November to speak about the Vatican II shift in the outlook on the laity. She will give the morning and the evening presentation on the same topic.
- Fr. Paul gave the October session on *Treasures of Vatican II*. Excellent! 58 were in attendance.
- Men's CRHP have eight confirmed retreatants with six on the "maybe" list. Retreat is Nov. 10–11. The Women's Team is beginning their recruitment for the January 26–27 CRHP retreat. Ignatian Retreat Group II will complete their retreat on November 12.

At present there are thirteen interested in the retreat that will begin January 24 (Group III). Plans for the Parish Mission (January 20-22) have begun. Fr. Tom McCarthy from St. Rita Cansis in Chicago will be our retreat leader.

All Saints Catholic Academy: Dr. Sandy Renehan

- First quarter is ending, and we have had a great start of school.
- ASCA is preparing for a visit from our Bishop on October 31. He will celebrate Mass with us and then spend the day with the ASCA students.
- We had a visit from the Madre of the Mexican orphanage the both the school and our parish support.
- Our Advent project will be a collection of towels and toiletries for the clients of Hessed House.

-- Submitted by Kim Cernek, St. Margaret Mary Parish

CSC Report: November, 2012

BEREAVEMENT MINISTRY: Our Ministry met on Wed. Oct. 17th. We assigned 5 new cases and are in the planning stages of who is doing what, etc for the Annual Remembrance Mass to be held on Thursday, December 6th at 7:00PM. Prayers were said for all the bereaved and their families. We might have another new member; he is coming to our November 14th meeting to see what it's all about.

CHARITABLE CONTRIBUTIONS: We approved for funding 7 requests during our October meeting. Our next meeting is November 13, 2012. We have approximately 10 new requests.

CHRISTMAS GIVING TREE COMMITTEE: The work of the committee is in full swing. A pre-registration form was sent to all of last year's participants and bulletins with include pre-registration forms starting the weekend of Nov. 3-4. Our sign-up weekend will take place the weekend of December 1-2 and our gift drop off day will be Saturday, December 15.

DAYBREAK TRANSITIONAL HOUSING: We prepare for the holidays with our new family. We have requested input for her Thanksgiving request and Christmas request. We will review her Christmas list for her and her 3 girls to make sure they are appropriate. The Contemporary Choir will once again adopt our family.

MENS CLUB: Men's Club held its October monthly meeting on Tuesday October 16. In addition to regular agenda items, we reviewed final results from the August picnic. Results were in line with previous years.

NURSERY: From our October sign in sheets, here is our average usage and family benefit: 9am mass: 6-8 children, serving on average 5 families; 10:45am mas: 3-5 children, serving on average 3 families. Bulletin ad have been published to remind parishioners about the nursery and new signage will be developed to help parents find the nursery

PASTORAL CARE: The Pastoral Care Ministers met on October 25 for a get acquainted night between the ministers and Deacon Fred who has been appointed Pastoral Care Coordinator by Father Paul, due to the retirement of Paul Christin. A total of 10 ministers attended. Deacon Fred noted how dedicated they are to serving the homebound and intermediate care residents and hospital patients. Pastoral Care Ministers give communion to Catholic patients at Edward Hospital each Monday; distribute communion to Catholic residents at St. Patrick's Residence every Tuesday; hold a prayer service and communion service at Sunrise one Sunday a month; and give communion to homebound parishioners on a regular basis upon need. It was noted also at the meeting that the homebound persons requesting communion is increasing.

PEACE & JUSTICE ADVISORY WORKING GROUP: Plans are being made for an Election Eve Prayer Service on November 5th. In addition the second Parish Social Mission Week is being planned for Nov. 11-17th with the theme: Live In the Light: Trust in God's Providence. Parishioners will be invited to contribute 1% of the income to help the poor around the world achieve economic self-sufficiency. In conjunction with this we will be taking up a collection for Heifer International – an economic development and ecological sustainability project for poor communities around the world.

PROJECT GABRIEL: Project Gabriel held a Baby Bottle fund raiser to benefit Woman's Choice Center. About 400 bottles were given out. Over \$1,800 was raised.

PRO-LIFE COMMITTEE: Darlene Fenwick hosted Madre from Hogar del Pobre. A Rosary service and Reception was held Monday, Oct 22. Christmas gifts for the children at the orphanage were collected.

SCOUTS: Troop 507 scouts assisted at the "Cream of the Crop" Craft fair at SMMP on October 6th

SEPTEMBER CLUB: On Saturday October 6, 35 members and guests gathered for a Memorial Mass for deceased members at the 5:00 PM liturgy followed by dinner in the parish center, catered by B&B Catering. As is the monthly custom, October birthdays and anniversaries were recognized and members were asked to remember those members who are ill in their prayers. Club President Mary Lou Panik announced election results as follows: President -Irene Gasior, Vice President-Lucille Rogers, Secretary-Charlotte Gucwa and continuing as Treasurer-Ray Mayer. The new officers will begin their terms in February, 2013.

ST. VINCENT DE PAUL: Requests are increasing. We helped nine families this past month. Check book balance OK, but shrinking. We paid utilities for single mom recently unemployed; helped an unemployed man; single dad with 2 daughters; disabled parishioner; widowed parishioner; lady with disabilities; rent for disabled unemployed vet; car repair bill for single mom; and helped with rent for family where father is already working 2 jobs.

-- Submitted by Tom Cordaro
