

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
January 8, 2013

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

Members Absent: Gus Fischer, Divia Ludwig

Council President Steve Schroeder opened tonight's meeting at 7:10 p.m., following the meeting's relocation to the Upper Room at SMMP. Barbara Burkhardt then offered an opening prayer.

Steve offered his thanks to the many people at SMMP who were involved with the various liturgies and programs offered during this recent Christmas season. He described these as being "fabulous." Steve also noted how much he continues to appreciate reading the text of Fr. Paul's Homilies in the weekly parish bulletin [with these also being available in the bulletin online].

APPROVAL OF DECEMBER 2012 MEETING MINUTES:

Council approved the minutes as corrected from December 4, 2012, with Dan Dulik moving, Barb Zdon seconding, and with the Council approving these. The minutes, along with the Commission and Ad Hoc Committee reports, will now be posted onto the Council's online web page.

Parish Budget Approval Process for FY 2013/14: [Description of Budget Process for Fiscal Year 2013/14 – January 2013 was electronically sent in advance by Terry Wagner, a copy of which is shown hereto].

Terry Wagner, Finance Committee Head, noted some changes ahead for the upcoming 2013/14 budget preparation process. These should hopefully involve much less meeting time ahead at the Council level, due to the Finance Committee's doing more "legwork" in putting together the preliminary suggested budgets and then presenting these to the Council for review and approval.

Council then recommended assuming a budget for next year's collections equal to this year's budget. Council then discussed that this current year has 53 Sundays, instead of the 52 Sundays we'll have next year.

Terry reviewed a monthly timeline from January through May 2013 (with the Finance Committee's having started their preliminary work in December 2012), which the Finance Committee, Council, and Commissions should follow for this budget preparation process. The submission deadline for the approved FY 2013/14 parish budget to the Diocese of Joliet is June 1, 2013.

During this current month, Terry requested that Council contact each Commission about determining and identifying each Commission's priorities for 2013/14. Meanwhile, the Finance Committee will meet next week, with plans to electronically send suggestions to Council for February meeting discussion. Along with this, the Finance Committee will also send budget templates next month to be used by the Commissions. In addition, the Finance Committee will provide a liaison to all Commissions to help during the budget process. This includes assisting Dan Lawler, new Director of Youth Ministry, during his first budget preparation process. Council agreed to combine the Jr. High and High School Ministry budgets.

Terry shared his hopes that, especially through this more “streamlined” process, Council might then anticipate having shorter budget discussions over the next few months than it had in prior years.

Women’s CRHP (Christ Renews His Parish) Retreat Weekend Cancellation

(1/26-27/13): This Retreat Weekend will be canceled due to low response, with only four registrants. Plans are underway to subsequently hold the Men’s and Women’s respective CRHP Retreat Weekends once every two years.

Staff/Council Leadership Community Gathering Date Change (1/26/13 – new!)

Due to a conflict, Council selected 1/26/13 (from several possible dates provided them by Staff) for the rescheduled Leadership Community meeting date. Starting with 8:15 a.m. Mass, the meeting in the Upper Room will then run from 9:00 a.m. until 3:00 p.m.

Discerning God’s Call: Understanding the World of Our Parishioners: Staff/Council

Leadership Members will hold their community gathering on the rescheduled date of 1/26/13 at SMMP. At that time, we will create the framework for the parish missional directives. Tom Cordaro, Justice/Outreach Minister, further reviewed the process which will be followed to further identify these missional directives. These will be based on Staff’s and Council’s discernment process, which began in August/September 2012, about the following:

- the world our parishioners inhabit;
- how larger cultural trends and analysis affirm and challenge our parishioners’ experiences;
- and what wisdom is imparted through our faith tradition in interpreting meaning from the above.

In addition, the Leadership Community will prayerfully reflect on Biblical texts, stories, and images to help determine which ones best respond to the Signs of the Times for the parish. From this collective wisdom, the Parish Leadership will then determine the missional directives for next year, which will start in Fall 2013. From these, the new parish theme will subsequently be developed and will then be used for a two-year (rather than the current one-year) period.

Tom also noted the importance of communicating to the Commissions and Ad Hoc Committees, as well as to the entire parish, about the journey traveled since August/September 2012 to discern the signs of the times and create missional directives accordingly. This process will also be explained at the upcoming annual Parish Town Hall Meeting in May.

Council Members volunteering to meet with Staff representatives at an upcoming evening meeting to select the new two-year parish theme include: Barbara Burkhardt; Dan Dulik; Steve Schroeder; and Larry Williams. Tom will also obtain names of Staff representatives who would like to work on the parish theme.

Discernment Process for New At-Large Council Member Candidates: Council underlined the importance of providing a thorough background to future At-Large Council Member candidates about the parish missional directives development process and importance of the new parish theme. It was also recommended that new At-Large Member candidates attend more than one Council Meeting, along with the Town Hall Meeting, during their discernment process. Talking points about “where we were” and “where we’re heading,” as based on the Holy Spirit’s calling, need to be added to the orientation program. In addition, an updated timeline and outline for the new candidates’ discernment and orientation process need to be developed and used.

COMMISSION REPORTS:

Administration: Due to the Administration Committee’s not having met since November, Terry Wagner, Administration Representative, stated that there was no new report to electronically share in advance. The Commission will meet next week, however, also determining their next steps with the church lighting designers. If seeking a rendering of the new church lighting design, Terry noted that they will need to authorize moving forward soon with this plan.

Christian Worship (CWC): [*Christian Worship Commission Report, January 2013 was electronically sent in advance by Gus Fischer, a copy of which is shown hereto*].

There was no further discussion pertaining to CWC in Gus Fischer’s absence from tonight’s meeting.

Christian Education (CEC): [*CEC December 2012 Report for January 2013 Meeting was electronically submitted in advance by Kim Cernek, a copy of which is shown hereto*].

Steve highly commended the new Jr. High/High School Youth Ministry website, **www.YouthWithHeart.com**, which was recently developed by Dan Lawler, Director of Youth Ministry, using free site links. Included on this site are photos and information about catechesis; Peer Ministry; service trips; confirmation; a blog; a calendar; and resources. It was also noted that Dan recently gave an excellent presentation to Staff

about integrating social media for communication. Council also expressed its interest in learning more about social media integration through Dan.

Council requested further updates about Youth Ministry service trips. Although some information with dates had appeared in a few fall 2012 parish bulletins and on the **YouthWithHeart.com** website, no additional information has been provided to adult Jr. High and Quest Group leaders for their in-class promotion. Kim Cernek, CEC Representative, will follow up with Dan Lawler about these service trips. She also reported that Dan has provided information about upcoming youth service trips being offered at both the diocesan as well as at the parish level.

Christian Service (CSC): Tom Cordaro offered his apologies for not having prepared a CSC Report for January. There was no additional discussion about CSC at tonight's meeting. CSC Representative Divia Ludwig was absent from tonight's meeting.

Following this, Council took a break from 8:05-8:15 p.m., enjoying refreshments provided by Tom Cordaro.

Parish Volunteer Appreciation Dinner (1/19/13): Larry Williams and Dan Dulik reviewed plans and Council Member assignments for the upcoming Appreciation Dinner. Although the Custodial Staff will set up tables on 1/18/13 (with a recommendation that written directions with set-up diagrams be provided to Mike Prus for this), additional set-up by Council might still be needed for chairs and the band. Some additional Council help will also be needed for hanging Italian lights, with this possibly being done on Friday, too. The Decorations and Logistics Committee should also talk in advance with Mary Lou Krauss, parish Art & Environment Coordinator, in order to coordinate plans. Council then made plans to meet at 9:00 a.m. on 1/19/13 to continue working on Appreciation Dinner set-up.

Larry reported that plans are fully set with the caterer, La Notte Café & Bar, along with procuring the services of two employee helpers. He will also plan to purchase liter-sized soft drink beverages and some desserts from Costco, in addition to the appetizers and desserts being optionally provided "potluck style" by parish dinner attendees. While regular plates will be used for the dinner (needing dishwashing), Council decided to use disposable paper plates for desserts, along with disposable plastic cups for beverages.

Kim will talk with Dan Lawler about obtaining high school helpers for the coat check room – in the past, students earned service hours for the coat check area, with any gratuities received going toward mission trips. Additional teen help is also needed for serving and clean-up.

AD HOC COMMITTEE FOR CHURCH LIGHTING IMPROVEMENT: Terry Wagner shared newly updated fundraising information obtained from Committee Chair

Anne Lysaught, with \$85,000 in contributions now received and \$5,000 in pledged contributions toward the \$150,000 total goal. Council extended their thanks and appreciation to the 140 parish family donors. While a calling campaign will resume in January to seek additional church lighting improvement donations, care will be made to not accidentally re-contact current donors again for this. Interested parishioners are also invited to attend the Ad Hoc Committee's bi-weekly meetings, along with upcoming coffees.

Information about the Lighting Improvement Project now appears on the parish web page, along with parish bulletin articles and a recently developed prayer card. Upcoming fundraisers to benefit the Lighting Improvement Project include the following:

- Jr. High Ministry Bake Sale (1/12 and 1/13)
- Colonial Café-Naperville Fundraiser (15% of proceeds going to SMMP when patrons specially request these on 1/15/13)
- Chili Cook-off (2/2)

Terry Wagner also stated how "impressed" he is with this Ad Hoc Committee for Church Lighting Improvement's work.

FINAL "WHIP" AROUND: Comments included:

- "This was the shortest meeting ever!"
- "Tonight's meeting felt good."
- "Great meeting."
- "Very impressed by the streamlined budget process."
- "Very relieved by this new, updated budget process."
- "Special thanks to all during this recent challenging time of my/my family's illness [with flu]."

CLOSING: Barbara Burkhardt led a closing prayer.

Tom Cordaro was thanked for providing tonight's refreshments. The meeting then concluded at 8:45 p.m.

The next Pastoral Council Meeting will be held on Tuesday, February 5, 2013, in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.

February Opening/Closing Prayer: Marian Stricker
February Refreshments: Marian Stricker

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary

Description of Budget Process for Fiscal Year 2013/14

January 2013

["FC" = Finance Committee; "PC" = Pastoral Council]

December

Mike [Prus] updates long-term financial model for Finance Committee (FC)

January

- FC reviews revised budget process with Pastoral Council (PC)
- FC reviews long-term financial model with revised assumptions
- NEW - FC determines high level suggested budget guidelines for:
 - Revenue
 - Church, Admin and other areas from LT financial model
 - Suggested increase or decrease in total commission budgets
 - Transfers to reserve funds
- NEW – FC emails these suggestions to PC for discussion at February PC meeting
- Commissions begin discussing financial needs and priorities for coming fiscal year in anticipation of submitting a budget request by March 31.
- Diocese provides remaining information pertinent to budgeting, such as health and liability insurance, diocesan assessment, and salary guidelines.

February

NEW – PC has short (15 minute) discussion of FC suggested budget guidelines and votes up or down.

- NEW – PC determines how the suggested increase or decrease in total commission budgets should be split between the commissions.
- FC chair issues a memo to persons/groups responsible for budgets describing budgeting parameters and requesting budgets by March 31. Spending goals, either in \$ or in % change, are shared in this memo. The FC offers assistance and assigns a liaison to commissions.

March

- FC updates budget analysis, pending formal submission by commissions.
- Budgets from various areas are completed and submitted to FC by March 31.

April

- FC reviews “fit” of entire budget, and adjusts projections. The budget is submitted in final draft form to the PC.

May

- PC reviews and possibly approves budget. If significant issues arise, these can be addressed during the month, with the expectation of final approval by late May and submission to Diocese by June 1.

- Submitted by Terry Wagner

Christian Worship Commission Report, January 2013

Altar Servers: No report

Art and Environment: We will take down the Christmas decorating on Sunday Jan. 13th at 1:15 PM. Lunch will be served. We need your help, so hope to see you then.

Baptism Assistants: No report

Music Ministry: We had a very successful Christmas Un-Plugged.

Eucharistic Ministers: No report

Lectors: We have two new Lectors, Gail Krema and Laura Williams

Sacristan Ministry: No report.

Linen Launderers: No report at this time.

Greeters: We are still looking for additional Greeters for all Masses

Submitted by Gus Fischer

CEC December 2012 Report for PC for January 2013 Meeting

PreK-Grade 5 Report: Sue Davey

- In celebration of Advent, fourth graders adorned the trees in the parish foyer with Jesse Tree ornaments, and children donated about \$350 to Heifer International.
- Approximately 36 children participated in the Christmas Eve Children's Mass.
- First Communion materials will be mailed the Week of January 7, with the second blessing rite scheduled for the Weekend of January 12-13 and the first Parent Meeting scheduled for Tuesday, January 29.
- Catechists have been invited to the DuPage Cluster gathering on January 16 where John Donahue Grossman will present.

Youth Ministry: Dan Lawler

- Junior High and High School small group leaders were invited to review their work thus far and to think about ways of improving the programs.
- Youth Ministry has issued a newsletter to promote its new website: YouthWithHeart.com . Photos and information about catechesis, Peer Ministry, service trips, confirmation, a blog, a calendar, and resources are featured.
- The following service trips have been posted on the YouthWithHeart.com website: *Just5Days*; *Young Neighbors in Action*; *Summer Witness in Mission*; and the *Clintwood Young Adult Trip*.

Adult Faith Formation: Sr. Madelyn Gould

- 60 people attended the Advent Tea with the theme: “Mary: A Light Within Us”
- Nearly 75 people attended the Advent Penance Service on Tuesday, December 11.
- The Book Study group is reading *What Happened at Vatican II* by John W. O’Malley.
- Fr. Tom McCarthy will present the annual Parish Mission January 20-22.

All Saints Catholic Academy: Dr. Sandy Renehan

- We are busy trying to keep Advent. The peace of waiting for our Lord is a true requirement in these difficult day for people in schools.
- We have had our Christmas concerts and will move into the Christmas season with our families, as we will be on vacation as it starts.
- We have been saying our Act of Faith (see below) with the morning and afternoon prayers. As second semester begins we will be asking students to write a reflection each week on their weekend Mass experience.
- Thank you to the SMMP Pastoral Council for your continued support of our parish school.

ACT OF FAITH

I firmly believe in one God
in Three Divine Persons,
the Father, Son, and Holy Spirit.
I believe that God’s Divine Son
became man, and died for our sins.
and that He will come to judge
the living and the dead.

I believe these and all the truths
which the Holy Catholic Church teaches,
because You have revealed them to us.

Amen.

Year of Faith 2012-13

- *Submitted by Kim Cernek*
