

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**March 5, 2013**

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

**Members Not Participating:** Gus Fischer, Divia Ludwig

Due to tonight's snowstorm, Council participated in a telephone conference rather than in a meeting at SMMP. President Steve Schroeder opened the conference call at 7:00 p.m. Dan Dulik led the opening prayer.

Steve then reviewed participant guidelines for the telephone conference.

**APPROVAL OF FEBRUARY 2013 MEETING MINUTES:**

**Council approved the minutes from February 5, 2013, with Larry Williams moving, Barb Zdon seconding, and the Council approving these.** The minutes, along with the Commission reports, will now be posted onto the Council's online web page.

**ANNUAL PARISH TOWN HALL MEETING:** Council reviewed several possible dates in May with Upper Room availability at SMMP for a weekday night Parish Town Hall Meeting. After some discussion, Council expressed its interest in holding the Town Hall on Sunday, May 19<sup>th</sup> (Pentecost), immediately following the 12:45 p.m. Mass. Tom Cordaro especially noted that there are some wonderful correlations between the planned meeting content and Pentecost. Steve will check with Mike Prus on the availability of the Upper Room.

Following confirmation of the Town Hall date, Dan Dulik and Tom Cordaro will then work on a creative parish bulletin announcement. Plans for the upcoming Town Hall include the following:

- a brief presentations by the Commission Heads outlining Commission highlights;
- a photographic slide-show about 2012-13 parish activities;
- and a roll-out of the parish missional directives and new two-year parish theme, also outlining the process used by parish leadership to develop these.

Council Members who are interested in helping Larry Williams and Tom Cordaro with meeting planning should contact them. A separate committee will decide upon any refreshments to be served at the Town Hall.

Council expressed interest in conveying to the parish at the upcoming Town Hall about the challenges and multi-month process involved in developing the parish missional directives and subsequent parish theme. It was duly noted that the excitement and pride experienced by the parish leadership during this process was Spirit-guided.

**PARISH BUDGET PREPARATION FOR FY 2013/14:** Terry Wagner, Finance Committee Head, reported that the Commissions have a 3/31/13 deadline to submit their budgets. Council will then receive a draft of the FY 2013/14 budget before the May meeting, at which time they will hopefully approve this. It was also confirmed that a Finance Committee liaison has recently met with Dan Lawler, Director of Youth Ministry to assist him with budget preparation.

**Parish Website Redesign:** Terry reported that at last month's Finance Committee meeting, Mike Prus requested the need for some specific goals and direction for new parish website design. At tonight's meeting, Tom Cordaro outlined the need to clearly articulate and prioritize the desired capabilities, aesthetics, and content for the parish website. Larry Williams and Dan Dulik will consult with the Ad Hoc Communications Committee [originally formed in 2011-12] to assist with parish website redesign ideas, and Larry will also talk with a few people in the web design field. In addition to working hand-in-hand with the current Parish Website Committee (consisting of Jim Krema, Mike Prus, and Mike's son), Larry and Dan will also consult with Dan Lawler (who developed the Youthwithheart.com website for SMMP).

This activity will begin after the leadership community finalizes its rollout of the missional directive communication plan. Once the plan is finalized, Dan will work with Larry to set up an Ad Hoc Communication Committee meeting. At the first meeting, the new communication plan will be shared, followed by sub-committees breaking out into different areas of focus, such as the website redesign and logo.

Although there was previous discussion with the Ad Hoc Communication Committee about developing a new parish logo, Council felt that the current focus needs to remain on parish website redesign, with a logo redesign development sought at a later date.

**Finance Committee Update:** Due to Terry's upcoming plans to "move on" from chairing the Finance Committee at the end of 2012-13, he noted that [former At-Large Council Member] Sue Schroeder will assume Finance Committee Chairmanship for 2013-14. Next year's Administration Commission representative on Pastoral Council is still unnamed.

**DISCERNMENT PROCESS FOR NEW AT-LARGE COUNCIL MEMBERS:** After seeking recommendations from numerous sources, including, but not limited to Fr. Paul, Sister Madelyn, Pastoral council, Staff, and Parishioners, Marian Stricker and Barb Zdon reviewed the list of twelve potential discernment candidates, along with former discernment candidates. Marian and Barb will begin the process of contacting all of the potential discernment candidates identified as well as those who will be identified in the future. In the meantime, Tom Cordaro has begun preparing a nomination form to appear in the parish bulletin for four consecutive weeks before the 4/15/13 nomination deadline. Through this process, additional nominations (including those for self-nominees) can be submitted to the Parish Office by mail or by drop-off. Although it would be optimal for the Council to be balanced by gender and age, Fr. Paul noted that "...the right persons need to be led by the Holy Spirit" regardless of this balance.

## **COMMISSION REPORTS:**

**Administration:** [*Saint Margaret Mary Parish, Administration Commission, Minutes of Wednesday, February 21, 2013* was electronically sent in advance by Mike Prus, a copy of which is shown hereto].

There were no additional questions posed to Terry Wagner, Administration Commission Representative.

**Christian Worship:** [*Christian Worship Commission Report , March 2013* was electronically submitted by Gus Fischer, a copy of which is shown hereto].

Gus Fischer, CWC Representative, was unable to participate in tonight's telephone conference due to illness. There were no additional questions posed for him.

**Christian Education:** [*CEC February 2013 Report for PC for March 2013 Meeting* was electronically sent in advance by Kim Cernek, a copy of which is shown hereto].

There were no additional questions posed to Kim Cernek, CEC Representative.

**Christian Service:** [*CSC Report, February 2013* was electronically sent in advance by Tom Cordaro, a copy of which is shown hereto].

Divia Ludwig, CSC Representative, was unable to participate in tonight's telephone conference due to illness. There were no additional questions posed to Tom Cordaro or for Divia.

**AD HOC COMMITTEE FOR CHURCH LIGHTING IMPROVEMENT:** Terry Wagner reported that, as of 2/25/13, \$114,000 were received in cash contributions and an additional \$15,000 in pledge contributions toward the \$150,000 lighting project goal. The Administration Commission is working with the Diocese to obtain its approval of the project. According to Terry, the new church lighting is planned to be in place by the beginning of Advent.

An initial assessment was recently completed, involving Fr. Paul and the diocesan Environment and Art Committee, to study a recent proposal from SMMP's Worship Commission to create a larger space in the church for special liturgical rites, requiring the renovation of a couple of rows in the center aisles. Even though this project would not be implemented until sometime after the lighting project is complete, there might be some minor modification of the church's lighting design needed now to accommodate the proposed change. Terry reported that a CAD drawing (approximately \$200) will be needed soon to incorporate this proposed lighting change – Administration has approved this CAD drawing expense.

**PARISH ST. PATRICK'S DAY DINNER (3/16/13):** Plans are in place for this dinner [to benefit Youth Ministry Service Trips]. Council Members interested in assisting with this should contact Kevin M. Lynch. Steve Schroeder extended his regrets that he will be unable to attend this but hoped that there would be good Council representation.

**MENTAL HEALTH FIRST AID CERTIFICATION COURSE (2/23/13 and 3/2/13):**

Barbara Burkhardt stated that this course was “excellent” and thanked SMMP for graciously being a host site. She reported that there were 56 participants, half of whom were parishioners, and half were community members.

**PARISH MISSIONAL DIRECTIVES:** Council noted that the final draft of the Missional Directives was very well-written and flowed into the Parish Theme – these were truly Spirit-directed. Tom Cordaro was thanked for his organizational and leadership skills shown throughout the entire multi-month process needed for their development.

**CLOSING:** Steve thanked Council for their participation in tonight’s telephone conference, also noting that “April will be quite busy.” Dan Dulik then offered a closing prayer.

The telephone conference ended at 7:57 p.m.

***The next Pastoral Council Meeting will be held on Tuesday, April 2, 2013, in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.***

*April Opening/Closing Prayer: Larry Williams  
April Refreshments: Larry Williams*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

\*\*\*\*\*

**SAINT MARGARET MARY PARISH  
ADMINISTRATION COMMISSION  
Minutes of Wednesday, February 21, 2013**

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

Members Absent: Klaus Rummer.

Also Attending: Gus Fischer, Ken Miles, Mary Oliphant.

**1. Opening Prayer:** Led by Terry Wagner.

**2. Discussion/Decision Items:**

A. Presentation and Proposal from Worship Commission

The commission welcomed Mary Oliphant, Ken Miles, and Gus Fischer from the Worship Commission. Mary led a presentation and distributed a proposal from the Liturgy Development

committee and from Worship. The proposal is to create a larger space for special rites during liturgical services, requiring the renovation of the first rows of the pews of the center aisle.

An initial assessment was completed recently, working with Fr. Tom Paul of the diocesan Environment and Art Committee, to study appropriateness and options. Later, Steve Remmert of Remmert Studios reviewed feasibility and costs. It is understood that the project would not be implemented until the lighting project is complete.

Commission members noted that perhaps the new church lighting design may need some adjustment to accommodate the proposed change. Also, some further specification of the project, using the proposed CAD drawing, will be needed soon. Jeff Jameson agreed to contact Steve Remmert to discuss this further, and Mike Prus will explore what existing drawings of the worship area, if any, would be useful for the project.

#### B. Church Lighting

Jeff reported that Ruck Pate completed their design document work in the last day or so, and is ready for presentation to the diocese. Mike agreed to begin discussion with the diocese, working with Fred Schuster of Ruck Pate, to obtain the necessary approvals.

#### C. Lawn Maintenance Contract

The commission reviewed the proposal for 2013 from Greenbrier Landscaping, who has performed lawn and grounds services for the parish since 2005. Greenbrier's proposal was the same as last year (and has remained steady since 2008). The commission approved the contract as proposed.

#### D. Repair and Replacement Projections

The annual budget process includes a review of the Repair and Replacement fund projections, to ensure that monies are available for larger maintenance items related to the physical plant. The current projections continue to seem appropriate, though study of pricing for some items would be wise. Jeff's study of HVAC items suggests we look closer at expense needs during the coming year. Jeff will follow up with Mike, and the commission may discuss further at our next meeting.

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

A. Chuck Marquis: No report.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: 1) Quarterly financial reporting will appear soon in the parish bulletin. 2) Terry noted that his service as link to the Pastoral Council will conclude this 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: Absent.

**5. New Business:**

None.

- Submitted by Mike Prus

---

**Christian Worship Commission Report, March 2013**

We had our meeting on February 28<sup>th</sup>.

Members present: Barb Ryan, Mary Lou Krauss, Deacon Ken Milles, Gus Fischer, and Nancy Rutkowski.

Members Absent: Greg Scriba, Ingrid VanDril, John Schlaman, Don Helgedron, Tom Zakosek, and Joan Fries.

The main topic was our new budget. The members were happy to hear that we had an increase in our budget of \$1,500.00 for this year. The members present felt that the majority of this should probably go to John Schlaman's budget, since his was cut last year. I will meet with those members not present and see if we all agree to this proposal.

I reported that Mary Oliphant gave the presentation on the proposed changes to our Worship Space to the Administration commission on February 21<sup>st</sup>. They agreed that this should move forward, and passed a motion to spend the \$500.00 to have the CAD work done.

Deacon Ken reported that we trained 16 Altar Servers on Feb.16<sup>th</sup>. There will be additional trainings on March 16<sup>th</sup> or April 6<sup>th</sup>. Servers must be in the 4<sup>th</sup> grade or above.

Mary Lou reported that they are working on Taize, Palm Sunday, and Easter. Decorating for Easter will be on Friday March 29<sup>th</sup> starting at approximately 8:30 PM.

Barbara reported that we will have an EM training on Monday March 18th from 7-8 PM.

Sign-up sheets for Holy Week and Easter will be available in the Library for Greeters, EM's Servers, and Lecterns starting this weekend.

Deacon Ken gave us an update on the Church Lighting Project. Contributions have been very strong.

Deacon Ken gave a closing prayer.

-- Submitted by Gus Fischer

\*\*\*\*\*

### **CEC February 2013 Report for PC for March 2013 Meeting**

#### **PreK-Grade 5 Report: Sue Davey**

- The First Communion retreat is scheduled for March 2. Approximately 75 children have registered to participate. The second parent/child meetings are March 5 and 6. These meetings include the Bread Prayer Service.
- Only 15 children participated in the 1<sup>st</sup> and 3<sup>rd</sup> Grader Mass on February 2. Julie Carballo has agreed to coordinate the children's Masses next year. We are considering reducing the number of Masses to two per year and opening participation to all 1<sup>st</sup> to 5<sup>th</sup> Graders rather than having grade-specific Masses.
- Our 4:00 p.m. Ash Wednesday Service was well attended. The church was crowded. The overflow extended into the Narthex, the hallway, and the library. Nine ministers distributed ashes.
- Our 5<sup>th</sup> Graders will present the Stations of the Cross to the classes during the Week of March 16th through the 20<sup>th</sup>.
- Once again, as a Lenten almsgiving project, we have asked the children to collect money for the Catholic Relief Service Rice Bowl Program. Sandy Renehan at ASCA has extra bowls distributed in the school in addition to their normal project. Any proceeds from the Rice Bowl collection will be turned over to us to include in the SMMP donation to CRS.
- Spring Break begins on Saturday, March 23. Classes resume on Monday, April 1.
- On Good Friday, we will have a special children's service at 3:00. Vicki McLennan has agreed to coordinate the service again this year.

#### **Youth Ministry: Dan Lawler**

- Our Junior/Senior Retreat and Confirmation Retreat went very well. We modified the focus of the Confirmation Retreat to examine the Gifts of the Holy Spirit. The leaders and participants seemed to appreciate learning about them.

- I met with Mike Prus and Terry Wagner to discuss combining the junior high and high school youth ministry budgets along with some other issues. We also discussed the potential for adding wireless internet in the building, exploring the need to upgrade our copier equipment, and online payments for registration and donations. We will continue our conversations in the coming weeks.
- Our monthly Diocesan meeting included several attractive upcoming events that we hope to participate in. They include the Diocesan Youth Leadership Conference, a regional World Youth Day celebration, Great America Trip, Junior High Summer Camp, Diocesan Kairos Retreat, the National Catholic Youth Conference, and two ministry evaluation initiatives that are starting this year.
- We are looking forward to March and the Cluster Sexuality Speaker, St. Patrick's Day Dinner, Sophomore Dodgeball Tournament, and Confirmation interviews. We will begin planning for registration and next year's calendar in the next few weeks.

#### **Adult Faith Formation: Sr. Madelyn Gould**

- EVENING ENRICHMENT: The Threads Program with the esteemed Glory Fingers Puppeteers provided our February enrichment. 130 were in attendance (25 walk-ins!!). Teens served (Thanks!). The learning component focused on the symbolism and meaning of the Easter candle.
- RETREATS: Ignatian Retreat Group III is progressing nicely through the exercises. They are on Week 6 of the 34 week process. The Winter Weekend Retreats held in Mundelein are inspiring. The theme of both retreats is: "The Empty Tomb: A Spirituality of Resurrection." 28 women attended the Feb. 8-10 retreat, 20 men are registered for the March 1-3 retreat. Marcia Mackenbrock and Jennifer Nolan are facilitating the Lenten Reflection evenings on the Sunday evenings during Lent – 6:30-7:45 p.m. in the COR Center. Twenty attended the session on Feb. 17. Fifteen were present on Feb. 24. Marcia Mackenbrock and I are planning the April 10<sup>th</sup> Day of Reflection – "Stay With Us: Biblical Women."
- R.C.I.A.: Krystal Kojis will be welcomed into full Communion at the Easter Vigil. So far, we have two gentlemen registered for the 2013-14 sessions. Classes begin March 6.
- Fr. Tom McCarthy, this year's Mission presenter, wrote to us praising SMMP for our great hospitality. He also thanked us for the collection that amounted to \$8,224.05 (all-time high for Mission collections at SMMP). We have booked Fr. Tom McCarthy for 2015 and are hoping that Fr. Ed. Shea, OFM, will accept our invitation for 2014.

#### **All Saints Catholic Academy: Dr. Sandy Renehan**

- We are excited to be beginning the Conclave for the election of the new Pope. This is an opportunity that is rare, and it is a great teaching moment for our Church and schools.
- We are registering students for the 2013-2014 school year now and planning for next year.
- We have seven students from ASCA receiving First Communion at St. Margaret Mary this year. Our second graders will be taking a trip to the Cathedral of St. Raymond before their celebration of their First Communion.
- Our Lenten theme (*With Love and Forgiveness, New Beginnings Are Possible*) has been very rich for us this year. We are also partnering with the SMMP RE to add to their Rice Bowl collection.

-- Submitted by Kim Cernek

\*\*\*\*\*

## **CSC Report: February, 2013**

**BEREAVEMENT MINISTRY:** We met Feb. 20th; 13 New Cases; we are working on our Mission Statement and Bereavement Guidelines and Volunteer Descriptions for each role; this will make it more efficient and easier when a new volunteer comes; Deacon Terry will approve the final copy ; We are also preparing an updated list of all members, phone, number emails, etc. Next meeting March 20th.

**CHARITABLE CONTRIBUTIONS:** No meeting was held because all available funds have been distributed.

**DAYBREAK TRANSITIONAL HOUSING:** Our guest had a wonderful Christmas and is learning to trust us. She has already filed her tax return and is starting to pay down her bad debts- learning to negotiate along the way. She seems encouraged that she is learning-but her desire to spend (not plan for the future) is still present so we keep her focusing on the future goal to be independent. We say our prayers for her.

**MENS CLUB:** SMMP Men's Club held its annual Couples Dinner at its regularly scheduled monthly meeting. The dinner, held on 2/19, featured Fr Paul as guest speaker. Men's Club served an appetizing dinner for 94 attendees. Highlights from the meeting included: an appeal for March Men's retreat hosted by Fr Jonathan/Sr. Madelyn; notice about Mayslake fund raising event; announcement for Family Pizza Night; plans for wine tasting tour - sponsored by Men's Club; and draft plans for property and plant projects Next meeting will be Tuesday 3/19.

**NURSERY:** Here are the numbers of parishioners who took advantage of the nursery in February: Feb 3rd: 9am - 4 children, 4 families, 10:45am - 7 children, 6 families. Feb 10th: 9am - 4 children, 4 families, 10:45am - 7 children, 5 families. Feb 17th: 9am - 4 children, 3 families, 10:45am - 7 children, 4 families. Feb 24th: 9am - 7 children, 5 families, 10:45am - 5 children, 5 families.

**PEACE & JUSTICE ADVISORY GROUP:** Our January parish social mission week was well received. The focus was on human trafficking and we invited parishioners to sign postcards urging Congress to pass the Trafficking Victim Protection Reauthorization Act. Over 430 postcards were sign for each of our senators. In addition we sponsored a program after the 9:00 and 10:45 Masses on human trafficking. For the first time we had active participation from our teens. (Special thanks to Kim Cernek's Quest group.) Plans are underway for our next parish social mission week, March 9-14, which will focus on the issue of comprehensive immigration reform and the call to reconciliation. Postcards will be available to sign and send to Congress and there will be a 30 minute film shown after the 9:00 and 10:45 Masses entitled, "One Border, One Body: Immigration & the Eucharist. Our peace and justice group will also be planning a special peace and justice way of the cross for March 22<sup>nd</sup>.

**PRO-LIFE:** The Pro-L.I.F.E. Committee coordinated the postcard campaign for religious freedom after the Masses on Feb. 23-24. Postcards were sent to our Senators and Representatives. About 170 postcards were sent to each recipient

SEPTEMBER CLUB: On Wednesday afternoon February 6, 36 members and guests gathered at the House of Emperor in Naperville for an afternoon filled with joy, good food and the chance to meet and greet old and new friends. Attendees were treated to a delicious variety of Chinese foods. As is the monthly custom, January and February birthdays and anniversaries were recognized and members were asked to remember those members who are ill in their prayers.

-- Submitted by Tom Cordaro

\*\*\*\*\*