

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**April 2, 2013**

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

**Members Absent:** None

Council President Steve Schroeder opened tonight's meeting at 7:03 p.m. in the Upper Room. Larry Williams offered an opening prayer.

Steve expressed his thanks to all who were involved with the special liturgies for the Easter Triduum and Easter, which were "wonderful." He also thanked Council representatives Marian Stricker, Gus Fischer, and Larry Williams, who participated in the foot-washing ritual at the evening Mass of the Last Supper on Holy Thursday.

**APPROVAL OF MARCH 2013 MEETING MINUTES:**

**Council approved the corrected minutes from March 5, 2013, with Dan Dulik moving, Larry Williams 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 (5/19/13):** Steve confirmed the 5/19/13 (Pentecost) date for the annual Parish Town Hall Meeting, which will be held in the Upper Room following the 12:15 p.m. Sunday Mass. Council expressed its hopes that this date and time might make it more conducive for increased parishioner attendance, also noting that Hospitality Sunday and the Ministry Fair are also scheduled on this same date, following the Sunday Masses.

Dan Dulik will work with Tom Cordaro on advertising the upcoming Parish Town Hall Meeting. Each Commission Head will be requested to briefly share a celebratory review at the Town Hall of their respective Commission's 2012-13 activities and accomplishments. Tom Cordaro will update the slide-show on 2012-13 parish activities. Steve Schroeder will follow-up with Tom about the Town Hall agenda.

**PARISH MINISTRY FAIR (5/19/13):** There was some discussion about whether or not the Christian Worship and Christian Education Commissions could relocate their information/sign-up tables from the Parish Center to the Upper Room Library area on 5/19/13. It was especially noted that catechist recruitment and sign-up for Religious Education are needed in mid-May, even though many other parish ministries do not need to hold new volunteer recruitment shortly before the summer months. Kim Cernek, CEC Representative, will discuss this proposed change at next week's CEC meeting and will report back to Council shortly after this. It was also noted that Parish

Secretary Mary Straub would need sufficient advance notification time if the 5/19/13 "Ministry Fair" might be changed to an "Information Fair."

**PARISH LEADERSHIP WORKSHOP DAY (9/7/13):** Staff requested that the Parish Leadership Workshop's "kick-off" meeting/workshop date be changed from mid- or late-August to 9/7/13, especially due to the upcoming mid-August ordination of SMMP's two new deacons. Council agreed to this new workshop date.

Following its break during the summer months, Council will resume holding its monthly meetings on 9/10/13 (rather than on 9/3/13) – a meeting room location will still need to be scheduled for this. Otherwise, Council will continue to meet on the first Tuesday of each month during 2013-14.

**FRAMEWORK FOR DEVELOPING A PARISH COMMUNICATIONS STRATEGY:**

Tom Cordaro led Council through a review of the draft framework to develop a communication strategy for next year's missional directives and parish theme. This draft framework was initially created at the Leadership Community gathering in January 2013, followed by Staff's recently prioritizing the listed strategies. At tonight's meeting, Council generated some additional strategies through a "brainstorming" process.

Council then approved the final draft list of communication priorities for "occasional companions," "regular travelers," and "direction setters" in the parish. In addition, Council subsequently assigned tasks to specific Commissions and groups, set deadlines, and determined budget assumption for each of these strategies on a line item basis.

Tom will write up a final document showing tonight's work and will then distribute this to the Parish Leadership. Several newly developed tasks will now be assigned to the Ad Hoc Communication Committee, whose members Dan Dulik will contact and with whom he will set up a new meeting shortly. It was also noted that this Communications Committee had last met two years ago, although Tom Cordaro still has the list of this committee's participants. In addition, Mike Prus and Dan Lawler will be invited to this meeting.

Council noted the importance of communicating SMMP's attributes, values, and principles, also including the new parish theme and missional directives. The official kick-off of the new parish theme is scheduled for the parish picnic weekend.

Fr. Paul also noted the importance of including a Scripture reflection at all parish meetings. At the conclusion of each meeting, participants should then also be asked, *"How does the work that we did today reflect our parish missional directives?"*

Following this, Council took a break from 8:55-9:10 p.m., enjoying refreshments provided by Larry Williams.

### **DISCERNMENT PROCESS FOR NEW AT-LARGE COUNCIL MEMBERS:**

Marian Stricker and Barb Zdon updated Council on their progress being made in contacting sixteen nominees (who were recommended by others for the two new At-Large Council Member positions). Marian and Barb will also contact any additional self-nominated candidates who will be submitting a parish bulletin nomination form shortly. Although there are currently six nominees who have expressed their interest to Marian or Barb about learning more about the At-Large positions, there are still a number of others who have not yet responded to contact attempts. Council urged additional follow-up with a few nominees.

Interested candidates will be invited to attend an initial information meeting on 4/24/13, which will include a presentation on the organization, structure, and responsibilities of Ad-Hoc Council Members – a meeting room still needs to be confirmed for this. Information about the new parish theme and missional directives, along with background about their development, will also be included at this meeting. Steve Schroeder and Tom Cordaro also plan to be in attendance, with Tom already having constructed and updated the candidate information packets for this meeting. Barbara Burkhardt and Larry Williams were thanked for thoroughly passing on information to Marian and Barb from last year's At-Large Discernment Process.

Along with the information meeting on 4/24/13, discernment candidates will be invited to observe the Council meeting on 5/7/13, followed by a final discernment meeting on 5/29/13 with Sr. Madelyn. Lastly, the two new At-Large Members will then attend the 6/4/13 Council meeting as non-voting members – their full voting privileges will begin in September 2013, extending through their three-year term on Council.

### **COMMISSION REPORTS:**

**Administration:** Terry Wagner, Administration Representative, noted that there was no report from March 2013 due to the Commission's not having met last month. He did report newly received preliminary figures on Easter collections, though, which included the following: \$15,000 (through regular Sunday envelopes) and \$71,000 (special designated Easter collections). Terry noted that, although \$80,000 was anticipated in the budget for Easter collections, some belated Easter contributions might still be made by parishioners who were away on spring break trips or other Easter travel.

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

There were no additional questions posed to Gus Fischer, CWC Representative.

**Christian Education: [CEC March 2013 Report for PC for April Meeting was electronically submitted 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 – March, 2013 was electronically submitted in advance by Tom Cordaro, a copy of which is shown hereto].**

There was a brief discussion about the Charitable Contributions Committee Annual Report, which had appeared in the 3/31/13 parish bulletin.

**AD HOC COMMITTEE FOR CHURCH LIGHTING IMPROVEMENT: [Lighting Update was electronically submitted in advance by Terry Wagner, a copy of which is shown hereto].**

Terry Wagner confirmed that the Diocese has now approved SMMP's church lighting improvement plans. Especially since the Diocesan's Buildings and Properties Division only meets quarterly, receipt of this approval was extremely timely in order for SMMP's lighting project to be hopefully completed by Advent 2013. Fr. Paul's intervention was gratefully noted for this. Fundraising efforts currently include \$126,000 (cash contributions) and \$15,000 (pledge contributions) for a total of \$141,000 (\$150,000 goal).

**Council unanimously approved the allocation of \$20,000 for the Ad Hoc Committee for Church Lighting Improvement to spend with RuckPate Architecture in order to complete the project's Implementation Phase and cover additional project services requested by SMMP if warranted, with Dan Dulik moving and Steve Schroeder seconding.**

RuckPate will now prepare the drawings and bid documents within the next 4-6 weeks. They will then work with SMMP on a list of bidders, including diocesan-approved contractors and contractors seeking diocesan approval for this project. RuckPate will also supervise the contractors then hired for this project. Terry also noted that there is a big lead-time involved with ordering necessary equipment for this project.

**PARISH BUDGET PREPARATION FOR FY 2013/14:** Terry Wagner, Finance Committee Head, reported that all of the budgets from various Commissions and areas were completed and submitted to the Finance Committee by the 3/31/13 deadline. The Finance Committee will review the entire "fit" of the budget and adjust the 2013/14

projections accordingly. Terry will then send the final draft of the budget to Council later in April for next month's review and hopeful approval.

According to Terry, the 2013/14 expense budget prepared by Mike Prus, Parish Business Manager, is \$30,000-35,000 lower than what was previously estimated, due to slightly reduced building utilities, staff healthcare costs, and salaries. The Finance Committee recommends the following: that an additional \$20,000 be added to the parish's Repair and Replacement Fund; that assumptions about 2013/14 parish collections be reduced by \$10,000; and that the Communications budget be increased from \$2,000 to \$5,000, based on the Pastoral Council's discussion earlier in the meeting. Council was in general agreement with these recommendations.

**OTHER:** Marian Stricker requested Council's input about SMMP's intergenerational *THREADS* program, prior to her attending the *THREADS* Committee meeting next week. Although SMMP has held three *THREADS* programs in 2012-13, attendance numbers are down. Marian noted, however, that in past years when SMMP's "Living Nativity" *THREADS* Program was held, interest exceeded registration capacity. She also noted that St. Raphael Parish-Naperville periodically holds similar large-scale intergenerational programs, with large attendance.

Due to the late hour, Council tabled further discussion about *THREADS* until next month's meeting but expressed interest in not discontinuing this program.

**FINAL "WHIP" AROUND:** Comments included:

- "Long meeting but productive!"
- "Great work on the lighting project!"
- "A lot was accomplished tonight."
- "Much work done."
- "Good work, with a lot of work ahead for the Communication Committee, too."
- "Hard work."

**CLOSING:** Larry Williams offered a closing prayer. He was also thanked for providing tonight's refreshments.

The meeting concluded at 9:43 p.m.

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

*May Opening/Closing Prayer: Terry Wagner*

*May Refreshments: Terry Wagner*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

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### **Christian Worship Commission Report, February 2013**

We had a meeting on January 30<sup>th</sup>.

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

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

Nancy Rutkowski gave an opening prayer.

Mary Oliphant gave us a presentation on some proposed changes to our Worship Space. Another presentation will be given to the Administration commission on February 21<sup>st</sup>. After this presentation additional information should be available.

Deacon Ken reported that we will have an Altar Servers training on Feb.16<sup>th</sup> starting at 3:00 PM. Servers must be in the 4<sup>th</sup> grade or above.

Mary Lou reported that the flower collection was over \$1700.00 . She wants to thank everyone who donated to this collection. She has begun working on Lent.

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

Don Helgeson gave a closing prayer.

Our next meeting will be on February 28<sup>th</sup>. We will be discussing our proposed budget.

-- Submitted by Gus Fischer

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

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

- On March 2<sup>nd</sup>, approximately seventy children participated in the First Communion Retreat. March 5<sup>th</sup> parent meeting/bread service was cancelled due to snow. Over 200 people attended the Wednesday meeting/service. During the week beginning April 6, Fr. Paul will be visiting all of the 2<sup>nd</sup> grade classes.
- First Communions are scheduled for April 20/21 and April 27/28. Rehearsals will be the Tuesday and Wednesday before each service. On Wednesday April 3 there will be a special songs practice at 5:00 for children attending ASCA or those in 3<sup>rd</sup> to 5<sup>th</sup> grade who will be receiving First Communion.
- As a Lenten almsgiving project, children in our RE program and at ASCA collected money for the Catholic Relief Service Rice Bowl Program. Since funds are still coming in, we do not have a final count.
- On Good Friday we held a special children's service at 3:00. Vicki McLennan coordinated the service again this year. Despite the conflict with Spring Break, the service was well attended.

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

- Confirmation is Friday April 5<sup>th</sup>. We have 109 participants with Bishop Conlon presiding. We are finishing up interviews tomorrow afternoon and will be rehearsing tomorrow night.
- We are changing our junior high classes for next year to offer a 4:30 - 5:30 pm and 6:30 to 7:30 pm on Mondays and Wednesdays.
- We have an open house for Peer Ministry on Sunday April 7 for teens interested in helping with that program next year.

- After Confirmation we will begin planning for the summer service trips and next year's calendar.

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

- EVENING ENRICHMENT/MORNING ENRICHMENT- The Seder Meal with Bernie Newman from Congregation Beth Shalom was a huge success. Plenty of parishioners volunteered to help prepare the ritual foods, set-up and clean-up. Bernie provided an educational and inspiring evening for the 110 participants. The welcoming spirit of the evening made this an exciting interfaith experience.
- RETREATS – Twenty men attended the Weekend Retreat in Mundelein. Ignatian Groups I and II enjoyed an Evening of Reflection on March 11 facilitated by David Schimmel. Ignatian Group III is completing the first phase (9 wks.) of the 35 week process.
- RCIA – Krystal Kojis was received into the church at Easter. Three Inquirers are in process for next year. We meet on Wednesday evenings.

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

- All Saints had a very focused Lent this year. The school-wide project was to focus on prayer, sacrifice, and alms giving. Each class raised money to support the need for clothing for the orphans of Pobre del Hogar in Mexico. The Junior high additionally created individual projects of service. There were bake sales, a 3 on 3 tournament, Easter Baskets, etc. Students were to be "others centered". The kindergarten had an Easter Egg hunt and then donated the pennies in the eggs to the alms box.
- We culminated our last day before we broke for Holy Week with the exposition of the Blessed Sacrament.
- As we anticipated the election of Pope Francis, the junior high role played the conclave with the lower grades.
- We are now starting the final quarter. Graduation will be Friday May 24.

-- Submitted by Kim Cernek

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**CSC Report – March, 2013**

**BEREAVEMENT MINISTRY:** Met on March 20th and we had another 12 cases to assign for follow up calls on Bereavement; We also talked about the possibility of having a small tree put in the Gathering Room when we have our Remembrance Mass in December and having “Dove” ornaments with the names of all the deceased during the year. I am going to a few printing places to see if I could get a donation from them for about 500 die cut doves and the rest we could do. It’s in the very early stages, but if it works then the families will have an ornament (the dove) and put it on their tree each year in remembrance of their loved one. Next meeting 4/17.

**BOY SCOUTS:** Troop 507 will be having their pancake breakfast on June 2, 2013. Ticket sales for this event have begun.

**MENS CLUB:** We held our monthly meeting on Tuesday 3/19. Highlights from meeting: discussed details for Family Pizza Night, 4/13/2013; approved spending proposals to install self-service doors and approved donation to parish lighting fund; requested help with Easter decorations after Good Friday mass - start @ 8:30 pm; began initial planning for Parish Picnic; and announced May 31 date for Men's Club Annual golf outing. Next meeting is scheduled for Tuesday April 19 in the Parish Center.

**NURSERY:** For the month of March the weekly nursery averages were: 9am: 5 kids, 4 families; 10:45am: 5 kids, 5 families.

**PEACE & JUSTICE ADVISORY WORKING GROUP:** Our last parish social mission week was in March. The theme was "Living in the Light: Being Ambassadors of Reconciliation." The focus was on supporting comprehensive immigration reform. We published a series of articles on immigration reform in the bulletin and invited parishioners to sign postcards to their elected officials urging them to support comprehensive immigration reform. In addition we showed the film, "On Border, One Body: The Eucharist and Immigration" after the 9:00 and 10:45 Masses. On Friday, March 22nd we will hold a peace and justice Stations of the Cross on the theme, "Were You There When They Crucified My Lord?"

**SHARING PARISH:** Easter hams and food gift cards are being collected for March 26 distribution at Sacred Heart and St. Nicholas in Aurora and SMMP. Applications for tuition assistance for the 2013 - 2014 school year are being received. Deadline is April 30. The next tamale delivery day is Sunday, April 14. The annual Mega-Garage Sale for the benefit of the Scholarship Fund will be held on Friday, June 28, followed by a half-day reduced prices sale on Saturday, June 29. Donations will be accepted starting Saturday afternoon, June 22, and the last pick-up of leftovers is scheduled for Monday, July 1. Msgr. Arquidemes at Sacred Heart Parish is enthusiastic about renewing personal interaction with SMMP --- no definite plans yet.

-- Submitted by Tom Cordaro

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## LIGHTING UPDATE

April 2, 2013

Ruck Pate, our design architect for the church lighting project, completed its Lighting Study in late February, and this document was submitted to the Buildings and Properties Department of the diocese. This department then submitted the document to the Building and Properties Commission. After

discussion with the chairperson of the Commission, with timely intervention by Fr. Paul, our lighting project was approved by the diocese.

Some months ago, the Pastoral Council allocated \$9500 for design services by Ruck Pate for the Study Phase. \$8550 has been expended. We expect the remaining \$950 to be invoiced soon.

At this time it is appropriate that the Pastoral Council authorize and allocate monies for Ruck Pate to continue its work. In its proposal document dated 5/10/12, Ruck Pate proposed compensation of \$16,500 for its services for the Implementation Phase. This will provide monies securing services through the end of the project. As noted in the proposal document, reimbursable expenses or additional services as requested by St. Margaret Mary may also be warranted. In addition, we'd like advanced approval for any other special work they may do for us. In total, we are requesting that Parish Council approve \$20,000 for the committee to spend with Ruck Pate during the Implementation Phase.

Near future next steps:

- Some detailed decisions still need to be made by us. Ruck Pate to assist us with those.
- Ruck Pate to prepare drawings and bid documents in next 4-6 weeks.
- Ruck Pate to work with us on a list of bidders.

Fundraising effort is currently at \$126k of cash received and another \$15k in pledges not yet collected, for a total of \$141k.

-- Submitted by Terry Wagner

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