

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
May 7, 2013

Members Participating: Kim Cernek, Tom Cordaro, Dan Dulik, Gus Fischer, Fr. Paul Hottinger, Steve Schroeder, Terry Wagner, Larry Williams, Barb Zdon

Members Absent: Barbara Burkhardt, Divia Ludwig, Marian Stricker

Discernment Candidate Guests Attending: Mike Newell, Phil Samuels

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

Steve welcomed the two Discernment Candidates, Mike Newell and Phil Samuels, who were observing tonight's meeting, also noting that a third Discernment Candidate, Neil Gorman, was unable to attend. Introductions were then made for all meeting attendees.

APPROVAL OF APRIL 2013 MEETING MINUTES:

Council approved the minutes from April 2, 2013, to include a paragraph deletion under the "CSC" Report Section, with Gus Fischer moving, Dan Dulik 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 Schroeder requested that each Commission Head submit wording changes to Tom Cordaro by Sunday (5/12/13) so that the final PowerPoint word slides can be made for the Town Hall (5/19/13). Due to the PowerPoint's large file size, presenters are asked to arrive early at the Town Hall in order to practice with it. As the Town Hall Meeting will be held on Pentecost immediately after the 12:15 p.m. Mass, Council is requested to wear red.

Although Hospitality Sunday is also scheduled on 5/19/13 with refreshments, Council expressed interest in also having some "finger food" refreshments available at the Town Hall. Steve Schroeder will purchase some of these using a small budget.

Information about the upcoming Town Hall Meeting has already been appearing in the parish bulletin. Announcements about the Town Hall will also be made at all of the Masses on 5/18-19. In addition, an electronic reminder will be sent out to parishioners thru Constant Contact.

"ROLL-OUT" DATES FOR NEW PARISH THEME/MISSIONAL DIRECTIVES: Council reviewed the following dates, when the new Parish Theme and Missional Directives will be introduced and explained in more depth:

- 5/19/13 - Parish Town Hall Meeting
- 8/26/13 - Meeting with Mass Presiders and Lay Reflectors

- 9/07/13 - Workshop Meeting with the Parish Leadership Community
- 9/08/13 - Parish Picnic (Parish Theme Kick-Off for the entire Parish)
- 10/01/13 - Parish Convocation

In order to accommodate some scheduling needs for the above, **Council meetings** will be held on **9/10/13** and on **10/08/13**. After this, Council will resume its evening meetings on the first Tuesday of the month.

Tom Cordaro requested that an advance meeting be scheduled shortly with a representative from CEC and CWC to help him plan for the upcoming Parish Convocation (10/01/13). This Convocation will include all Parish “Direction Setters,” including all of the Commission Members. Plans will include the following:

- Explanation of the Parish Theme and Missional Directives
- Challenge to the “Direction Setters” to carry through and implement the Parish Theme and Missional Directives in all their upcoming activities.

Gus Fischer (representing CWC) and Kim Cernek (representing CEC) agreed to a meeting date with Tom (representing CSC) in order to do preliminary planning for the Convocation.

PARISH PICNIC (9/08/13): Although Council had previously discussed inviting the neighborhood community to the upcoming Parish Picnic, e.g. through distribution of neighborhood flyers, it was then noted that this would be very prohibitive due to many additional permits required. Instead, Council recommended that parishioners be encouraged to personally invite their respective neighbors to the Parish Picnic.

AD HOC COMMUNICATION COMMITTEE: Dan Dulik reported that a meeting date has not yet been secured, although this might be scheduled in early June.

2012/13 STAFF BONUS: Terry Wagner, Finance Committee Head, briefly reviewed the *Fiscal 2013 – July 2012 to March 2013 9-Month Interim Financial Report*, which he had electronically sent in advance to Council and which will subsequently appear in the parish bulletin.

As based on YTD parish financial results being better than budgeted through March 2013, Dan Dulik moved, Steve Schroeder seconded, and Council approved payment of parish staff bonuses, as budgeted for in 2012/13. This payment is also subject to Fr. Paul Hottinger’s final approval.

2013/14 PARISH BUDGET: Terry Wagner, Finance Committee Head, reviewed the Finance Committee’s budget recommendation refinements for 2013/14. Following this, there was some additional Council discussion tonight about finalizing the parish budget for FY 2013/14 .

Tom Cordaro moved, Dan Dulik seconded, and the Council unanimously approved the parish budget for FY2013/14 [subject to any additional circumstances requiring its revision before submission to the Diocese of Joliet, with 6/01/12 submission deadline].

Steve expressed appreciation to the Finance Committee for its hard work during this past year, which had also greatly lifted much of a big load in budgetary preparations from Council's shoulders. He then noted some previous historically long and late Council meetings, which were spent struggling with budgetary decisions. He likewise commended Terry for his skill in explaining parish finances and budgetary matters to Council in more easily understood "laymen's terms."

Following this, Council took a break from 7:38-7:45 p.m., enjoying refreshments provided by Terry Wagner.

2013 PARISH APPRECIATION DINNER FOLLOW-UP: Steve noted that, due to the 2013 Parish Volunteer Appreciation Dinner (1/19/13) expenses coming in at \$272.00 under budget, he recommended that this amount still be used during FY 2012/13 for the purchase of replacement table linens and any additional dry cleaning needed for a few badly stained existing ones belonging to the parish. It was also noted that this leftover \$272.00 could not be carried over into the next fiscal year.

Dan Dulik moved, Larry Williams seconded, and the Council approved the use of the remaining \$272.00 from the Appreciation Dinner's FY 2012/13 budgeted amount toward purchases relating to parish table linens. Steve will make these purchases accordingly before the end of FY 2012/13.

DISCERNMENT PROCESS FOR NEW AT-LARGE COUNCIL MEMBERS: In Marian Stricker's absence from tonight's meeting, Barb Zdon reported on the discernment process which is currently underway for two new At-Large Council Members. She noted that of the six interested candidates, three have recently decided to not continue with this discernment. In addition to the three remaining candidates (Neil Gorman, Mike Newell, and Phil Samuels) having been invited to observe tonight's Council meeting, they will participate in a final facilitated discernment session on 5/29/13. The two newly discerned At-Large Members will then attend the 6/04/13 Council Meeting as non-voting members. Their full voting privileges will begin with the September meeting, extending through their three-year Council term.

The three Discernment Candidates' photos and personal statements will appear in this coming weekend's parish bulletin, with the opportunity extended to parishioners to then submit recommendations and helpful comments about them by 5/24/13. Tom Cordaro recommended that each Council Member also submit helpful suggestions to each of the respective candidates from their personal perspective as a Council Member..

MASS ANNOUNCEMENTS (5/11/13-5/12/13): Council Members agreed to a schedule for their making short announcements at all of the weekend Masses on 5/11/13-5/12/13 in order to 1.) invite parishioners to attend the Parish Town Hall Meeting on 5/19; and 2.) provide input and support to the Discernment Candidates. According to this schedule, Council Members will make these announcements at the following Masses:

5:00 p.m. Mass (5/11) – Kim Cernek
7:30 a.m. Mass (5/12) – Marian Stricker
9:00 a.m. Mass (5/12) – Barb Zdon
10:45 a.m. Mass (5/12) – Larry Williams
12:15 p.m. Mass (5/12) - Tom Cordaro

Tom Cordaro will prepare a short script to be used for these announcements, which will be made following the general announcements at each of the respective Masses.

COMMISSION REPORTS:

Administration: [*Administration Commission Minutes of Thursday, April 11, 2013 were electronically submitted in advance by Mike Prus, a copy of which is shown hereto*].

Questions posed about parish lighting updates were redirected to the Ad Hoc Committee for Parish Lighting discussion to be held later during tonight's meeting.

Christian Worship: According to Gus Fischer, CWC Representative, no committee reports were submitted to him for inclusion in a May 2013 report.

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

Kim Cernek, CEC Representative, reported that Dan Lawler, Director of Youth Ministry, will be meeting shortly with representatives from various youth ministry groups, along with some of the Journey and Quest leaders. The Youth Ministry Program will also be attempting to integrate some Peace and Justice Outreach into the high school curriculum.

All Saints Catholic Academy's Principal, Dr. Sandy Renehan, has again invited SMMP's Council to attend ASCA's eighth-grade graduation on 5/24/13 at 7:00 p.m. Kim noted how much SMMP's Council representation has been appreciated at previous graduations. She will already be participating in this as a faculty member of ASCA, with Fr. Paul serving as ASCA's Pastoral President. Kim requested that interested Council Members contact her shortly about representing SMMP at this upcoming graduation, with hopes that two can attend..

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

There were no additional questions posed to Tom Cordaro, in CSC Representative Divia Ludwig's absence tonight.

AD HOC COMMITTEE FOR CHURCH LIGHTING IMPROVEMENT: Terry Wagner reported that, through the end of April, a total of \$144,000 in cash and pledge contributions have been received, coming very close to the \$150,000 project's fundraising goal. According to a report provided by Jeff Jameson, the Administration Commission is waiting for the contractor to prepare the bidding documents, with bidding expected to then start in early June. Contractors need to be approved by the Diocese. Fr. Paul expressed his hopes that a few additional contractors be encouraged and allowed to submit bids for this so that there is a true competitive bid process under way.

According to Terry, the Ad Hoc Lighting Committee and the Administration Commission will have more updates about the lighting project within the next two months.

FINAL "WHIP" AROUND: Comments included:

- "Very productive meeting."
- "Quick meeting."
- "Good ideas, directed by the Holy Spirit."
- "Good meeting."
- "Special thanks to the Finance Committee and Administration Commission."
- "This was the shortest that I've ever attended in my three years on Council!"
- "I've had a blast on Council during these past three years, although there've been some tough issues during these times, too – these experiences with Council have meant a lot to me."
- "We could almost understand finances, as explained by Terry!"

OTHER: With tonight being Terry's final Council meeting in attendance, Steve Schroeder then specially recognized and thanked him for his three years of service on Council as Finance Committee Head and Administration Commission Representative. Steve then presented Terry with a card and a token gift of appreciation from Council. Terry noted that, while he will "move on" from Council and the Finance Committee, he will still remain very active in other parish ministries.

CLOSING: Terry Wagner offered a closing prayer. He was also thanked for providing tonight's refreshments.

The meeting concluded at 8:14 p.m.

The next Pastoral Council Meeting will be held on Tuesday, June 4, 2013, in Room 8 (St. Margaret Mary Parish), starting at 7:00 p.m.

June Opening/Closing Prayer: Gus Fischer

June Refreshments: Gus Fischer

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary

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**SAINT MARGARET MARY PARISH
ADMINISTRATION COMMISSION
Minutes of Thursday, April 11, 2013**

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

Members Absent: Tom Hill, Chuck Marquis.

Also Attending: Sue Schroeder, Finance Committee

1. Opening Prayer: Led by Klaus Rummer.

2. Approval of Minutes

The minutes of the February 21, 2013 meeting were approved, without changes, “by acclamation”.

3. Discussion/Decision Items:

A. Church Lighting

Mike Prus reported that the diocese has approved the next phase of the project, and signed a contract with Ruck Pate for its design services. Ruck Pate will develop drawings and specifications so to complete bid documents. Jeff Jameson led a discussion about the bid process, with the expectation that representatives of the parish and Ruck Pate will develop a list of qualified lighting construction firms. This list is subject to diocesan approval. Mike will gather information about contracting firms who have informally inquired about the project.

B. Wireless Internet Access

Mike asked the commission for feedback on recent discussions regarding a possible expansion of wireless internet access. Mike has gained some information on practices by other parishes and schools, and will continue to gain information. The upfront and ongoing costs, and the development of policy about internet usage, are currently being explored.

C. Repair and Replacement projections

Discussion continued from the last meeting, with attention to HVAC needs. Jeff reviewed our past study of this area. Some equipment components are past their expected functional lifespan. Mike, working with Jeff, agreed to obtain preliminary pricing for addressing the more important HVAC equipment.

4. Member Reports and Discussion

A. Chuck Marquis: Absent.

B. Terry Wagner, Finance Committee & Link to Pastoral Council: Terry introducing Sue Schroeder. Sue will serve as the new chair of the Finance Committee, beginning in July.

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

D. Tom Hill, Chairperson & Building Committee: Absent.

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

F. Klaus Rummer: No report.

5. New Business:

None.

-- Submitted by Mike Prus

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CEC April Report for PC for May 2013 Meeting

PreK–Grade 5 Report: Sue Davey

- Registration information for the 2013–2014 year was mailed out during the week of March 25. So far we have received about 200 family registrations. Out of that, I have about 45 confirmed catechists for next year. I need about 95 to run the program. A few new catechists have registered as well.
- 109 children received First Communion this year.
- Children’s LOW will continue through Memorial Day weekend and will then take a break for the summer.
- Vacation bible school plans are well underway for the week of June 10 to the 14. So far about 28 children have registered. We have a capacity of 80 children. As an incentive for parents to volunteer, we have offered a \$10 discount for anyone who volunteers for three or more days.

Youth Ministry: Dan Lawler

- All classes have ended for the year and we will be wrapping things up in the coming weeks. We have one more Peer Ministry meeting and will be sending off our seniors.
- We are going to start advertising for a few summer events like the Joliet Diocese Youth Leadership Conference, our summer service trips, Great America trip, and a few other events.
- I attended two good workshops that gave some really good ideas on Evangelization with youth and Confirmation Preparation. I'm hoping some of the practices from the workshops can be integrated into the program for next year.
- My hope is to meet with catechists and get some input on activities for next year's calendar as we are planning.

Adult Faith Formation: Sr. Madelyn Gould

- BIBLE STUDY The second semester of Bible Study ended on March 12. Next year we will focus on Judges and Ruth.
- BOOK STUDY The book that was discussed on April 28 was *Without Buddhism I Couldn't Be Christian* by Paul Knitter. Upcoming dates and discussion are: June 2: *The View From Castle Rock* by Alice Munro; June 30: *Islam and the Arab Awakening* by Pariq Ramadan; July 28: *On Heaven and Earth* by Jorge Mario Bergoglio.
- RETREATS The Ignatian Groups I and II are invited to attend a silent retreat at Bellermine Retreat House in Barrington. I will be part of the team that will be present to serve as spiritual directors for this event. The Women's CRHP 30 Team is discussing ways to recruit for the January 2014 retreat. The Men's Group will enter into discernment on June 2. Their retreat will not occur until November 2014.
- PARISH MISSION The Mission Team met with Fr. Ed Shea, OFM on April 21 to begin planning the 2014 Mission. The theme will be: *Make Me An Instrument of Peace*. Topics will be: "Where There is Doubt, Faith"; "Where There is Sadness, Joy"; "Where There is Despair, Hope." Fr. Tom McCarthy is booked for 2015.

All Saints Catholic Academy: Dr. Sandy Renehan

- Graduation is Friday, May 24 at 7 p.m. Council is invited to attend if possible.
- 83% of our graduating class will be attending a Catholic high school.
- We are currently working on a three year project entitled STANDARDS FOR EXCELLENCE. This is an extensive study of our alignment to our mission and beliefs that will result in a revision of our strategic plan (We are currently in year four and need to revise the plan. This process will help with that.) The STANDARDS FOR EXCELLENCE is a national evaluative program that results in an exhaustive self study and on site verification of our program.
- Our special education coordinator, Tammy Kuppinger, is retiring from ASCA this year. She is the only staff member leaving us.

-- Submitted by Kim Cernek

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CSC May Report

MEN'S CLUB Monthly Meeting was held on Tuesday 4/16 in the parish center. In addition to regular monthly reports from our commission chairmen (Spiritual, Charitable, Membership, Social) we:

1. Announced date for annual golf outing (May 31 at Village Greens in Woodridge).
2. Review of plans for annual April in Parish event. April in Parish brings Men's Club to the rescue for any parishioner in need (financial/physical) of work crews to handle misc home/yard repairs.
3. Announced slate of officers for annual election (to be held at May meeting)
4. Hosted a guest speaker, political novelist/commentator Mark Quinn.

Next meeting is scheduled for Tuesday 5/21

NURSERY: nursery numbers for the last weekend in March (excluding Easter Sunday, since the nursery was closed) and April. March 24th:9am: 7 kids, 5 families 10:45am: 5 kids, 4 families. April 7th: 9am: 6 kids, 5 families, 10:45am: 2 kids, 2 families. April 14th: 9am: 7 kids, 6 families, 10:45am: 3 kids, 2 families. April 21st: 9am: 4 kids, 4 families, 10:45am: 3 kids, 2 families. April 28th: 9am: 5 kids, 5 families, 10:45am: 4 kids, 3 families.

PEACE & JUSTICE ADVISORY WORKING GROUP: The four parish social mission weeks have been selected for our 2013-14 year and will have themes that tie into our parish theme and missional directives. The dates and draft themes are: September 29 – October 5: Welcoming the Poor at Our Doorstep; October 27 – November 1: The Lord Hears the Cry of the Poor; December 1-7: The Peaceable Kingdom of Inclusion; February 9 – 15: Becoming a Community of Salt and Light.

SEPTEMBER CLUB: On Wednesday afternoon April 3, 2013, 35 members and guests gathered in the Parish Center after a long winter for a Spring Buffet provided by B&B Catering and to meet and greet old and new friends. Guests were treated to Lemon Baked Boneless Chicken Breast, Glazed Pineapple Ham and various sides. As is the monthly custom, April birthdays and anniversaries were recognized and members were asked to remember those members who are ill in their prayers. Joan Dolinar, who is also a member of the Riverwalk Quilt Guild, invited all to come to their May show to see the Guild's quilting handiwork.

SHARING PARISH: Applications are being received for tuition assistance for the 2013 - 2014 school year at Catholic schools in Aurora. Decisions regarding amounts awarded will be made in early May; standard stipends are about 1/3 the tuition with the possibility of more money being allotted because of particular family circumstances: reduced employment, large medical bills, Catholic high school tuition, for example. The number of applicants vs. money available and the ages of students are also considered; we want to foresee having enough money in the future to continue to support all those who are doing their part. Joe Ferrari and Martha Rose will meet with Msgr. Arquimedes at Sacred Heart in Aurora on May 10 to further explore future possibilities. The Mega-Garage Sale to raise money for the Scholarship Fund will take place on Friday, June 28 followed by a reduced price sale on Saturday morning, June 29. Donations will be accepted starting Saturday, June 22, and the last pick-up of left-overs will be on Monday, July 1.

-- Submitted by Tom Cordaro
