

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
September 10, 2013

Members Participating: Barbara Burkhardt, Kim Cernek, Tom Cordaro, Gus Fischer, Neil Gorman, Fr. Paul Hottinger, Divia Ludwig, Mike Newell, Larry Williams, Barb Zdon
Members Absent: Marian Stricker

Immediately preceding tonight's meeting, Council posed for several group photos, for use in the parish bulletin. New Council President Barbara Burkhardt then opened tonight's meeting at 7:05 p.m. in the Upper Room at SMMP. Barbara guided an opening prayer with Scripture, especially relating to the parish's new theme, "Live with Open Hearts and Open Arms."

APPROVAL OF JUNE 2013 MEETING MINUTES:

Council approved the minutes, with a slight correction, from June 4, 2013, with Gus Fischer 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.

GENERAL:

Parish Picnic (9/08/13): Although Barbara described the Parish Picnic as being a "smashing success," it was noted that this year's attendance was considerably lower than in the past couple of years. Neil Gorman, on behalf of the Men's Club, extended thanks to the many volunteers who worked at this, especially noting the many Council Members' help, too.

Parish Outdoor Concert (8/17/13): Feedback received about this annual evening outdoor concert was excellent. Many attendees brought picnic dinners and furnished their own seating, while enjoying a wonderful evening of live music on the parish grounds.

Council Sign-Up Sheets: Council Members then signed up to lead opening/closing prayers, along with providing meeting refreshments, for the upcoming 2013-14 monthly meetings.

PARISH LEADERSHIP WORKSHOP DAY (Staff/Council -- 9/07/13): Council provided feedback about this workshop, agreeing that it went very well. Tom Cordaro was thanked for his organizational and leadership work for this. Council noted that this year's workshop (focusing on conceptually implementing the parish's new theme) seemed much easier than last year's (creating and developing the parish's new theme). One immediate need is for greater development of the Communications Committee, which will need to handle a number of important tasks shortly.

PARISH CONVOCATION (10/01/13): Kim Cernek thanked the planning committee and requested additional help from Council for some specific responsibilities and tasks, e.g. photography and videotaping. An assignment sheet was then passed around for Council's review and additional task sign-up. Council's help might also be needed to help moderate small break-out groups at the Convocation, depending on the number of attendees.

Kim reported that approximately 600 Convocation invitations are being mailed out to a very large group of the parish's "direction setters," with response requested for this. These advance responses will help determine overall space and room needs. Kim will provide updates to Council by e-mail shortly.

UPCOMING MEETING AGENDA FORMAT: Under Tom Cordaro's leadership, Council dedicated a significant amount of its 2012-13 monthly meeting time to helping discern God's call for our parish. Staff and Council then developed the parish's new theme in response to this.

In 2013-14, Council will continue to devote approximately 30 minutes of its monthly meeting time to the following tasks, as outlined by Tom:

- 10/08/13 - Study and discuss assigned chapters from Pope Paul VI's 1975 Encyclical, *Evangelii Nuntiandi (On Evangelization in the New World)*
- 11/05/13 – Continue to study and discussion of assigned chapters from the encyclical
- 12/03/13 - Begin to analyze newly submitted feedback and data from the Commissions and Committees, about how their monthly ministries and activities reflect living out the parish's missional directives.

Staff will begin its study and discussion of the above Encyclical this month. Tom will provide Council with this document in Microsoft Word format, as well as through an online link. Council should read the first three chapters of this document in preparation for the October meeting, with Tom's providing reflection questions on these shortly.

COMMUNICATIONS COMMITTEE: Council then discussed the urgent need to procure the necessary leadership for this committee, with several candidates having already declined due to their concerns about the possible time commitments involved. Larry Williams will try to contact the original members from the 2011 Communications Committee Focus Group to invite them to join this committee in 2013-14. Larry will set up a small planning group meeting with Barbara Burkhardt shortly and will then provide e-mail updates to the Council about this.

There was some additional discussion tonight about the Parish Communication Strategy Framework [originally developed in April 2013 through Council's "brainstorming" for communicating the parish's new missional directives and parish theme]. It was

especially noted that Council will probably need to set more realistic dates and priorities for the various Communications Committee task assignments.

PARISH VOLUNTEER APPRECIATION DINNER (1/18/14): Assuming the same budget for this as last year, Council began some of its planning discussion about this 2014 parish event. Barb Zdon offered to chair the 2014 Appreciation Dinner, with her having already very successfully chaired the Parish Seder Dinner in Spring 2013. Larry Williams will provide her with planning file documents from previous Appreciation Dinners. The Men's Club will be contacted shortly about their interest in providing beverages; and Brian Pelz will be contacted about "Off the Rails" availability for and interest in providing live music entertainment.

"AT LARGE" MEMBER NOMINATING COMMITTEE: Council agreed to already start a "running list" of candidates' names to be invited in Spring 2014 to discern for "At Large" Council Member positions. Mike Newell and Neil Gorman will head up this year's Nominating Committee for this.

PARISH LEADERSHIP WORKSHOP (1/11/13): Barbara confirmed the 1/11/14 date that is now set for the Parish Leadership Workshop.

OTHER: Neil Gorman quizzed Council about the location of the four AED's (automated external defibrillators) within the parish facilities, especially noting the importance of these [for assisting victims with potentially life-threatening cardiac events]. The Men's Club purchased these at approximately \$1,500 each, for which all of the Sunday Mass Greeters are trained to use. Council expressed some interest in having future CPR and AED training offered at the parish by the Naperville Fire Department.

Following this, Council took a break from 8:05-8:20 p.m., enjoying refreshments provided by Barbara Burkhardt, for which she was duly thanked.

COMMISSION REPORTS:

Administration: [*Administration Commission Minutes of Wednesday, September 4, 2013* were electronically submitted in advance by Mike Prus, a copy of which is shown hereto].

Fr. Paul has agreed to be the 2013-14 Administration Commission Representative for Council, filling the spot on Council recently vacated by Terry Wagner -- there otherwise has been nobody else "stepping up" from this Commission for this. It was especially noted that the Council will still need assistance from a Finance Committee Member with the upcoming 2014-15 budget preparation process.

According to Fr. Paul, the church lighting contractor [Argo Electric] is already moving and storing some large boxes of materials in the Narthex for their upcoming project work, with their plans to also store other large pieces of equipment there shortly. Fr. Paul will know about the work start date shortly. Although the lighting contractor will have full daily access within the church for their work on weekdays, the church should be clear of work equipment for weekend Masses and weddings -- the work will also probably not necessitate displacing church pews. However, daily weekday Mass will be celebrated in the Upper Room during a 3-4 week period to accommodate the church lighting work on weekdays.

Administration Commission is being proactive in currently studying the church's HVAC equipment, parking lot, and flooring in terms of future repair and replacement.

Dave Henkelman, SMMP's Building Manager, will be retiring, with a search currently underway for his replacement.

Plans are also underway to cut back portions of the first center row pews in the church, especially to better accommodate worship space needs, e.g. for special liturgies, funerals, and wheelchair accessibility.

Christian Worship (CWC): [No report submitted].

According to CWC Representative Gus Fischer, no committee reports were received for a September CWC report, although he anticipates having a Commission report for October. CWC will meet in one week, before the October Convocation.

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

Kim Cernek, CEC Representative, announced that, according to a newly received communication from Sr. Madelyn, Pat Frank will be retiring after having led SMMP's Bible study for 27 years. Pat had also researched and written all of the Bible study guide books and talks used at SMMP over the years. Council gratefully acknowledges and appreciates all of Pat Frank's many contributions to SMMP's Bible study programs.

SMMP's Religious Education Programs for Pre-K through Grade 5 started this past Saturday, with new enrollment figures being available soon. Some of SMMP's junior high and high school students participated in summer mission trips (a 5-day mission trip in Springfield, IL, and a mission trip to the Winnebago Nation, respectively), with their experiences hopefully serving as catalysts for many other students.

Christian Service (CSC): [CSC Report: September 2013 was electronically submitted in advance by Tom Cordaro, a copy of which is shown hereto].

OTHER:

2014 Parish Town Hall Meeting: The dates being considered for this currently include either 4/27/14 or 5/04/14, with the Town Hall Meeting to be held immediately after the Sunday 12:15 p.m. Mass.

FINAL "WHIP" AROUND: Comments included:

- "Good meeting."
- "Agreed!"
- "Happy to be here."
- "The Holy Spirit has kept our hearts open tonight."
- "Welcome to our new members, Neil [Gorman] and Mike [Newell]."
- "Great timing for tonight's meeting."
- "Barbara passed the test for leading our first meeting this year!"

CLOSING: Barbara Burkhardt led tonight's closing prayer, with a special intention for the people of Syria.

The meeting concluded at 8:45 p.m.

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

*October Meeting Refreshments: Neil Gorman
October Opening/Closing Prayer: Neil Gorman*

Respectfully submitted,

Marlyn Ligner Steury, Recording Secretary

**SAINT MARGARET MARY PARISH
ADMINISTRATION COMMISSION
Minutes of Wednesday, September 4, 2013**

Members Present: Tom Hill, Jeff Jameson, Chuck Marquis, Michael Prus, Klaus Rummer, Sue Schroeder.

Members Absent: None.

1. Opening Prayer: Led by Chuck Marquis.

2. Approval of Minutes:

The minutes of the April 11, 2013 meeting were approved, without changes, “by acclamation”.

3. Discussion/Decision Items:

A. Sue Schroeder

The Commission welcomed Sue to the commission, as the new chairperson of the Finance Committee. A long-time parishioner, Sue brings a rich background in finance and information technology, and has familiarity with property and building matters. Welcome, Sue!

B. HVAC Equipment study

Jeff led the group on a tour of the HVAC equipment, inside and outside the building, which has been the focus of study during the last few weeks. Jeff showed the two largest condenser units, and air handler units, which provide area to the worship area and the Parish Center. Both are past their expected functional life, and the study is exploring the feasibility, cost, and value of replacing this equipment. Because of the phasing out of old refrigerants, and the development of new refrigerants, replacement costs will be substantial. We received a preliminary estimate from a contractor, Amber Mechanical. Although Jeff is hopeful that the price can be reduced, this would still represent a significant expense to the parish. Sue and the Finance Committee, with help from other commission members, will study our parish’s financial capacity for these and other large expense Repair and Replacement items in the coming years.

C. Church Lighting

Mike and Jeff reported that the contract with our parish, the diocese, and Argo Electric, the contractor for the lighting project, is complete. Mike met with the architect and contractor today, to review further logistics for implementation. The contractor expects to receive supply delivery information, and offer a schedule for implementation shortly.

D. Parking Lots study

The commission agreed to study the needs and cost of parking lot maintenance work before the end of the season. Tom will prepare information and recommendations for our next meeting.

E. Scheduling future meetings

The commission agreed to meet next on Wednesday, October 2, to continue progress on the HVAC study and the parking lots. We were informed that the Worship Commission asks for time on our agenda also, to discuss flooring options for the worship area.

4. Member Reports and Discussion:

A. Chuck Marquis: No report.

B. Sue Schroeder, Finance: No report.

C. Michael Prus, Business Manager: Dave Henkelman, our Building Manager, will be retiring in the coming weeks. The hiring process for a replacement has begun.

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

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

F. Klaus Rummer: The Men’s Club needs help with the preparation for the picnic this Sunday, Sept. 8.

5. New Business:

None.

6. Closing Prayer: Led by Tom Hill.

- Submitted by Mike Prus

CEC August 2013 Report for PC for September 2013 Meeting

PreK-Grade 5 Report: Sue Davey

- Last spring, our Rice Bowl collection totaled \$1,310.
- Classes start Saturday, September 7. On Saturday, August 24th, RE and Youth Ministry held a combined Catechist/Leader Day. Dan and Sue did presentations "In the Footsteps of St. Paul." Approximately eighty catechists/leaders attended. The program included a prayer service and commissioning by Fr. Paul. We broke out into grade levels for presentations by Sr. Madelyn (church tours). Linda Griffin (Disability Awareness) and IO presented "Bible Lessons from Science," with simple science experiments which can reinforce a scripture message. Approximately 50 people remained for lunch.

- Liturgy of the Word for Children resumes on September 7th and 8th. JoAnn Jeffreys has agreed to continue as coordinator. Copies of the lessons were copied onto flash drives for ease of use by the leaders.
- Catechetical Sunday is September 15th. Deacon Ken Miles will prepare a blessing for the catechists at the weekend Masses.

Youth Ministry: Dan Lawler

- No report submitted.

Adult Faith Formation: Sr. Madelyn Gould

- This weekend, the full outline of Adult Ed. Offerings will be in the bulletin. This will serve as my report for this month.
- I have engaged some renowned speakers to address the suggested topics. I hope everyone has noted that we have Judith Valente coming twice! She is a PBS-TV journalist.
- Our topics will help flesh out the parish goals of contemplation and hospitality. I have added 2 "Days of Quiet" to be held at St. Procopius Abbey.

All Saints Catholic Academy: Dr. Sandy Renehan

- All Saints has opened its 9th year with 584 students! It has been a wonderful opening of school.
- The Junior High celebrated the first day with a prayer service around the outdoor garden (the legacy of the graduating Class of 2013).
- All Saints Catholic Academy students will participate with the SMMP RE students for the Christmas *THREADS* Program.

-- Submitted by Kim Cernek

CSC Report: September 2013

BEREAVEMENT MINISTRY: Our Bereavement Ministry will be meeting on Wednesday, September 18th; we will be discussing plans for the upcoming Remembrance Mass in December and all cases that were received by the Bereavement ministry volunteers. We all hope to attend the Parish Convocation on October 1st.

BLOOD DRIVE: A Boy Scout from our parish, Brett Urbas, hosted a blood drive with Heartland Blood Centers in our parish center on July 20th. Brett was working on his Eagle Scout designation and he selected this very worthwhile cause for his project. He and the Heartland staff collected 44 units of blood which is a little better than our average turnout, so he did a fantastic job! Our next regular blood drive is scheduled for Saturday, October 19th in the parish center. We always welcome new donors, as well as our

faithful regulars, so if anyone on the Christian Service Commission or any of the committees would like to donate, please come and donate the "gift of life" to our community. There is a sense of personal joy that comes from sharing your good health with those less fortunate.

MEN'S CLUB: Men's club held their monthly meeting on Tuesday Aug 20. Primary topic of discussion was final arrangements for 09/08 parish picnic and the need for volunteers for set-up.

NURSERY: Here are the nursery numbers for August. August 4th: 9am: 1 kid, 1 family, 10:45am: 1 kid, 1 family. August 11th: 9am: 5 kids, 3 families, 10:45am: 3 kids, 2 families. August 18th: 9am: 2 kids, 1 family, 10:45am: 1 kid, 1 family. August 25th: 9am: 4 kids, 3 families, 10:45am: 2 kids, 2 families.

PEACE & JUSTICE ADVISORY WORKING GROUP: Our first parish social mission week (Sept. 29- Oct. 4) takes its theme from our parish theme and missional directives: Welcoming the Poor at Our Doorstep. The focus will be on the impact of budget cuts to low income people in DuPage County and Illinois. We will have a speaker from the Catholic Charity office in Lombard talk about the impact of budget cuts to their work with the poor. We will also give parishioners an opportunity to advocate for a Faithful Federal Budget that reflects our religious values and principles.

PRO-LIFE COMMITTEE: "Life Chain" will be held Sunday, October 6 from 2:30-3:30 pm. on the corner of Ogden and Washington. Text signs will be provided. We are trying to arrange baby bottle fund raiser for Woman's Choice Services/Project Gabriel.

SCOUTS: Troop 507 Scouts will be helping with the SMMP Picnic on Sunday, September 8th

SEPTEMBER CLUB: On Wednesday afternoon September 4, 2013, 36 members and guests gathered in the Parish Center for a Pot Luck lunch. In addition to meats provided by B&B Catering, guests brought an array of salads and other side dishes to share and desserts that filled a dessert table. As is the monthly custom, September birthdays and anniversaries were recognized and all present were encouraged to remember those who are ill in their prayers. Guests were told to watch the weekly bulletin for an announcement about October's memorial mass and dinner. Also, President Irene Gasior announced that election of officers will be held later this year with the new terms set to begin in 2014.

SHARING PARISH: \$11,000 has been appropriated for tuition support at Aurora Catholic Grammar Schools for nine children in seven families for the 2013 - 2014 school year. Checks totaling \$5,500 are being sent to the schools for the first semester. The Scholarship Fund Garage Sale held at the end of June realized about \$10,000 profit, less than the last several years. This money (and the safety cushion) will be the funds used to determine awards next April for the 2014 - 2015 school year. The students are distributed over the K to 8th grade range, and one is graduating from 8th grade this year. Also, we stipulate that any amount awarded may not be equaled in following years. We do not want to drop anyone for lack of funds, so we try to be both cautious and dependable with our support!

-- Submitted by Tom Cordaro