

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
December 3, 2013

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

Members Absent: Gus Fischer, Neil Gorman

Council President Barbara Burkhardt opened tonight's meeting at 7:07 p.m. in Room 8 at SMMP. Larry Williams led tonight's opening prayer. Following this, Barbara noted that the order of some agenda items would be changed, due to Fr. Paul's not being able to attend the first part of tonight's meeting [due to First Reconciliation].

APPROVAL OF NOVEMBER 2013 MEETING MINUTES:

Council approved the meeting minutes from November 5, 2013, with Larry Williams moving, Marian Stricker 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 Volunteer Appreciation Dinner (1/18/14): Barb Zdon reported that the Men's Club approved plans to provide a keg of beer and \$200 worth of wine for the Appreciation Dinner and that Dave Schwartz will coordinate the purchase for these. She also noted that plans for the band *Off the Rails* are now secured. Council then discussed various dinner themes and decided upon "Picnic in January." The menu, decorations, and parish bulletin announcements will now incorporate this theme. In addition, "picnic casual" might be the possible suggested attire for this dinner event. Tom Cordaro will take care of bulletin articles for the parish bulletin, with parishioners being able to submit their attendance requests electronically. The Parish Office will then compile the Appreciation Dinner registrations.

As appetizers and desserts would be greatly welcomed from Appreciation Dinner attendees who would be interested in providing these, Council discussed ways to request these food items, as well as obtain more specific information about quantity and type. Kim Cernek suggested the use of SignUpGenius.com as a free online tool for creating and managing group response lists, with this tool providing auto-reminders to e-respondents.

Tom will check on the availability of the Parish Center for 1/17/14 so that Council could do advance set-up and decorating for the Appreciation Dinner. Council noted how helpful it was to be able to do these one day/night early for last year's dinner. The same floor plan will be used as last year's for the dinner set-up. Although professional

laundering of approximately 20-30 parish-owned white table linens following this year's dinner was not factored into the 2013/14 budget, it is estimated that this might cost \$100. Council will determine whether or not a budgetary increase might be needed for this laundering.

“At Large” Council Member Nominating Committee: Mike Newell stated that there has been no recent activity to report yet. His co-chairperson Neil Gorman was unable to attend tonight's meeting.

COMMISSION REPORTS:

Administration: [No report submitted].

Fr. Paul was not yet in attendance at this point of tonight's meeting.

Christian Worship (CWC): [*CWC Monthly Report - December, 2013* was submitted in advance by Gus Fischer, a copy of which is shown hereto].

Although Gus Fischer, CWC Representative, was absent at tonight's meeting due to health reasons, Council discussed a few items in the December CWC report. Barbara Burkhardt led some of this discussion.

Through CWC, the parish will offer an online sign-up for gift bearers at the Sunday Masses. According to Kim Cernek (CEC Representative), catechists will be encouraging their students and students' families to sign up for this starting in January, in an effort to hopefully increase family attendance and participation at Sunday Mass. It was also noted that the Religious Education Program has the most extensive lists of family e-mail addresses (“hundreds”) vs. the general parish lists (approximately 350 e-mail addresses of those parishioners who signed up for e-communication through ConstantContact). Barb Zdon expressed concern about the gift bearer focus being on families, rather than also on singles, young adults, and widowed parishioners to do this. It was noted that articles in the parish bulletin will encourage interested groups – not just families – to sign up online as gift bearers.

Council also discussed the new procedure which will be used for distribution of low-gluten hosts at Mass. An individual wanting to receive a low-gluten host will place a wafer into a pyx before Mass. The low-gluten wafers will be brought to the altar at the Offertory with the other gifts; and the consecrated low-gluten hosts will be distributed to those who request a low-gluten host in the line by the baptismal font.

Christian Education (CEC): [*CEC November 2013 Report for PC for December 2013 Meeting* was submitted in advance by Kim Cernek. A subsequently updated report, which also includes the late submission Youth Ministry report, is shown hereto].

Kim Cernek, CEC Representative, shared update information about Youth Ministry submitted by Dan Lawler, which had missed inclusion in the original CEC Report sent out prior to tonight's meeting. Harvest Sunday had gone very well, with the staff of the Marie Wilkinson Food Pantry-Aurora expressing their thanks for their center's being one of the recipients. The recent Peer Ministry retreat at Dixon Valley Retreat Center went very well. The Rite of Calling was held on 11/24/13 at the 12:15 p.m. Mass; and Confirmation will be held at SMMP in April with Bishop Siegel. The Operation Wrap Toy Program has returned to SMMP, with toy collection for this being held on December 15th for the high school students to wrap – this will be advertised in the parish bulletin. Jr. High students will be bringing toys on 12/16/13 and 12/18/13 and wrapping them between 5:30 and 7:30 p.m. Lastly, a new Youth Ministry Assistant is being sought.

Christian Service (CSC): [No report submitted].

Tom Cordaro offered apologies for not submitting a written report for December. He stated that parishioner sign-up to participate in the Giving Tree (12/14/13) appears to be 10-15% lower than in the previous year, although some additional gifts might hopefully still be submitted. The parish bulletin recently started including information about Parishioners Helping Parishioners: Sharing Christmas Joy in Difficult Times, with Tom noting that he has received many more names of those in the parish who need some assistance this year.

AD HOC COMMITTEES:

Church Lighting: Tom Cordaro reported that the church's new lighting is currently set at the lowest setting and still requires installation of a lighting board (which will function somewhat similar to a dimmer switch). There are a few more lighting fixtures which also need to be installed. The fully operating new lighting system should be in place by the Third Week of Advent (12/16/13).

Communication Committee: Having already met with Anne Lysaught last week, Larry Williams noted that Anne is still expressing interest in chairing this new committee, pending receipt from Fr. Paul and Council about more clearly defined project details, prioritized goals, roles, and achievable project deadlines for this new committee. Larry will meet with her again next week about these. Council then reviewed the original long list of possible communication-related tasks, which it had originally sought to assign to the new Communication Committee. At tonight's meeting, Council clearly noted that the parish website overhaul and its redesign should be this committee's current top priority and single focus.

Council recommended that the Communication Committee talk with the current parish Website Committee to learn about their interest in continuing to work or partner with them. As Council sees the need for the new website to be both technically updated as well as aesthetically pleasing, the website also needs to clearly and effectively tell our parish story. Council recommended that the Communication Committee develop three

different parish website formats, for presentation to Council for their review and consideration.

Additional communication ideas presented tonight included improvement of information packets for new parishioners, along with installation and use of an outdoor electronic sign. Fr. Paul also suggested future door-to-door welcoming in the Lisle's new Arbor Trails subdivision, which is currently under construction.

Following this, Council took a break from 8:07-8:25 p.m., enjoying refreshments provided by Barbara Burkhardt.

DISCUSSION ON DIOCESAN SURVEY: Fr. Paul noted that the Diocese of Joliet is requesting feedback from each of its parishes, in an effort to be proactive about their future needs and encourage parishes to better learn from one another. Fr. Paul requested that Council consider SMMP's strengths and weaknesses in a number of areas. This information will be used to discern how parishes might best complement each other in these major ministry areas: liturgy; faith formation; social action; administration and finance; and family life. **Fr. Paul requested that Council return in January with their written feedback to the many questions provided, so that he could compile and bring this information with him to meetings in late January 2014.**

DISCUSSION ON MISSIONAL DIRECTIVES -- MEASURING PROGRESS:

Tom Cordaro led Council through a planned half-hour discussion about measuring the progress being made by the parish with its new missional directives. Council shared stories and "tidbits" which helped illustrate how missional directives are starting to take root within the parish community. Included were many examples of welcoming, along with noting the relevancy of homilies and Prayers of the Faithful at Mass. Fr. Paul noted that he has received several written communications about how welcoming the SMMP is – he reported that all of these letters are very positive. Council also discussed the relevancy of Pope Francis' actions and communications to our parish's missional directives.

Council then discussed ways to request feedback from the parish "Direction Setters" who had attended the Parish Convocation (10/01/13). These attendees would be used as a gauge to help measure progress being made with parish missional directives. Some questions which might be asked include:

- How have you changed anything in your life due to the new missional directives?
- Do you better understand how these missional directives are being followed within our parish?
- How do you see any changes occurring within the parish and community as a result of these missional directives?

Following this, Council brainstormed ways to survey the Commissions and Convocation attendees about some of the above information. Tom Cordaro offered to draft a survey tool, which a few Council Members would then also review. The survey would be sent out by early January to the Convocation attendees as a means of keeping in touch and maintaining a continued partnership with them. Tom expressed hopes that some data would already be received from this for use at the Parish Leadership Workshop (1/10/14). The Parish Leadership Workshop participants will assess where the parish currently is with its missional directives for the current Year One Cycle of the parish theme, while also preparing for building onto these directives for the upcoming Year Two Cycle.

Tom was thanked for his wisdom and leadership in helping guide parish leadership in developing and assessing these missional directives.

OTHER (CHURCH LIGHTING): Since Fr. Paul had missed the earlier part of tonight’s meeting due to First Reconciliation, he noted that installation of the church’s new lighting was going well. He reported that, as of earlier this morning, there were six to seven light fixtures still needing to be installed but that they would all be installed by the end of the week. The lighting board should be connected by 12/16/13 for use and training purposes – its programming is a very big task.

FINAL “WHIP” AROUND: Comments included:

- “Very efficient, excellent meeting.”
- “Punctual – very efficient meeting.”
- “A lot was accomplished in a short period.”
- “Wishing all of you a Blessed Christmas.”
- “Merry Christmas – nice meeting.”
- “Felt the absence of those who missed tonight’s meeting.”
- “Celebrate the progress of the missional directives! Thanks for the powerful stories.”

CLOSING: Larry Williams offered a closing prayer. Barbara Burkhardt was thanked for providing tonight’s refreshments.

The meeting concluded at 9:07 p.m.

The next Pastoral Council meeting will be held in Room 8 at SMMP on Tuesday, January 7th, starting at 7:00 p.m.

Respectfully submitted,
Marlyn Ligner Steury
Recording Secretary



CWC Monthly Report December, 2013

The CWC held our meeting on November 13th.

Members present: Barb Ryan, Terry Wagner, Mary Lou Krauss , Tom Zakosek, Deacon Ken Milles, Nancy Rutkowski, and Gus Fischer. **Members absent:** Ingrid VanDril, John Schlaman, Mark Marsaglia, Deacon Don Helgeson, and Joan Fries. **Visitor:** Deacon Joe Ferrari

Nancy opened the meeting with a short reading.

Deacon Joe gave us a short presentation on the Medical Ministry that he hopes to start at our parish.

Mary Lou reported that we would be decorating the Church for Advent on the Friday after Thanksgiving. Also they would be decorating the Church Sunday starting around 1:30Pm for our Advent Taize Service. We will decorate the Church for Christmas on Sunday December 22nd starting about 1:30PM.

We then has a discussion concerning Low Gluten Hosts and Substantial Bread remaining after the 12:15 Mass. Deacon Ken said the he would inform all deacons that any Substantial Bread remaining after the 10:45 Mass be split between Ciboria, so that they can easily be consumed at the 12:15 Mass. A new procedure will be going into effect for Low Gluten Hosts. Those wanting to receive Low Gluten Hosts will place the wafer into a pyx before Mass. This will be brought to the Altar with the other Gifts. This should eliminate any problem with left over Hosts.

We next had a discussion on ways to improve on Gift Bearing Families. We decided to try an online signup. Terry Wagner came up with a spreadsheet that we will use. We will run several notices in our bulletins, and hopefully people will begin using this system.

Deacon Ken closed the meeting with a prayer.

The Advent Taize was held on Sunday night. Over 250 people attended and were inspired by the beauty and solemnity of the night.

-- Submitted by Gus Fischer

CEC November 2013 Report for PC for December 2013 Meeting

PreK-Grade 5 Report: Sue Davey

We are still having problems getting parents to return the signed acknowledgments regarding receipt of the revised Diocesan policies regarding Sexual Abuse of Minors. To date, we have received about 60% of the forms.

The 3rd Graders made dove ornaments to be used at the Bereavement Mass on December 12. The children wrote the names of the deceased on the front of the ornament and their own

names on the backs. The children then said prayers for each person who died and their families.

Our almsgiving project for Advent is Watts of Love. Watts of Love is an international non-profit organization dedicated to bringing safe and renewable solar light to people living without access to electricity. This seemed particularly appropriate to our parish as we work to improve the lighting in our church.

Youth Ministry: Dan Lawler

We collected food for Harvest Sunday and are still waiting on the count of how many boxes were donated to the two pantries. The Marie Wilkinson staff commented on how grateful they were for the opportunity to provide for people in their community. They said they distribute food weekly and have been getting at least 20 new people each week because of the economy and cuts to the SNAP benefits. Our donations should sustain them for a few months.

We celebrated the Rite of Calling on November 24th at the 12:15 p.m. Mass as the community prayed with our confirmandi. This was followed by the Sponsor Meeting where we asked our sponsors to take a more active role in preparing the candidates through six dedicated conversations over the next few months.

We have been advertising for the Operation Wrap Toy Drive through email and in the bulletin. We will be collecting donations on Sunday, December 15th in the Teen Center for the high school students to wrap. Our junior high youth will be bringing presents on Monday the 16th and Wednesday the 18th and wrapping them between 5:30 and 7:00 p.m.

Adult Faith Formation: Sr. Madelyn Gould

BIBLE STUDY: A dinner to give thanks to Pat Frank for her 27 years of leading Bible Study occurred on Nov. 19th. Both the morning and evening groups will meet from January-March, 2014, under the direction of Lucy Bianchi and Marguerite Degenhart. David Schimmel, the new director of Bible Study, will begin his leadership in September, 2014. He has met with Pat Frank and will meet with the small group leaders next month to hear how the transition of leadership can be made as smooth as possible.

Women from CRHP 30 are in the process of recruiting for their January 25 & 26 Retreat. At present, we have thirteen registered. We are hoping for another ten!

The Parish Mission Committee met on Nov. 2nd to continue its planning for the Parish Mission to be held January 19-21, 2014. Fr. Ed Shea is our presenter.

THREADS: WEAVING FAITH THROUGH THE GENERATIONS: Dec. 13th is our "Journey to Bethlehem with a Live Nativity." Members of various Religious Education classes will enact the various scenes of the Christmas Story between 6:00-8:00 p.m. Rehearsal will take place on Dec. 11th at 7:00-8:15 p.m.

R.C.I.A.: On Nov. 17th the catechumens and candidates were to go to the Cathedral of St. in Joliet for a special Rite, with Bishop Siegel officiating. Due to the weather threats that day, we

were among 80 parishes that opted to remain safe at home. We plan to attend the similar service which will be held the first Sunday of Lent.

LIBRARY: Victoria Kosirog continues to keep our library in good working condition. Gratias!

All Saints Catholic Academy: Dr. Sandy Renehan

As we celebrated Thanksgiving, please know how deeply ASCA appreciates all the support that SMMP has given us. Thank you.

The Junior High will have a Jesse Tree Prayer Service for each of the lower grades on December 19. The Junior High is also collecting toys for Christmas, and this year they will be donated to the SMMP youth ministry project. (We will rotate this each year between our three parishes).

The preschool through 5th Grade will be collecting gift cards to Target and Walmart to be given to Hesed House. We just gave used coats and shoes to Hesed House as well.

The student body will attend The Nutcracker at NCC on December 12 and 13. Our Christmas pageant is Tuesday, December 3.

- Submitted by Kim Cernek
