

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**February 4, 2014**

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

**Members Absent:** Kim Cernek, Neil Gorman

**Guest Presenters:** Jennifer Curtin, Mary Oliphant, Sue Schroeder

Council President Barbara Burkhardt opened the meeting at 7:05 p.m. in Room 8 at SMMP. She thanked Council and guests for attending this meeting on a snowy evening. Council then took turns reading aloud parts of the opening prayer, which Kim Cernek had prepared and provided in advance, despite her absence tonight due to illness.

**APPROVAL OF JANUARY 2014 MEETING MINUTES:**

**Council approved the meeting minutes from January 7, 2014, with Marian Stricker moving, Barb Zdon seconding, and Council approving these.** The minutes, along with the Commission reports, will now be posted onto the Council's online web page.

**PRESENTATION ON MENTAL HEALTH MINISTRY:** Jennifer Curtin and Mary Oliphant, SMMP parishioners, presented to Council about the formation of a *Mental Health and Wellness Ministry: the Ministry with an Open Heart* at SMMP. This ministry was initiated by Deacon Don Helgeson, who will be its Spiritual Director, and will be chaired by Jennifer Curtin, MS, LPC, of Fox Valley Institute in Naperville. Tonight's presentation redefined the need for this ministry and provided its Mission/Vision, 2014 Goals, and ongoing planning.

Partnering with our parish's pastoral staff, this horizontal ministry is designed to be lived through God, people, and ourselves. The Mission of the Mental Health and Wellness Ministry is based upon the principles of recovery, which include: hope; personal responsibility; support; education; and spirituality. Its Mission Statement is:

*To create a safe space within the SMMP community that promotes HOPE, cultivates KNOWLEDGE, and leverages the resources of the community to SUPPORT those working through recovery with humanity; thus nurturing ongoing mental health and wellness.*

Its goals are:

- To be educated in mental health issues of the day so we aren't afraid to have the conversation.

- To reduce the stigma of mental health concerns, opening its door to story sharing and leading people towards help.
- To broaden awareness of support services and easily pass it along to our parishioners.
- To offer peer-to-peer support services within the safety and warmth of our parish family.
- To be more than just a ministry, but a platform from which Open Hearts is demonstrated among all levels of the parish staff and community.

In an effort to instill **hope**, planned action includes: modeling story sharing; creating a healing space within our church; and communicating through all viable channels. In an effort to **educate**, planned action includes: using correct language to promote recovery; offering Mental First Aid training; training parish educators; and providing speakers. In **action**, plans include holding physical activity programs that promote healing, e.g. walking groups; consistently providing the message that SMMP is a recovery-supportive parish; and creating space for support groups. Some of this ministry's current plans include: preliminary educational activities (March-May); the launch of planned activities, e.g. walking groups and spiritual yoga initiative (June-August); and depression screenings (September-November).

During this current month, Council will consider into which of its four commissions the new Mental Health Ministry would best fit, most likely either Christian Education (CEC) or Christian Service (CSC). Council will make this decision at the March meeting.

Barbara Burkhardt then thanked Jennifer Curtin and Mary Oliphant for their excellent presentation before their dismissal from tonight's meeting.

**PARISH BUDGET PREPARATION FOR FY 2014/15:** Sue Schroeder, Finance Committee Head, presented the committee's first draft recommendations for the proposed FY 2014-15 parish budget (for 7/1/14-6/30/15), reviewing a long-term model with revised assumptions. With the committee's looking at data from the past five months, collections are assumed to remain flat, with the proposed budget remaining flat. This proposed budget also includes a 2% salary increase for Parish Staff. Sue noted that the upcoming major replacement item coming due is replacement of the church's air conditioning system, which is still working despite its being 30 years old. Replacement of the unit can be done in October 2014 or in May 2015, since there will be no heat or air-conditioning available in the church during this work project. Future major replacement projects ahead include the church parking lot, church roof, and Parish Center HVAC system – unless a major problem requiring immediate attention occurs with any of these, their replacements are not yet scheduled during 2014/15.

**Tom Cordaro moved that Council accept the Finance Committee's proposed preliminary Parish Budget for FY 2014/15, as presented by Finance Committee Head Sue Schroeder, with Gus Fischer seconding and the Council approving.**

According to Sue, the Commissions will receive worksheets during this month, with their respective budget goals noted. There will be a Finance Committee liaison assigned to each of the Commissions to provide budget preparation assistance as needed. The Commissions have a 3/31/14 deadline for their budget submissions. Council will then receive a draft of the FY 2014/15 budget before the May meeting, at which time they will hopefully approve this. The deadline for submitting the approved Parish Budget for FY 2014/15 to the Diocese is 6/1/14.

Sue reported that the church lighting project totaled \$200,000, with approximately \$49,000 coming from the parish Repair and Replacement fund to cover this final amount. It was noted that the architect's bill had not been included in the original bid. Fr. Paul stated that the church lighting project was very well bid and the company which did the work did an excellent job.

In addition, Sue indicated that special monthly Parish Debt Reduction contributions (through the monthly Parish Debt Reduction envelopes and automated Parish Pay) continue to reduce the annual amount of SMMP's payment to the Diocese for ASCA by approximately \$20,000. In 2021, SMMP will have made its final annual payment to the Diocese for the purchase of ASCA.

Barbara Burkhardt thanked Sue Schroeder for presenting the preliminary Parish Budget for FY 2014/15 to Council and for leading discussion about this.

Council then took a break from 8:03-8:15 p.m., enjoying refreshments provided by Kim Cernek.

**PARISH VOLUNTEER APPRECIATION DINNER (1/18/14):** Council reviewed last month's Appreciation Dinner, noting receipt of many positive responses from attendees about the food and band. Of the 200 who had registered, only 180-185 had actually attended -- this supported previous Appreciation Dinner experiences, averaging 20% of registrants as "no show's." Although there was "lots" of food left over, it was noted that the appetizers and desserts, optionally provided by some of the attendees, might have "taken the edge" off attendees' appetites. It was noted that next year's appetizer and dessert tables need to be moved away from the walls in order to allow for double buffet-type lines. Barb Zdon reported that the final catered food bill came to \$2,476, with an

additional \$35 delivery charge. Marian Stricker reported that she and her husband had successfully laundered the parish's 28 tablecloths at a local laundromat within a several-hour period (as opposed to incurring a \$200 charge for professional laundering).

Barb Zdon thanked Council and the Men's Club for helping make the Appreciation Dinner a big success.

**PARISH LEADERSHIP GATHERING (1/11/4):** Having led Staff earlier today in its review of last month's Parish Leadership Gathering, Tom Cordaro led Council in a similar discussion about which tools/methods could best be used to assess our parish's journey with our Parish Theme and Missional Directives. He reported consensus about using three methods of assessment for our parish's journey with our Parish Theme and Missional Directives, including: *electronic surveys; focus groups; and one-on-one interviews.*

A committee, consisting of Fr. Paul, Deacon Ken Miles, Dan Dulik, Tom Cordaro, Gus Fischer, Marian Stricker, and Barbara Burkhardt, will be initially conducting an electronic survey of the entire parish after Easter about what impact the Missional Directives and Parish Theme are having on their lives. This will be done on multiple platforms, through the following: bulletin invitations; e-mails to parish "direction setters," Religious Education families, and parish ConstantContact recipients; and website and hard copy surveys. It is felt that the Missional Directives are transformative, with their hopefully being absorbed by parishioners (sometimes without their conscious awareness) but later evidenced in growth moments. The Parish Leadership was in consensus about the importance of holding periodic assessments -- possibly three times per year -- about the parish's growth on their journey together.

### **COMMISSION REPORTS:**

#### **Administration: [No report received].**

According to Fr. Paul, the Administration Commission has not recently met, except for the Finance Committee.

#### **Christian Worship (CWC): [*Christian Worship Commission Report -- February 2014* was submitted in advance by Gus Fischer, a copy of which is shown hereto].**

Council request some additional information about the replacement of the organ keyboard ivories -- Gus Fischer, CWC Representative, reported that John Schlaman, Music Director, will talk more about this with Mike Prus.

There was some additional discussion about scheduling Baptisms on Saturdays rather than on Sundays. According to Gus, some families expressed their preference for Saturday baptismal scheduling in order to more easily gather and involve their family

members. Likewise, Sunday Baptisms enable the parish community to welcome at Mass those who will be baptized. Although Fr. Paul suggested offering one Saturday and one Sunday date per month for Baptisms, Gus will also talk with all of the parish deacons to seek their input about this.

**Christian Education (CEC):** [*CEC January Report for February 2014 Meeting was electronically submitted by Kim Cernek in advance, a copy of which is shown hereto*].

Kim Cernek, CEC Representative, was absent from tonight's meeting due to illness.

Council expressed interest in the two part-time students from Benedictine University, who were recently hired to assist with SMMP's Youth Ministry.

**Christian Service (CSC):** [**No report received**].

Tom Cordaro offered an apology for not having submitted a report this month.

He stated that four of the CSC committees will hold an After Mass Meet-Up on 2/15-16, and that another four CEC committees will hold these on 2/22-23 in the Narthex to talk about their ministries. Special announcements at Mass will be made about these meet-up's on the respective Saturdays/Sundays, and signs will identify ministry representatives. There was some discussion about moving these from the Narthex to the Library/Upper Room area.

According to Tom, other Commissions are invited to try using this same After Mass Meet-Up format for their respective ministries and committees, although it is important that Parish Staff receives this information well in advance.

#### **AD HOC COMMITTEE REPORTS:**

**Communication Committee:** Larry Williams reported that Anne Lysaught and he had a very informative meeting in December with a third-party contractor from Steele Web Designs. Larry passed around a book received from Steele for Council's brief review during tonight's meeting. According to Larry, a committee, consisting of Steve Schroeder, Neil Gorman, Dan Dulik, Anne Lysaught, Mike Newell, Barbara Burkhardt, and Larry Williams, will meet shortly about the parish website. The Communication Committee will have more parish website information to report to Council at the March meeting.

**"At Large" Council Member Nominating Committee:** Although Neil Gorman was absent tonight due to a work-related trip, Mike Newell provided a hard copy timeline for 2014 Parish Council At-Large Recruitment, with proposed dates for completion of various tasks, nomination deadlines, and orientation and discernment meetings.

Especially due to the upcoming big turnover on Pastoral Council for 2014-15, it is crucial that, by Spring 2014, each of the four Commissions identify who its replacement representative will be on Council. Each of the four new Commission Representatives should then also participate in a Council Orientation Meeting, along with those discerning for the two At-Large Council Member positions. These evening Orientation meetings will be offered on 4/23 (Wednesday) and 4/29 (Tuesday). The final Discernment Meeting with the At-Large Council candidates, along with Sr. Madelyn, Neil Gorman, and Mike Newell, will be held on 5/28.

Nomination forms for At-Large Member candidates will run in the parish bulletin on 3/29-30, 4/5-6, and 4/12-13.

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

- "Very good meeting."
- "Good meeting."
- "The Mental Health presentation was outstanding."
- "I'm all for the Mental Health Ministry."
- "Very impressed by tonight's energy."
- "An organized and systematic meeting."
- "Excellent Mental Health presentation."
- "Enthusiastic support."
- "Sue [Schroeder] did a good job on the budget presentation."

**CLOSING:** Barbara Burkhardt offered a closing prayer, "Salt and Light," which Kim Cernek had provided for tonight's meeting.

The meeting concluded at 9:12 p.m.

***The next Pastoral Council meeting will be held in Room 8 at SMMP on Tuesday, March 4th, starting at 7 p.m.***

*March Opening/Closing Prayer: Gus Fischer*

*March Refreshments: Gus Fischer*

Respectfully submitted,  
Marlyn Ligner Steury  
Recording Secretary

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**Christian Worship Committee Report – February, 2014**

The CWC held a meeting on January 23<sup>rd</sup>. Members present were: John Schlaman, Barb Ryan, Tom Zakosek, Deacon Ken Miles, and Gus Fischer.

Tom Zakosek reported that we are considering changing the day for Baptisms from Sunday to Saturday. More parents are requesting a Saturday date so out of town visitors can attend the ceremony.

John Schlaman reported that he would like work done on the organ key boards.

Deacon Ken reported that they have started making liturgical plans for Lent. Since we are using Cycle A for the readings, we will have 2 voices proclaiming the Gospel for the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Sundays of Lent. More on this to follow.

He also reported that we are planning a training session for Altar Servers.

A discussion was had about Gluten-Free Hosts. It was decided that any wafers remaining in the large Pyx after the second reading would be removed and placed in a plastic bag and put into the freezer.

We also discussed ways to improve the distribution of these hosts at Communion.

The Christmas Flower collection amounted to \$2549.00, while \$1500.00 was collected for Music.

-- Submitted by Gus Fischer

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## **CEC January Report for February 2014 Meeting**

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

- Due to weather conditions, we canceled several classes (Jan. 5-7 and Jan. 25-28).
- On January 29, seven catechists attended the East and West DuPage Deaneries' Catechist Institute held at St. Petronille in Glen Ellyn. Fr. Tony Teschetta presented "Transformed by Jesus." Over 400 catechists from the area attended the event.
- First Communion registration information was mailed out the first week of January. The first parent-only meeting is scheduled for February 4. The retreat is scheduled for March 8, and the Bread Service will be March 11 and 12.
- Traci Pahl has agreed to run the Vacation Bible School again this year. Lauren Yakus has tentatively agreed to co-chair with her. Registration information will go out in March. The program for this year is "Weird Animals."

- On Saturday, February 1, we will have a Children's Mass at 5:00 p.m. First to Fifth Graders were invited to participate. Only about 20 children volunteered. Julie Carballo and her son Nick are coordinating the Mass.
- During the week beginning February 22 to February 26, we will have our Catechist Open House during and after classes. Catechists are invited to come down to the RE Office for some fellowship, punch, and cookies, while browsing the various activities available for Lent.

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

- Our Peer Ministry Leaders have been preparing for the Confirmation Retreat coming up on February 7 and 8. The theme for the retreat is focused on the Seven Gifts of the Holy Spirit, aided by witness talks and activities from the Peer Ministers. We will begin one-on-one interviews with the candidates after the retreat.
- We are exploring participating in a diocesan program which will help us evaluate our catechetical approach. It's titled "Transforming Adolescent Catechesis" and will take place over the next year. We are in the process of gathering a team and will report progress as we go.
- We have hired two new youth ministry assistants to help grow our program. Aneta is a third year Theology and Psychology Major at Benedictine University and is very involved in University Ministry. Joe is a third year Communication Major and Theology Minor at Benedictine University, who is involved in Student Government and diocesan activities. We look forward to the gifts they bring to our program.
- We are looking forward to our Junior/Senior Retreat the weekend of February 21; a cluster ski trip on February 28; and, hopefully, some new events in March!

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

- **BOOK STUDY:** Despite miserable weather conditions, eight showed up for last Sunday's discussion of *Zealot* by Asian. For February, we will read *War Dances* by Sherman Alexie. The March book is *Francis of Assisi: The Life and Afterlife of a Medieval Saint* by Andrew Varuchez.
- **BIBLE STUDY:** Bible Study was canceled on January 28 due to weather conditions, as was the January meeting with David Schimmel. Small Group Leaders will meet with David on February 2 to make plans for next fall.
- **BUSINESS BREAKFASTS:** Al Gustafson's presentation on January 18 attracted 50 participants. His topic was "Self-Reflection – the Cornerstone of Leadership." In February, we look forward to a presentation on "Successful Servant Leadership" by Bill Droel.
- **EVENING ENRICHMENT:** The Parish Mission provided the Evening Enrichment for January. We enjoyed the best overall attendance in our history of Missions. 350 attended on Sunday evening, with nearly 250-300 coming on Monday and Tuesday evenings. We received many positive comments from participants. Al Gustafson will repeat his session on "Self-Reflection" on February 19 from 7:30-9:00 p.m.

- MORNING ENRICHMENT: The January 8 session was postponed to January 15 due to weather conditions. Sr. Sallie Latkovich led us in an inspiring session titled “The Welcoming Jesus – Then and Now.” In February, Fr. Paul will focus on “When I Disagree with Church Teachings.”
- RETREATS: The fourth group of retreatants began the Ignatian Retreat on January 27 – 15 are registered. On the weekend of January 25 and 26, Women’s CRHP was held. There were 21 guests, with 11 on the Presenting Team. All went well. We expect a large group returning for the Debriefing Session on February 2. February 14-16 marks the date for the Women’s Preached Retreat in Mundelein, IL. Title: “Why After You, Brother Francis?”
- SPIRITUAL DIRECTION: There are twenty-seven directees.
- TABLE FOR TWO: “Marriage – Purpose and Passion” will take place on February 15. This will take the place of the Table for Two spring presentation.
- THREADS: WEAVING FAITH THROUGH THE GENERATIONS: March 14 is the date of our next THREADS Event – “Pray All Ways.” Registration forms will be in Sunday’s bulletin.
- R.C.I.A.: Sessions on Sundays are working much better with regard to attendance. Presently we are studying the sacraments and the changes that came about due to Vatican II. Peggy Nowicki is preparing the children of the catechumens/candidates for the Sacraments of Eucharist and Reconciliation.
- LIBRARY: Victoria Kosirog continues to keep our library in good working condition. *Gratias!*
- OTHER: I have been asked to present a Day of Reflection for the School Sisters of St. Francis in Milwaukee on February 8. I will leave on February 7 and return on February 8. Marcia Mackenbrock and I have begun preparations for our March 12 Day of Reflection for St. Margaret Mary Parish.

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

- ASCA presented our curricular school improvement plan to the school board this week. The Committee for Standards for Success is ready to submit their evidence established so far. We also are currently soliciting surveys for staff, students, and parents for the AdvancEd self-study. We also have begun the work on the Catholic Identity Standards.
- The Curriculum Committee is examining reading materials and considering a new religion series from Our Sunday Visitor.

-- Submitted by Kim Cernek

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