

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**April 1, 2014**

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

**Members Absent:** Barbara Burkhardt, Kim Cernek, Neil Gorman, Mike Newell

In Council President Barbara Burkhardt's absence, Council Vice-President Larry Williams opened the meeting at 7:03 p.m. in Room 8 at SMMP. Divia Ludwig offered an opening prayer.

**APPROVAL OF MARCH 2014 MEETING MINUTES:**

**Council approved the meeting minutes from March 4, 2014, with Gus Fischer moving, Marian Stricker seconding, and Council approving these.** The minutes, along with Commission reports, will now be posted onto the Council's online web page.

**DISCUSSION ABOUT PARISH FUNDRAISING IDEAS:** Council discussed three new fundraising suggestions, which were provided to Larry for Council's consideration by John Frazzini and the Men's CRHP 23 and 24 Teams. These include: a family heritage recording program (audio recording of family heritage stories); a family magic show fundraiser; and a teen talent showcase event. Although Council did not have much familiarity with how the family heritage recording program could be used as a fundraiser, they would appreciate learning more about this. Council especially encourages John Frazzini and the Men's CRHP 23 and 24 Teams to further discuss their family magic show and teen talent showcase event fundraising ideas with SMMP Youth Ministry Director Dan Lawler; and then return to Council with their plans to organize, oversee, and implement one or more of these fundraising events.

**PARISH LEADERSHIP COMMUNITY -- FALL GATHERING DATE (9/13/14):** Council reviewed some possible dates for the Parish Leadership Community's Fall Kick-Off Gathering, which Tom Cordaro had already received from Staff. Council agreed on the 9/13/14 (Saturday) date for this. Tom also noted that the Cycle 1 discernment process (needed for development of the parish's new theme and directives) requires a four month process after the Fall Gathering. Due to this, the Parish Leadership Community's Winter Gathering date would then need to be moved from January to February 2015. Incoming At-Large Council Members and Commission Representatives should also be advised on the importance of their participating in the Fall and Winter Parish Leadership Community gatherings.

**PARISHIONER SURVEY OF PARISH THEME & MISSIONAL DIRECTIVES:** Prior to tonight's meeting, Council received a working draft of the *Parishioner Survey of Parish Theme & Missional Directives* for review, as developed by the Ad Hoc Parish Survey Committee. This survey will appear in the parish bulletin, starting on Palm Sunday and Easter and continuing through June, and will also be made available to parishioners

through various other forms of communication media. Tom Cordaro noted that the technical advisory group for this now includes Dan Lawler, Deacon Ken Miles, and Gus Fischer. Although the survey focuses on the parish theme and missional directives, Larry Williams requested that the fifth (and last) survey item also some query about parish website communication. Nevertheless, it is important that the survey remains short enough so that a greater number of parishioners would successfully complete it.

According to Tom, Barbara Burkhardt will be adding an introduction to the survey and that there still might be some additional minor changes made by the Ad Hoc Parish Survey Committee to the survey itself during these final stages of its preparation. Data obtained through this survey will be collected and analyzed with an available data collection tool provided by ConstantContact. Lastly, information about this survey will also be included as an agenda item for the upcoming Parish Town Hall Meeting.

**ANNUAL PARISH TOWN HALL MEETING (5/18/14):** Council indicated their interest in tentatively including the following topics on the upcoming Town Hall Meeting's agenda:

- the new Mental Health Ministry
- the new "First Responder" Medical Ministry
- successful completion of the church lighting project
- the parish budget for FY2014/15
- Parish Leadership Committee highlights, including the first parish convocation and the discernment process for the past and upcoming year's parish theme/directives
- *Parishioner Survey of Parish Theme & Missional Directives*
- 2013/-14 Commission highlights: Administration; Education; Service; Worship

Due to the intent of keeping the Town Hall Meeting to one hour, the allotted presentation time per tentatively scheduled agenda topic should only be approximately five minutes in length. A representative from the respective commissions, committees, and ministries tentatively listed above will be requested to make a very short overview presentation about its highlights at the Town Hall Meeting.

**"FIRST RESPONDER" MEDICAL MINISTRY:** Gus Fischer updated Council about how the "First Responder" Medical Ministry is forming. As initially presented as an idea by Deacon Joe Ferrari to Council at the 11/05/13 meeting, there are two parishioner registered nurses who are in the process of very capably organizing parish volunteers with healthcare backgrounds to serve on this. Volunteer recruitment articles have recently started to run in the weekly parish bulletin, and an upcoming training and information session is now scheduled in April.

According to Gus, the medical "First Responder" would self-identify to the Greeters before the start of a regular weekend Mass, also indicating their seating within the church. If any medical emergency would arise during the Mass, the "First Responder" would then be called upon, for possibly something as simple as applying a bandage to

using one of the parish's AED's. Council also noted that both the "First Responder" and the parish would be covered by the Good Samaritan Law.

**Gus Fischer motioned, Larry Williams seconded, and Council approved formation of the "First Responder" Medical Ministry, establishing this as a committee within the Christian Worship Commission.**

According to Gus, the parish immediately needs to have updated and replenished First Aid kits, along with newly filled oxygen canisters, on hand for use by its "First Responders." The parish's First Aid kits are missing some necessary supplies, and the oxygen tank canisters are empty. Purchases for these supplies and replenishment need to be done immediately, well before the Medical Ministry has its own budget in FY2014/15. The parish Finance Committee needs to be contacted about this.

Council questioned whether or not it would be helpful to also publish the names of scheduled "First Responders" per respective weekend Mass in the weekly parish bulletin. This might be done in the same format already being used with the scheduled Lectors, Eucharistic Ministers, Servers, and Sacristan/Facilitator/LOW/Deacon/Presider.

Following this, Council took a break from 7:45-7:58 p.m., enjoying refreshments provided by Divia Ludwig. Divia was thanked for these.

**COMMISSION REPORTS:**

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

According to Fr. Paul, the Administration Commission has recently met. The new replacement HVAC system will cost more than originally planned, with decisions needing to be made about whether this should be done for the church alone or the church plus additional area(s).

As the sound system in the church has presented some problems recently, it might be repairable rather than requiring full replacement.

Although the church parking lots are in disrepair, especially after the recent severe winter, they can hopefully still be patched. Otherwise, full parking lot replacement might cost approximately \$500,000.

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

Eighteen Greeters are scheduled to complete CPR certification training this weekend.

The Lenten Taizé Service (3/09/14) had its largest attendance of approximately 500-600 to date. Fr. Paul also noted that the Lenten Service for the Communal Sacrament of

Reconciliation (3/16/14) was "excellent" and that the teen attendees at both of these Lenten services seemed notably engaged and respectful.

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

There were no additional questions posed pertaining to the Christian Education Commission.

Council expressed interest in learning that SMMP Pastoral Assistant Sr. Madelyn Gould, S.S.F.F., will be receiving Mayslake Ministries' Custos Award at its annual benefit wine tasting and auction event (5/02/14). This evening event will be held at Butterfield Country Club in Oak Brook. Sr. Madelyn will be honored as a member of Mayslake Ministries' first Board of Directors and will be the first female recipient of the Custos Award. A "Heartbeat" article featuring Sr. Madelyn will appear in an upcoming SMMP parish bulletin.

**Christian Service (CSC): [CSC Report, April 2014 was submitted by Tom Cordaro in advance, a copy of which is shown hereto].**

There were no additional questions posed to Divia Ludwig, CSC Representative, tonight.

Council discussed Daybreak Ministry's current search for a new two-bedroom apartment (preferably in Naperville or Lisle) by the end of June 2014, most likely at a significantly higher rent. This is due to Daybreak Ministry's losing its current Transitional Housing Apartment lease shortly, with the current rent being considerably lower than for comparable area apartments. A parish bulletin article is already running about the search for a local new lower rent apartment, requesting parishioner help in finding one. According to Fr. Paul, the Diocese signs the Transitional Housing Apartment lease for SMMP.

Due to the estimated additional rent and utility expense for a new rental agreement, Daybreak Ministry (as chaired by Pat McAuliffe) might need an increase of \$1,600 in its budget for FY2014/15. This amount would then need to be taken from the amount already budgeted for the Charitable Contributions Committee. Tom Cordaro noted that it would be very difficult for the remaining committees in the Christian Service Commission to absorb such a cut and that the Finance Committee is now aware of this problem. It was also noted that, as of several years ago, PADS received its own line item in SMMP's annual budget, rather than needing funding to come from several sources. Council further discussed the complex and difficult decisions about financially "taking" from one ministry (serving many people in need) in order to help another of its ministries (serving a small family in need).

Due to there being four members absent from tonight's Council meeting, it was recommended that any additional decisions about Daybreak Ministry's Transitional Housing Apartment and its funding be made with a full voting Council present.

### **AD HOC COMMITTEES:**

**Communications Committee:** Larry Williams reported that there was a very good meeting held recently with the current parish webmaster group (Jim Krema, Mike Prus, and Mike's son Tom Prus), Scott Steele (from Steele Web Designs), and some Communications Committee members. The Communications Committee will need to meet again soon. There was some discussion at tonight's meeting about the possibility of hiring a few students from Benedictine University-Lisle as web interns to help with the parish website.

**Nominations Committee:** Despite tonight's absence of both Nominations Committee Co-Chairs Neil Gorman and Mike Newell, Council expressed concerns that none of the candidate nominees have been contacted yet about their interest and availability for the two At-Large Council positions on Council. Although nomination forms for the At-Large Council Member positions are continuing to run in the parish bulletin (for parishioners to self-nominate or nominate others), it was noted that very few nominations have historically been received through this source. In addition, all candidates still need to be notified about the upcoming required Council orientation and discernment process meetings in Spring 2014, at which their attendance and participation is critically needed in preparation for terms starting in 2014-15.

Likewise, Council expressed concerns about whether or not each of the outgoing Commission Representatives has yet confirmed the name of their respective replacement on Council. Especially due to the upcoming large membership turnover on Pastoral Council for 2014-15, it is crucial that the four incoming Commission Representatives also participate in a Council Orientation Meeting (choosing the 4/23 or 4/29 meeting), joining those who will be discerning for the two At-Large Council Member positions.

Marian Stricker, who had co-chaired last year's Nominations Committee, will send out a new spreadsheet with nominees' names and contact phone numbers to this year's Nominations co-chairs. She will communicate the urgency for timely follow-through within the short "window" ahead.

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

- "Good meeting."
- "Good meeting, with great timing."
- "Good meeting -- really enjoyed seeing parishioners going ahead with new fundraising ideas for the parish."
- "An interesting gathering tonight."
- "Good meeting -- am concerned about nominations."
- "Ditto."

**CLOSING:** Divia Ludwig provided Council with a group prayer for tonight's closing.

The meeting ended at 8:27 p.m.

***The next Pastoral Council meeting will be held in Room 8 at SMMP on Tuesday, May 6th, starting at 7:00 p.m.***

*May Opening/Closing Prayer: Tom Cordaro*

*May Refreshments: Tom Cordaro*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

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### CWC Monthly Report April, 2014

Lector notes:

The Liturgy Commission chose to have two lectors for each Mass for weeks 3-5 of Lent to Proclaim the Gospel. The lectors are currently signing up for Holy Week services. They also read for our recent Reconciliation Service.

Gift Bearer :

On line sign up has been steady, but slower than we hoped. We are attempting to find ways to get more parishioners involved. We will continue to advertise, and hope that each member of the Parish Council signs their family up for a weekend.

Art & Environment:

We are very busy working on Confirmation, Palm Sunday and Easter. We will be decorating for Easter on Friday, April 18<sup>th</sup> at 8:30pm. We need all the help we can get.

Music Ministry:

Taize went very well with a record attendance, including many visitors from outside our parish. John would like to acknowledge the cantors, Mike Ferrell and Mary Mulligan. There were 8 teens from Quest that help with the setup and takedown.

As reported earlier, the organ keyboards are being reworked. After Ash Wednesday, the sharp/flat keys were removed and sent to Boston to be resurfaced. The old keys were wood

laminated with ivory on top. We are having them recovered with plastic. This will not only save us money, but the plastic has better adhesive that will give us better service for a long time. The keyboards will be reinstalled around April 9<sup>th</sup>.

**Eucharistic Ministers:**

Ken and Barb are working with Dan Lawler to set up another EM training session for confirmed teens. We are hoping to get this done before Confirmation on April 11<sup>th</sup>.

**Greeters:**

We had to reschedule our first training classes for CPR and Defibrillator, because Ann Beccavin was hospitalized. We have tentatively rescheduled for 2 sessions of 10 greeters each on April 5<sup>th</sup>. The remaining greeters will be trained later this year and next year.

**Baptism Asst. & Sacristans: No Report**

The various commissions approved the proposed budget for next year.

-- Submitted by Gus Fischer

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## **CEC March Report for April 2014 Meeting**

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

(No report received).

**Youth Ministry: Dan Lawler**

- We have been interviewing candidates for Confirmation this. They have been very thoughtful in preparing – thanks to the group leaders and for all the other activities we have done. We finish up interviews this week. We will have a rehearsal on Monday, April 7<sup>th</sup>, and Confirmation will be Friday, April 11<sup>th</sup> at 7 p.m. Please keep our young people in your prayers as they complete their initiation into the Church.

- Bridget Curran volunteered to coordinate a junior high-led Stations of the Cross prayer service on Monday, April 14<sup>th</sup> at 7:30 p.m. We will be inviting all parishioners in joining to pray before Tridium.
- We will be giving families the option to pay for Religious Education/Youth Ministry registration costs through PayPal, which will allow some families to use credit cards. We hope this will give us and parents more flexibility in getting payments in on time. This will be explained in our mailing to all enrolled families.
- We had 13 youths join us for a ski trip with other parishes from our cluster on February 28<sup>th</sup>.

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

- BIBLE STUDY – The second semester of Bible Study ended on March 18<sup>th</sup>. We honored Dennis Flynn for his 20 years as a small group leader.
- BOOK STUDY – This Sunday evening, the group will discuss the first half of the book on St. Francis.
- BUSINESS BREAKFASTS – We concluded our 2013-14 series on March 22<sup>nd</sup>. Dr. Jerry Hiller spoke about “Anxiety, Stress, and Balance.”
- EVENING ENRICHMENT/ MORNING ENRICHMENT – Fr. Paul repeated his session on “When I Disagree with Church Teachings.” Thirty-four were in attendance.
- RETREATS – Seventeen men attended the Men’s Retreat in Mundelein on Feb. 28-Mar. 2. We are getting the Team in place to give the Men’s CRHP Retreat in November. Our first meeting will be June 1<sup>st</sup>. Seventeen women have been attending the Women’s CRHP 31 meetings. Twenty attended the Day of Reflection offered by St. Madelyn and Marcia Mackenbrock on March 12<sup>th</sup>. The Ignatian Retreat # 4 is going well, with 15 participants meeting weekly
- PARISH MISSION – Fr. Tom McCarthy is booked for 2015.
- THREADS – The March 14<sup>th</sup> event of “Pray All Ways” was canceled. Only 12 people had registered. A meeting on April 8<sup>th</sup> is planned to discuss the future of Threads.
- SPIRITUAL DIRECTION AND OTHER – I am presently seeing 20 directees.
- RCIA – The group is enjoying Spring Break this week. Five will be brought into the Church at the Easter Vigil. One will be baptized. All are invited to attend the Vigil and the reception.
- TABLE FOR TWO – I will once again invite Kenn Potts from Samaritan Interfaith to speak at the October Table for Two. I hope for a better registration number for October 2014.
- OTHER – I will be honored as the “Woman of the Year” at Mayslake Ministries. The honor will be bestowed on May 2<sup>nd</sup> at the Butterfield Country Club. All are invited!

**ALL SAINTS CATHOLIC ACADEMY** – Dr. Sandy Renehan

- All grades will be having a Holy Thursday of the Last Supper. Our Lenten themes have centered on the prayer life guided by St. Matthew. We started Lent with the 7<sup>th</sup> Graders guiding the 6<sup>th</sup> Graders on a mini-retreat where, in accordance to the Corporal Acts of Mercy, they wrote letters to prisoners. In this case, we discussed decisions that were so wrong that you can't come back from them. Then they wrote to juvenile inmates who are in the Illinois juvenile retention center. This week, the superintendent of the center called to thank the students and say that no one had ever reached out to these boys with a message of hope before. He was quite impressed with our students.
- Our Lenten service project is collecting clothes for the orphans at Hogar Del Pobre in Mexico. These children are destitute and need our help. This is the orphanage for which we raised money during Catholic Schools Week.
- Graduation is May 23, 2014.

- Submitted by Kim Cernek

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## CSC Report, April 2014

### Commission Budget Meeting:

At our commission budget meeting we faced a particularly difficult situation. We recently found out that we will be losing the lease for our Daybreak Transitional Housing Apartment. We were getting a very good deal on this two-bedroom unit, only paying \$890/month. Finding a similarly priced apartment will be impossible. A more realistic price would be \$1100/month. This, along with the impending hike in electric rates from the city of Naperville means that Daybreak may need an increase of \$1,560 in the coming year. (We will be asking parishioners to help us identify apartments we might lease for less money.)

The only place in the CSC budget for that kind of money to come from would be our Charitable Contributions Committee. So, in effect, we would be taking from one source of funds that helps people in need in order to cover the costs of another ministry that helps people in need. It is important to understand that of the total CSC budget of \$60,950 nearly \$55,000 goes to Daybreak and Charitable Contributions. It would be extremely difficult for the remaining CSC ministries (whose combined budgets consist of about \$6,000) can absorb \$1,560 in cuts.

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**BEREAVEMENT MINISTRY:** We had our meeting on Wed. 3/19 and we had 10 new cases for assignments! We also now have 2 new Bereavement Volunteers; Carrie Tilton, who will be preparing our

special baskets that we give to our bereaved family and Gail Purpura who will be coming to our April meeting. The 2 new volunteers are a result of our "After Mass Meet-Up" in February.

**CHARITABLE CONTRIBUTIONS:** Our year is completed. I hope you noticed our distribution info in the bulletin.

**DAYBREAK TRANSITIONAL HOUSING:** Our guest is seeking to graduate from the program a little early. She seems to have found an affordable apartment in the area so her daughter can continue in the same school. She's finally learning to plan ahead, and evaluate her and her family's situation. We are advising her with the support of Catholic Charities.

**PASTORAL CARE:** Commissioning of Pastoral Care Ministers will be held at the March 29 5pm and 10:45 March 30 Masses.

**PEACE & JUSTICE ADVISORY WORKING GROUP:** In March we were able to bring in some ACA navigators from DuPage PADS to help any parishioner who needed help in signing up for health care on the state health care exchange. Ten people attended. After all Masses on Sunday, April 27<sup>th</sup> there will be a Mother's Day gift fair featuring gifts from Women At Risk International (they sell products produced by women survivors of human trafficking.) On April 30<sup>th</sup> we will be hosting a showing of the documentary film, "A Band of Sisters" which tells the story of Catholic Women Religious and their commitment to social justice and peace. Our committee is in the process of identifying possible dates for next year's Parish Social Mission Weeks.

**PRO-LIFE COMMITTEE:** Report on Baby Bottle fundraiser for Woman's Choice Services: we gave out about 250 bottles; collected about \$1,700. Don't have final amount as bottles trickle in for several months. We plan to have Mother's Day and Father's Day cards available for a donation. Money goes to Project Love, the charitable outreach of Illinois citizens for Life. Project Love gives small grants to moms who are having financial difficulties. Mother's Day cards will be available after the Masses on April 26-27. Date for Father's Day cards is TBA.

**SEPTEMBER CLUB:** On Wednesday afternoon March 12, 2014, 25 members and guests gathered at Steven's Restaurant in Woodridge. Guests were treated to a selection of dinners from Steven's Early Bird menu which also included Corned Beef and Cabbage in honor of the upcoming holiday. Father Tom began dinner with a prayer. After dinner, President Charlotte Gucwa announced that the April 2nd meeting would be in the Parish Center and would include a catered lunch provided by Lee N Eddies. She asked members to watch for the announcement in the weekly bulletin. March birthdays and anniversaries were recognized and all present were encouraged to remember those who are ill in their prayers.

**SHARING PARISH COMMITTEE:** Food gift certificates and hams for Easter are being requested for distribution at Sacred Heart, St. Nicholas, and SMMP.

- Submitted by Tom Cordaro