

**St. Margaret Mary Parish, Naperville, IL**  
**Pastoral Council Minutes**  
**May 6, 2014**

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

**Member Absent:** Divia Ludwig

**Guest Presenter:** Sue Schroeder

**Discernment Candidate Guest Observers:** Victoria Kosirog, Paula Stone, Tom Zakosek

Council President Barbara Burkhardt opened the meeting at 7:04 p.m. in the Upper Room at SMMP. Tom Cordaro provided the opening prayer readings, in which the full Council participated. Barbara then welcomed tonight's meeting observers, who were discerning about next year's Council membership. She requested that they quietly observe throughout tonight's meeting and hold any comments until the meeting's end. Barbara also welcomed Sue Schroeder, Finance Committee Head, who would be presenting about the Council's budget.

**APPROVAL OF APRIL 2014 MEETING MINUTES:**

**Council approved the meeting minutes from April 1, 2014, with Neil Gorman moving, Gus Fischer seconding, and Council approving these.** The minutes, along with Commission reports, will now be posted onto the Council's online web page.

**FY 2014/15 BUDGET DISCUSSION:** Sue Schroeder, Finance Committee Head, reviewed the Finance Committee's parish budget forecasts for FY 2014/15, including Council's own budget. It was noted that the cost for the 1/18/14 Volunteer Appreciation Dinner was slightly over budget, and so Council increased the budgeted amount for this event in 2014-15. Council expressed how important the Appreciation Dinner's is to many of the parish volunteers, also noting that it had already been significantly "scaled back" four years ago and that it should not be further reduced.

Sue also reported that the parish will defray the cost difference between last year's Daybreak Transitional Housing apartment lease costs and the one still to be negotiated and finalized through the Diocese for 2014-15. According to Tom Cordaro, a parishioner has also offered to offset the additional \$500 monthly difference for this if needed, too.

**Loan Extension for ASCA:** During this next month, there will be a meeting held with the Diocese to seek a two-year extension of the loan repayment agreement for the purchase of All Saints Catholic Academy. The three founding parishes, including SMMP, entered into this original purchase agreement with the Diocese, with the original loan repayment scheduled for completion by 2020. There will be updated information following this meeting about any possible loan renegotiation.

**HVAC System Replacement:** According to Sue, the Administration Commission is seeking preliminary bids for the church's HVAC replacement – final bid acceptance needs to be made by the Administration Commission and the Diocese . There is \$150,000 already set aside for this, as budgeted in SMMP's Repair & Replacement fund. As the current HVAC system is already thirty years old, Sue likened the situation to “playing Russian roulette” before any of the HVAC system's outdated and irreplaceable parts might fail. Administration Commission is planning for the church's HVAC replacement to be done during the upcoming fall season, resulting in there being no heat or air-conditioning available during an approximate one week-long work period.

Although replacement of the Parish Center's HVAC system is still being considered for Spring 2015 (also necessitating another period without available heat or air-conditioning), it was noted that having both the church's and Parish Center's HVAC systems replaced at the same time might result in a \$30,000 savings. However, these combined replacement projects might then necessitate a 2-3 week period without heat or air-conditioning in either part of the building facilities.

There are also seven other small HVAC units, these being installed in 1997. Sue reported that money has already been put aside for these in the Repair & Replacement budget. Replacement is not yet indicated for these.

**Parking Lot Repair/Replacement:** Although the church parking lot is in need of repair after an extremely harsh winter, its full replacement is currently not considered to be as high a priority item as the church's HVAC system. Budget plans are still in place for the parking lot's replacement in 2024.

**Carpeting Replacement:** Although some money is being set aside in the Repair & Replacement budget for church carpeting replacement, this item is not currently ranked as being the highest replacement priority. The Christian Worship Commission has some planned requests for modifications in the church's front seating configuration to be concurrently done when the church carpeting is replaced.

**Roof Replacement:** Roof replacement is currently planned for 2020-21.

**Automated Collections:** According to Sue, the Finance Committee is looking at other automated giving processing systems similar to ParishPay (currently used by SMMP). In particular, they are investigating one which SSPP Parish-Naperville uses, at half the cost of ParishPay. Finance Committee will ask ParishPay if it could match the cost of this other system.

**Collections:** Collections are currently 2% lower than estimated for 2013/14 -- Christmas collections were slightly below budget, although Easter collections appear to be slightly above budget. Sue added that some fundraising might be necessary for some of the upcoming Repair & Replacement projects.

**Neil Gorman moved, Larry Williams seconded, and the Council unanimously approved the Parish Budget for FY 2014/15, as presented at tonight's meeting.** It will thereby be submitted to the Diocese of Joliet prior to the 6/01/14 deadline.

Sue Schroeder was thanked for tonight's presentation, along with the Finance Committee, for their preparation work on the Parish Budget for FY 2014/15.

**GUN BAN:** Council discussed SMMP's compliance with Diocesan requirements prohibiting guns and concealed carry guns wherever children might gather within church facilities. Parishes also need to comply with this Diocesan requirement for insurance purposes. Gun ban signs need to be posted at every entry way, although the local police department also needs to be consulted about its regulations on the signs' size, shape, and posting locations. The Diocese has not yet issued posting deadlines to its parishes about these signs, although Council expressed the need for SMMP to be proactive. Tom Cordaro will also investigate additional information about this through the U.S. Council of Catholic Bishops and other sources.

Council noted the importance of promoting awareness throughout the community about gun bans in the church facility. Such gun bans are already posted in local hospitals, school, parks, and many places of business.

**DATE FOR WINTER LEADERSHIP GATHERING:** According to Tom Cordaro, Parish Staff has already worked during the past month on planning the parish calendar for 2014-15. Council discussed dates for the Parish Volunteer Appreciation Dinner (1/17/15) and Winter Leadership Gathering (2/07/15), as initially proposed by Staff.

**Tom Cordaro moved, Marian Stricker seconded, and the Council unanimously approved dates for the Parish Volunteer Appreciation Dinner (1/17/15) and the Winter Leadership Gathering (2/07/15).**

**PARISHIONER SURVEY ON PARISH THEME & MISSIONAL DIRECTIVES:** Tom Cordaro stated that he was very pleased with the number of Parish Survey responses which have already been received, including 266 in direct response to the initial parish e-mail (sent out to 1,500 on 4/21/14) and 13 in response to the parish bulletin article (appearing weekly since Palm Sunday). Data obtained through this survey are collected and automatically analyzed with an available data collection tool provided by ConstantContact. This data collection is done in a "useful and organized way," including charting. Tom reviewed much of this data with Council, along with some of the additional comments which were submitted by parishioners.

Another mass e-mail survey will be sent out shortly to those parishioners who have not yet responded. Barbara Burkhardt also noted that the Parish Leadership should be very proud of the Parish Theme & Missional Directives impact, with the high number of survey respondents showing good awareness and providing positive feedback.

**PARISH TOWN HALL MEETING (5/18/14):** Council reviewed plans for the annual Parish Town Hall Meeting, which will be held in the Upper Room immediately following the 12:15 p.m. Mass. Tom Cordaro will be putting together PowerPoint slides for this presentation and requested that word slides or text still needing to be put onto word slides be submitted to him by 5/10/14 for their inclusion. Council organized agenda topics by their respective Commission for presentation at the Town Hall:

- Mental Health Ministry (Christian Education Commission)
- First Responder Medical Ministry (Christian Worship Commission)
- Church Lighting and Budget (Administration Commission/Finance Committee)
- Parish Convocation, Parish Theme & Missional Directives (Parish Leadership)

Table seating will be set up in the Upper Room for the Town Hall, to help create a better sense of community. Additional plans include: opening prayer and remarks (Barbara Burkhardt); Commission summaries (Commission Representatives); and closing remarks (Fr. Paul). Light refreshments will include coffee, punch, and cookies.

Barbara Burkhardt will contact Sue Schroeder about presenting a short summary about Church Lighting and Parish Budget at the Town Hall.

Following this, Council took a break from 8:00-8:20 p.m., enjoying refreshments which were provided by Tom Cordaro. Tom was thanked for these.

**DISCUSSION ON PARISH FUNDRAISING IDEAS:** As a follow-up about the three fundraising ideas (contributed by John Frazzini and the Men's CRHP 23 and 24 Teams) which were discussed at last month's meeting, Larry Williams had contacted Director of Youth Ministry Dan Lawler about the teens sponsoring/ conducting one of more of these. Ideas included: a family magic show; teen talent showcase event;, and a family heritage recording program. Dan did not express any current interest in Youth Ministry's sponsorship of any of these.

As SMMP does not have a Family Life Ministry, Fundraising Committee, or Social Committee, Council discussed the importance of how some of the parish's previous events, e.g. Family Pizza Night and the Chili Cook-Off, have still served as important community-building experiences rather than as major fundraisers. Council also acknowledged that each of the fundraising ideas discussed tonight were very interesting independent ideas which still needed "ownership" and leadership. It was also noted that teens might instead need to take the initiative to sponsor an activity or event with high personal interest to them rather than their being "assigned" an event. Fr. Paul expressed interest in personally talking with John Frazzini about the Men's CRHP Teams' moving forward with organizing and sponsoring one or more of their event ideas, also allowing for the Parish Leadership to indicate which special fundraising needs exist.

## **COMMISSION REPORTS:**

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

Council referred to the presentation made earlier tonight by Sue Schroeder (Finance Committee Chair and Administration Commission Member) about the Parish Budget, the Repair & Replacement schedule, possible loan extension for ASCA, automated collections, and parish collections. [Please see pp. 1-3 of tonight's meeting minutes].

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

No additional questions were posed to Gus Fischer, CWC Representative. Council commented about how beautiful the Easter and Holy Thursday liturgies were. Council stated that it was glad to know that the parish organ keys were successfully replaced.

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

No additional questions were posed to Kim Cernek, CEC Representative. Council commented about how pleased they were to learn that there are seventeen men interested in helping with the November 2014 Men's CRHP Retreat weekend. Council also remarked about what a busy month CEC recently had.

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

There were no questions directed to Tom Cordaro, in CSC Representative Divia Ludwig's absence tonight. Council commented about the excellent turnout (approximately 70 attendees) for last week's showing of the film "A Band of Sisters" and presentation by its filmmaker Mary Fishman.

Tom also noted that, despite the originally anticipated budget shortfall for Daybreak Transitional Housing's upcoming apartment lease, budget cuts will no longer need to occur for Charitable Contributions and PADS in order to offset this.

## **AD HOC COMMITTEES:**

**Communications Committee:** According to Larry Williams, there were no new activities about which to report.

**Nominations Committee:** Co-chairs Neil Gorman and Mike Newell reported that five of the original six candidates are moving forward in the discernment process for the two At-Large Council positions. The final discernment meeting will be held on 5/28/14.

Questionnaire responses, short biographical information, and photos of the Discernment Candidates will appear in the next two parish bulletins.

**OTHER:** At this point, Discernment Candidates observing tonight's meeting were encouraged to ask questions and/or share their comments. Comments included: how professional and God-centered the Council meeting and discernment process are; along with good feelings about being a part of these.

**CLOSING PRAYER:** Tom Cordaro provided tonight's closing prayer.

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

- "It was very nice to have tonight's guests in attendance."
- "I appreciate the efficiency of tonight's business meeting."
- "Thanks for the Holy Spirit's guidance."
- "Very inspirational prayers -- thanks."
- "Good meeting."
- "Well organized."
- "Excited about the new candidates."
- "I appreciate Council's congeniality and collaboration."

The meeting ended at 8:50 p.m.

***The next meeting will be held on Tuesday, June 3rd, starting at 7:00 p.m. (with location TBD).***

*June Opening/Closing Prayer: Mike Newell  
June Refreshments: Mike Newell*

Respectfully submitted,

Marlyn Ligner Steury  
Recording Secretary

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## CWC Monthly Report May, 2014

Baptism Assistants:

We are seeing an increase in the number of children being baptized. We are in need of a few more assistants.

Eucharistic Ministers:

Barb and Ken trained several teens as EM's prior to Confirmation. They were able to serve as EM's at this Mass.

Gift Bearers:

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.

Greeters:

We trained 15 greeters and 2 parishioners in CPR and Defibrillator, on April 5<sup>th</sup>. We want to thank Ann Beccavin for donating her time for this training. The remaining greeters will be trained later this year and next year.

Medical Ministry:

We checked on the Church's First Aid Kit and found it in poor condition. Mike Prus is ordering a new kit for us. Checked on our 3 AED's reported their location in the bulletin. We asked the Diocese for clarification on the Good Samaritan Act.

Music Ministry:

The Organ Keys have been replaced. We used plastic instead of ivory. The plastic is more durable and last longer. Please stop by and take a look at the refurbished keyboard.

Easter music went extremely well. The choirs, Cantors and instrumentalists did a great job.

This upcoming weekend will be our last two 1<sup>st</sup> Communion liturgies.

Art & Environment:

We want to thank everyone who helped decorate the Church for Confirmation and Easter.

-- Submitted by Gus Fischer

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**CEC April Report for May 2014 Meeting**

## PreK-Grade 5 Report: Sue Davey

- Father Paul visited the 2<sup>nd</sup> Grade classes during the month of April. On April 16<sup>th</sup>, there was a song practice for children attending ASCA or who are in 4<sup>th</sup> or 5<sup>th</sup> Grade. First Communion are May 3<sup>rd</sup> and 4<sup>th</sup>, along with May 10<sup>th</sup> and 11<sup>th</sup>. Laurie Manzardo has agreed to take pictures again. Janene Brzeczek, Barb Zdon, and Linda Erickson are assisting at the Masses.
- On April 23<sup>rd</sup>, JoAnn Jeffreys hosted a dinner for the LOW volunteers. It was a wonderful evening of food, wine, and fellowship, with a little bit of a meeting added in.
- Mindy and Paul Predovic coordinated the Children's Good Friday Service. The prayer service was well attended, and about 50 children stayed for the movie and crafts.
- RE classes end on Sunday, May 4. So far, for next year, 35 catechists have agreed to return.
- Vacation Bible School begins on June 9<sup>th</sup>. The theme is "Weird Animals – Where Jesus' Love Is One-of-a-Kind." So far, 22 children have registered to participate. We have plenty of teen volunteers but are in great need of adult volunteers.

## Youth Ministry: Dan Lawler

- **Confirmation:** At the beginning of April, we finished interviews with the Confirmation candidates, and they were good for the most part. The confirmandi seemed well prepared and excited about being confirmed. We had our practice on Monday, April 7, and the Confirmation Rite was on Friday, April 11, with Bishop Siegel presiding. There has been a lot of positive feedback from the liturgy. We had several Peer Ministers involved as lectors, Eucharistic Ministers, altar servers, and greeters. We also had a professional photographer taking pictures during the liturgy.

We are working on some changes for next year with our program. The curriculum that we had used is being replaced, and we are working with catechists on how to implement the new one. We are also in the process of calendaring and will hope to have that all completed in the next few weeks to be able to present to families.

- **Junior Senior Peer Retreat:** This past weekend, we had a make-up retreat for our juniors and seniors in Peer Ministry. It was held here at the parish and was inspired by Matthew Kelly's *Becoming the Best Version of Yourself*. We received a lot of positive feedback from the teen who were able to attend. Next year, we will be using the Kairos Retreat Model for our juniors and seniors.
- **End of the Year:** We ended all junior high classes with a short gathering, including prayer, sharing, upcoming summer events, and a thank-you to our catechists who

have so graciously served our youth this year. We will be ending our high school year with a dodgeball tournament on Saturday, May 3<sup>rd</sup> at ASCA. Our last Peer Ministry meeting will be this Sunday and will include a send-off for our seniors and an open house for any teen interested in joining us. All youth ministry families have been invited to attend the 10:45 Mass this Sunday to celebrate our year.

- **Summer Activities:** We are inviting teens to join us for three possible service trips, two conferences, and a junior high camp this summer. We have received some responses but will continue recruiting over the next week or two.

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

1. BIBLE STUDY – I plan to meet with the small group leaders to discuss publicity strategies for the new academic year. We hope to attract some new faces to Bible Study!
2. BOOK STUDY – The group, as a whole, thought the book on St. Francis was too academic. The book for the May discussion is *Addiction and Grace* by Gerald G. May.
3. BUSINESS BREAKFASTS – We had our first planning meeting on April 29<sup>th</sup>. A list of selected topics will be published within the next 3 weeks.
4. EVENING ENRICHMENT/MORNING ENRICHMENT – The Morning Enrichment Committee will meet on April 30 to suggest topics for 2014-15. We are still in the planning stage. By mid-May, we'll have a list of topics selected. The Evening Enrichment Committee has not yet met to discuss the next academic year.
5. RETREATS – Fourteen women will begin discerning their call to the next Women's CRHP Retreat. Discernment will be on June 1<sup>st</sup>, facilitated by Sr. Madelyn. We have recruited seventeen men to present the next Men's CRHP Retreat on Nov. 8<sup>th</sup> and 9<sup>th</sup>. Their first planning meeting will be June 8<sup>th</sup>. The Ignatian Retreat is going well, with fourteen participants.
6. PARISH MISSION – Fr. Tom McCarthy is booked for 2015.
7. THREADS – The Committee met on April 8<sup>th</sup> to discuss the future of Threads. It was decided that we will give Threads a rest since parishioners are not sharing their interest by attending.
8. SPIRITUAL DIRECTION AND OTHER – I am presently seeing 20 directees.
9. RCIA – Five were welcomed into full membership at the Easter Vigil. All five speak highly of the welcoming spirit at SMMP! On Tuesday, April 22, Ken Miles and I began a new group! Three men are presently attending.
10. TABLE FOR TWO – I will once again invite Ken Potts from Samaritan Interfaith to speak at the October Table for Two.
11. OTHER – I offered the Reflection at the 5:00 p.m. Mass on April 26. To date, five have registered for "Journey to Re-invention" to be offered on May 1. Tonight (4/30), we are showing the film "Band of Sisters" in conjunction with the Peace and Justice Committee. I will give the opening remarks and offer the Opening Prayer.

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

- Graduation is Friday, May 23<sup>rd</sup> at 7 p.m. All are invited.
- School ends on June 3<sup>rd</sup>.
- We had our Founders Day Mass on April 30<sup>th</sup> to say thank-you to all of our parishes, our parishioners, and families who made our school possible.
- May Crowning is Friday, May 2<sup>nd</sup>.

- Submitted by Kim Cernek

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**CSC Report: May, 2014**

**BEREAVEMENT MINISTRY:** We did have our meeting this past Wed. April 23<sup>rd</sup>. We had 21 new cases! We assigned them all out and will be making our calls and reaching out within the next 2 weeks.

**BLOOD DRIVE:** The next Blood Drive is scheduled for Saturday, May 31<sup>st</sup> in the Parish Center, from 7:30-11:30 a.m. All donors will receive a \$5 gift card for Subway sandwiches.

**CHARITABLE CONTRIBUTIONS:** Our distributions have been completed for the 2013/2014. There will be a new chairperson elected at the first meeting in September 2014.

**DAYBREAK:** Daybreak had no meeting in April. Our guest is in the process of moving out of our unit.

I have had two responses from parishioners regarding apartments -one a house the other an apartment; but they were too expensive-\$1,300 and \$1,800. We will keep everyone posted. We need to have Fr. Paul approve having another family for the program and we need to know if our budget will be approved.

**NURSERY:** Here are the nursery numbers for April: Apr 6: 9am: 5 kids, 4 families. 10:45am: 1 kid, 1 family, Apr 13: 9am: 3 kids, 3 families. 10:45am: 9 kids, 6 families. Apr 20 closed for Easter. Apr 27: 9am: 5 kids, 4 families, 10:45am: 2 kids, 2 families. Toy Wash scheduled for Saturday, May 31<sup>st</sup> 2:30-4:30pm and the nursery will be closed for Mother’s Day (May 11<sup>th</sup>).

**PEACE & JUSTICE ADVISORY WORKING GROUP:** In April the group organized a Mothers' Day gift sale to benefit victims of human trafficking. We also invited parishioners to petition their congressional representatives to co-sponsor an anti-human trafficking bill in Congress. On April 30<sup>th</sup> we co-sponsored with the Adult Formation Ministry a showing of the film, "A Band of Sisters," which tells the story of U.S. women religious from Vatican II to the present. Our group is currently making plans for next year's parish social mission weeks.

**PRO-LIFE:** The committee offered Mother's Day cards for a free will donation after the Masses on April 26-27 to benefit Project Love. A final total isn't available at this time. The committee will be offering Father's Day cards in June (TBA)

**SEPTEMBER CLUB:** On Wednesday afternoon April 2, 2014, 40 members and guests gathered in the parish center. Guests were treated to a catered lunch provided by LEE N EDDIE'S. Selections included lemon baked boneless chicken breast, pork loin, mashed potatoes, baked beans and cheddar macaroni salad in addition to a green salad and desserts provided by members. Father Tom began dinner with a prayer. After dinner, President Charlotte Gucwa announced that the May 7th meeting, in anticipation of Mother's Day, would be at the HOUSE OF EMPEROR. She asked members to watch for the announcement in the weekly bulletin. April birthdays and anniversaries were recognized and all present were encouraged to remember those who are ill in their prayers in addition to remembering members and former members that have recently passed away. Charlotte also announced that the September Club would like to provide five gift bearers for a weekend mass and we are looking for five volunteers to agree to participate at one mass at a specific weekend and time. Our organization would be recognized in the announcements before mass and we would be stationed in the narthex after mass to speak with any persons interested in learning more about the Club.

**SHARING PARISH PROGRAM:** Hams and food gift cards for Easter were distributed at Sacred Heart and St. Nicholas in Aurora and at SMMP. Tamale orders were delivered on April 27. Applications for tuition assistance for the 2014 - 2015 school year have been received for eight children from six families in Aurora. Amounts to be awarded will be determined shortly. The annual Garage Sale to raise money for the Scholarship Fund will be held on Friday, August 1 and Saturday, August 2. Donations will be accepted beginning on Saturday, July 27.

-- Submitted by Tom Cordaro