

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
November 3, 2015

Members Present: Cabrina Attal, Tom Cordaro, Neil Gorman, Fr. Paul Hottinger, Victoria Kosirog, Mike Newell, Janene Parisi, Brian Pelz, Jessica Schoder, Carl Van Dril, Don Wenig, Tom Zakosek

Members Absent: None

Guest Presenter: Jen Curtin

Council President Mike Newell opened the meeting at 7:00 p.m. in the Upper Room, with Don Wenig leading the opening prayer.

Mike introduced tonight's guest, Licensed Professional Counselor Jen Curtin, who would be presenting an update on the parish's Mental Health Ministry.

APPROVAL OF OCTOBER 2015 MEETING MINUTES:

Neil Gorman motioned to approve the meeting minutes from October 6, 2015, with Don Wenig seconding, and the Council approving these. The minutes, along with Commission reports, will now be posted onto the Council's online web page.

GENERAL BUSINESS:

Alzheimer's Support Group: The recently approved Alzheimer's Support Group will be held on the first Thursday of every month in Room 11 at SMMP, starting at 7 p.m. Although this was originally scheduled for the first Tuesday of every month, it was changed due to an additional scheduling conflict at SMMP noted by Sr. Madelyn. Mike Newell relayed Sr. Madelyn's request to also be consulted about other future scheduling requests.

Finance Committee Meetings: Mike shared an e-mail update received from Finance Committee Head Sue Schroeder that the Finance Committee will meet on the third Wednesday of each month. Council members are welcome to attend these meetings, although Sue would appreciate being contacted in advance, especially to provide materials for attendees' advance preparation and review. Sue noted that the Finance Committee will begin its 2016/17 parish budget discussion on 1/20/16, a meeting at which interested Council members might especially want to also attend. Sue will attend the February and May Council meetings, presenting the 2016/17 draft budget (in February) and seeking Council's final budget approval (in May).

Neil Gorman expressed his appreciation for the improved communication with the Finance Committee, along with Sue Schroeder's open invitation extended to interested Council members to attend the committee's meetings. Tom Cordaro reminded Council to notify Sue Schroeder about their intended Finance Committee attendance as soon as

possible in order to receive preparatory documents.

Date Selection for Discernment Process Review: At Tom Cordaro's request, Council considered possible dates to meet with Parish Leadership to evaluate the two-year discernment process used for parish theme selection. Council selected 11/23/15 at 7 p.m. for this meeting. Former Council members who had participated in the two-year discernment process will also be invited to this. Tom will provide further information about the upcoming meeting.

MENTAL HEALTH MINISTRY: Jen Curtin, Licensed Professional Counselor, updated Council on SMMP's Mental Health Ministry, providing highlights about the speaker presentations and panel events held at SMMP during its initial year following formation. While noting that it accomplished a lot during its first year, including the provision of monthly mental health awareness articles in the parish bulletin, Jen noted the following:

- The Mental Health Ministry is in need of a new permanent parish staff member sponsor, who can provide guidance, support, and steerage at SMMP. (Deacon Don Helgeson had served as its first staff sponsor, although his sponsorship length was shortened due to his new pending job commitments. Sr. Madelyn then served as the temporary sponsor during this past year).
- The Mental Health Ministry needs to become a permanent parish ministry, having permanent structure. It is currently a "fledgling group."
- Although assigned to the parish's Christian Education Commission (CEC), the Mental Health Ministry might function better as part of the Christian Service Commission (CSC), as the ministry moves more toward a service-oriented path rather than as educationally-oriented assistance to the parish.
 - Tom Cordaro noted that SMMP's Christian Service Commission is not staff-driven. It currently consists of 18 different ministries.
 - The Commission only meets twice per year and currently lacks the type of staff sponsorship sought by the Mental Health Ministry.
- SMMP's Mental Health Ministry has operated in its first year without any budget. Guest speakers, e.g. Deacon Tom Lambert, have donated their time without any compensation.
- SMMP does not have a Parish Nurse, although some of the neighboring parishes do have one, including: St. Joan of Arc, Lisle; SS Peter and Paul, Naperville; Holy Spirit, Naperville; St. Thomas the Apostle, Naperville, St. Mary Immaculate, Plainfield, and St. Michael's, Wheaton. Although a Parish Nurse does not do clinical work, e.g. change dressings on wounds or administer shots, he/she can channel and direct to other resources and support, including mental health services.
- SMMP's Mental Health Ministry could form an alliance with other parishes, integrating and sharing services and resources. Samaritan Interfaith can also help provide guidance.

Jen Curtin was thanked for her presentation update prior to her departure. After some additional discussion, Council decided upon the following course of action:

1. By the 12/01/15 Council meeting, Neil Gorman and Fr. Paul will ask Deacon Joe Ferrari about his willingness to become the Mental Health Ministry's staff sponsor and liaison to Council. [Deacon Joe is a Professor of Psychology at DePaul University and holds clinical background, deemed as important for this ministry's steerage].

2. If Deacon Joe accepts this sponsorship, his guidance is requested in helping the Mental Health Ministry move toward becoming a parish service ministry.

DISCUSSION ON PARISH FEEDBACK: Although Council expressed some concerns about the decreased attendance noted at Sunday Masses and at some of SMMP's adult education programs, Fr. Paul noted that this reflects the current problem about the malaise in the Church – that it is not our goal “to put people back in the pews” but rather to put Jesus back in their lives and hearts. There was also some discussion about whether some of the parish programs should be dropped.

Tom Cordaro led a discussion about parishioner feedback received from the Small Groups, in which some of the Council members are also participating. These Small Groups are still currently meeting, using a four session reflection guide (written by Tom Cordaro, with prayers by Sr. Madelyn Gould).

It was especially noted that many Small Group participants seem to be very engaged and excited about the new Parish Theme and Calling (*Hearts on Fire! Come Encounter Jesus, Embrace His Kingdom*). As some participants report that they have not talked about their faith before, the Small Groups help reinforce the Parish Theme and Calling, as presented and explained at the recent Parish Convocation. In order to offer this Small Group experience to additional parishioners, Council recommended that the Small Group experience be offered again, reusing the same four-part reflection books, especially to help more parishioners learn about evangelization.

Within the next 4-5 months, it was recommended that Council survey the parish, assessing their understanding and evaluation of the Parish Theme and Calling. Meanwhile, Council should continue with their active listening skills and share information about the Parish Theme and Calling with others.

Following this, Council took a break from 8:08-8:20 p.m., enjoying refreshments provided by Don Wenig. Don was then thanked for providing these.

COMMISSION REPORTS:

Christian Education (CEC): [*CEC Ministry Reports for November 2015 were electronically sent in advance by Janene Parisi, a copy of which is shown hereto*].

Janene Parisi, CEC Representative, reported that the Commission has finalized its review and update of its by-laws, an electronic copy of which is now available. Council noted that each of the Religious Education Leadership Staff should receive and retain a copy of these by-laws.

Janene especially noted that the Bible study program and youth retreats are going very well. In addition, Fr. Pat McDevitt's recent morning enrichment program ("Seeking a Personal Relationship with God") had a very large attendance.

Christian Worship (CWC): [*Christian Worship Commission Monthly Report to Parish Council, November 2015* was electronically sent in advance by Brian Pelz, a copy of which is shown hereto].

Brian Pelz, CWC Representative, reported that the CEC's by-laws and amendments will be reviewed and revised at the January 2016 meeting. At the October meeting, the scheduling sign-up process and communication for Eucharistic Ministers, Altar Servers, Lectors, and Greeters were discussed. Brian encouraged Council Members to sign up as Gift Bearers at the Sunday Masses. At the CWC meeting, concern was raised about sign-up tables in the Narthex, in violation of "no sign-up tables in the Narthex" policy – this will be further discussed with Deacon Ken Miles when he returns to town shortly.

According to a Diocesan-required attendance count, Sunday Mass attendance was recently taken during the month of October and submitted to the Diocese, showing a slight decline since last year [although Mass attendance on Saturdays at 5:00 p.m. and Sundays at 12:30 p.m. showed a slight increase]. According to Fr. Paul, there are currently 2,700 registered parishioner households, showing a slight increase since last year. As SMMP strives to be a welcoming parish, many of these households might be considered as "occasional travelers" who feel comfortable at SMMP. Fr. Paul also reminded Council that the recent elimination of contribution envelope mailings to 1,400 non-contributing registered parishioner households does not mean that these households are no longer considered as members of the parish.

Lastly, plans are underway for Fr. Paul's 40th Ordination Anniversary Celebration Mass on 11/22/15 at 12:30 p.m., which will also be a Teen Mass. Brian also noted that this will be held on the Feast of Christ the King, with plans underway for a well-attended Mass with meaningful liturgy.

Christian Service (CSC): [*Christian Service Commission Monthly Report to Parish Council, November 3, 2015* was electronically sent in advance by Cabrina Attal, a copy of which is shown hereto].

Cabrina Attal, CSC Representative, reported that the search for a Sharing Parish partnership is ongoing, with St. Andrew Parish in Romeoville being considered as a "good fit" for SMMP [similar to Naperville's "sister city" relationships]. It was felt that the previous Sharing Parish relationships which SMMP had with two parishes in Aurora were no longer spiritually or culturally reciprocal, with SMMP's primarily functioning as a monetary contributor. Cabrina suggested that Council attend one or both of the upcoming events scheduled with St. Andrew Parish to become better acquainted with this faith community. These two events include: Our Lady of Guadalupe Program (11/30/15, 7-8 p.m. in SMMP's Upper Room) and Our Lady of Guadalupe Feast Day (12/12/15, 6 p.m. program and 7 p.m. Mass at St. Andrew Parish).

Cabrina also noted that, although there have been numerous funerals at SMMP recently, there has only been one recent funeral lunch held at SMMP.

Administration: [*Saint Margaret Mary Parish Administration Commission Minutes of Monday, October 19, 2015 and Minutes, St. Margaret Mary Finance Committee Meeting, Wednesday, October 21, 2015, 7:30 p.m., Room 13 were electronically submitted by Mike Prus*].

Working draft copies of the above meeting minutes for the Administration Commission and Finance Committee were electronically submitted by Mike Prus – both sets of minutes still await final approval at the respective upcoming meetings. Although no representative from the Administration Commission or the Finance Committee was in attendance at tonight's meeting, the Council felt that there was good and very helpful information contained in both of these reports, showing many decisions being made. Council also expressed its appreciation for receipt of the Finance Committee's minutes, which they had not received in previous years.

AD HOC COMMITTEE REPORTS:

Communications Committee: Carl Van Dril presented the Communications Committee's *Communications Strategy and Plan for SMMP*, outlining objectives, opportunities, approaches, and next steps. Council felt that this was a very well thought-out plan as a future "road map" and methodology. The Communications Committee, consisting of Carl Van Dril, Neil Gorman, and Victoria Kosirog, will be working on writing new by-laws and a workable plan, in an effort to move the Communications Committee from "Ad Hoc" to permanent committee status. Council President Mike Newell especially noted that this was the third attempt to establish a Communications Committee, as seen during his three years on Council; and he expressed hopes that this committee could continue to steadily function over the years ahead. Carl expressed the need for this committee to focus on selecting more readily attainable "low hanging fruit" in its immediate communication goals and efforts. It was also noted that the Communications Committee does not yet have any budget.

Victoria Kosirog continues to work on updating the badly out-of-date Parish Ministry Handbook and has already received some feedback from a few Council members about the handbook's organization and contents. The updated Parish Ministry Handbook will most likely be in both electronic as well as in hardcopy format. Council recommended that it be kept online on the G-drive. Although Victoria has set no current submission and editing deadlines yet, she is requesting that the current pages be shared with the respective Commissions and committees, seeking their editing changes and updates. Dan Lawler, Director of Youth Ministry, has especially reported that the youth ministry section is greatly in need of revision.

In addition to the parish bulletin being in hardcopy format, along with its being posted online, Victoria recommends that it becomes more digitally interactive. She requested that Council members collect parish bulletins from other churches throughout the year

and submit them to the Communication Committee. Likewise, she requested that Council collect and submit any postcard mailings received from other churches throughout the year ahead, too.

The recently designed “Welcome to the Neighborhood” postcard about SMMP, intended for mailing to the new Arbor Trails subdivision in Lisle, was the wrong size for the postal system’s Every Door Direct mailing. It has not been mailed. The postcard could be made larger and could also be sent to the future new Naperville subdivision underway near the new Mariano’s on Naper Blvd. and 75th Street.

Although the new parish theme business cards were “cute,” as distributed to the parishioners, there was some discussion about to what other information did these lead? Victoria proposed the creation of magnetic bumper stickers (approximately \$2.00 each) to be optionally offered to parishioners. Council expressed some interest in these magnetic bumper stickers.

The Communications Committee will meet with Tom Cordaro to learn more about Diocesan policies about Twitter use. According to Tom, the Diocese created a handbook containing some communication guidelines and policies, a copy of which Dan Lawler currently has. The Communications Committee seeks to review this handbook soon.

Nominations Committee: Victoria shared the name of a 16-year old Eucharistic Minister, with whom she would like to talk about his interest in becoming a future Youth Representative on Council. She also suggested that, in general, the Youth Representative should be requested to share a monthly report with Council, this being scheduled at the initial part of each meeting.

As Council Members are asked to participate in Hospitality Sundays whenever possible, Victoria requested a list of the remaining 2015-16 Hospitality Sundays dates, so that Council can be an interactive and listening presence at these. Tom Cordaro will send the dates out for these shortly.

The Nominations Committee confirmed that nomination forms for At-Large Council Members appear in the parish bulletin for one month prior to the discernment process. Council Members are reminded to recruit and nominate new At-Large Member candidates throughout the 2015-16 year.

Parish Volunteer Appreciation Dinner: No new report. “Plans are in the works.”

OTHER:

Fr. Paul’s 40th Anniversary Celebration (11/22/15): At this point of tonight’s meeting, Fr. Paul was fondly dismissed so that Council could continue its planning for his upcoming 40th anniversary celebration. Following the special liturgy planned for the 12:30 p.m. Mass on 11/22/15, a reception will immediately follow at SMMP. Due to

increased estimated attendance, Council recommended moving the reception from the Upper Room to the Parish Center and planning a simpler menu to accommodate larger crowds. Council Members are asked to assist with set-up, serving, and clean-up, with additional information forthcoming from Cabrina Attal about this. Although it was noted that Barb Zdon had been planning the reception, Council is helping, especially due to Barb's upcoming surgery.

FINAL "WHIP" AROUND: Comments included:

- "Good meeting."
- "I'm excited about Communications."
- "Good dialogue."
- "Lots of different things discussed tonight, with new ideas."
- "I'm sorry that we went into overtime, but it was a very productive meeting."

CLOSING: Don Wenig led tonight's closing prayer. Following this, the meeting ended at 9:40 p.m.

The next meeting will be held on Tuesday, December 1st at St. Margaret Mary Parish, starting at 7:00 p.m. in the Upper Room.

Opening/Closing Prayer (December) – Carl Van Dril
Refreshments (December) – Carl Van Dril

Respectfully submitted,

Marlyn Ligner Steury
Recording Secretary

CEC Ministry Reports For November 2015

Adult Education: Sr. Madelyn Gould

BIBLE STUDY- Sr. Sallie Latkovich is subbing for Marianne Race who is in the Holy Land giving a retreat. Study of Luke is going well. Approximately fifty attend weekly.

BOOK STUDY – The October book is WHERE DO I BELONG? Tony Mankus. Tony is a parishioner and a member of the book group. Discussion was lively and inspiring, The November reading will be LAUDATO SI, the latest encyclical.

BUSINESS BREAKFAST: Pastor Deb Robert provided a meaningful morning in her reflection on the Persistent Widow (Lk. 18:1-8). Only 15 attended

EVENING ENRICHMENT: The October evening session was sponsored by the Mental Health Committee. It was titled "Faith, Church, and Mental Illness: Hope and Healing." Speaker: Deacon Tom Lambert. About 50 attended, mostly leaders in various mental health support groups. Terry Nelson-Johnson is our speaker for November. Topic: Prayer: Just What Do You Think You Are Doing. You don't want to miss this gifted speaker!

MORNING ENRICHMENT: We scrambled for extra chairs to accommodate our crowd on October 14th. Fr. Pat McDevitt spoke on SEEKING A PERSONAL RELATIONSHIP WITH GOD. Fifty were in attendance.

RETREATS: At present, both men and women are recruiting for their CRHP retreat weekends. The men presently have 10 registered for their retreat on Nov. 14-15.

Eighteen attended the Day of Quiet held at St. Procopius Abbey on Oct. 16th. Since was the feast day of St. Margaret Mary Alacoque, the reflection materials focused on Margaret Mary as a person and as a church.

The Ignatian Retreat for Group 5 ended on Oct. 23rd with a Day of Reflection at Morton Arboretum. 38 of the Ignatian graduates are participating in "Adventures in Contemplation." Al Gustafson is leading the group and sharing what he is experiencing in the School of Action and Contemplation with Fr. Richard Rohr, OFM.

Our retreat program was featured in the October CHRIST IS OUR HOPE diocesan magazine.

Publicity has begun for the Parish Mission. Since the Mission will focus on the spiritual messages of the Wizard of Oz, we are considering a 'movie night' the week before the Mission. The movie: The Wizard of Oz.

RCIA: We have three (2 women; 1 man) who are presently studying the Catholic faith. They will be introduced to the SMM community at a special service on Nov. 1 at 9:00 Mass.

SPIRITUAL DIRECTION: I am seeing 20 directees monthly.

TABLE FOR TWO: We cancelled this event due to low registration..

OTHER:

I attended the special showing of FULL OF GRACE on Oct. 28....a film about Mary, Mother of God. It will be available in DVD in January. Good for teens and adults.

Discussion Group on HEARTS ON FIRE are going well. About 100 are participating.

PreK–Grade 5: Sue Davey

Our First Reconciliation parent meeting was Tuesday, October 20th. The presentation by Fr. Paul was very interesting and a good question/answer period with the parents followed. Unfortunately, only about 50% of the parents attended. All of the priests needed for the service on December 1st and 2nd have been secured.

Father Paul has agreed to visit all of the First Reconciliation preparation classes during the month of November.

Approximately 50 people attended the October 18th Sacramental Parent retreat. The final retreat will be Sunday, January 10th.

Stickers of the children’s Square 1Art fundraiser have been distributed. Parents have until mid-November to place an order.

Youth Ministry: Dan Lawler

This weekend, we will be going on the Peer Ministry Retreat at Dickson Valley Retreat Center.

We will be finalizing our preparations for the Freshmen Retreat next weekend with our Peer Ministers.

We have two youth going to the National Catholic Youth Conference with our diocese the weekend of November 19-22.

Mental Health and Wellness: Jen Curtin

Completed a presentation, “Faith, Church, and Mental Illness: Hope and Healing.”, with speaker Deacon Tom Lambert on October 21st. About 50 people were in attendance.

All Saints Catholic Academy: Dr. Sandy Renehan

No report.

-- Submitted by Janene Parisi



**Christian Worship Commission
Monthly Report to Parish Council
November 2015**

CWC Meeting held on October 15, 2015.

Meeting Review:

- CWC By-Laws amendments will be revised, reviewed and voted on in January 2016.
 - Clarify membership and At-Large term limits of 2 or 3 years
 - Add amendment to “review By-Laws every 2 years and revise if needed”
- Discuss how EM, Altar Server, Lector and Greeter schedules are established and communicated. Schedule established 4-5 months in advance twice a year; Send an email to membership with the schedule. Review what other parishes do. Research and track the percentages of the number of scheduled ministers who appear for their scheduled mass.
- Gift Bearers
 - Gift Bearer Ministry Process is under review
 - There is a group sign-up online.
 - Greeters are getting turned down by the parishioners when they are asked in the pews.
 - Gus is trying to get CRHP members to sign up, reaching out to the Men’s Club;
 - Brian to ask the Parish Council members to sign up to be gift bearers
 - Ask RE teachers;
 - Have RE teachers and families
 - Ask the families from the RE classes to sign-up
- Tables in Narthex. Violations of “no table in narthex” policy
 - There is a policy of no tables in the narthex, but recently there have been tables in the narthex. Ken will address this with the staff at the next staff meeting. Brian will mention it at Parish Council.
- SMMP Ministry Handbook updates: WIP

Altar Servers: Setting up a training session at the end of October. The third Sunday in October at 9:00 mass, there is a family scheduled. Looking to find an Altar Server coordinator to replace Ken.

Art & Environment: A remembrance shrine will be set up. The shrine will be set up before All Saints Day and will remain until Advent. A bulletin article had already been published.

Advent & Christmas:

- Purchased 15’ pre-lit tree. Will put the tree where the wreath was. Build a wooden platform for the tree. Will be able to see the presider from the organ. The crèche will be under the tree. The other crèche will be in the library.
- The wreath will be moved near the ambo
- Greens and flowers will be ordered the fourth week in October
- There will be wreaths outside, no garland
- The statues (Holy Family & Jesus) will stay
- There was an advent wreath fire in the past; ensure that the material used on the wreath is flame retardant.
- What will be done with the old Christmas trees?
- There will be decorations downstairs in the parish center

Baptism Assistants: There is a surge in the number of baptisms. There are ten (10) scheduled for October. There are new baptism training coordinators. Ken met with them: Sandy & Christen Neuenkirchen. The third Tuesday of the month is the scheduled training day. There is discussion that it may be changed to Wednesday. Training includes a tour of the baptismal font. The training program was overhauled and shortened from the previous session length of two hours. The content is now more focused and pertinent.

Bread Bakers: No report.

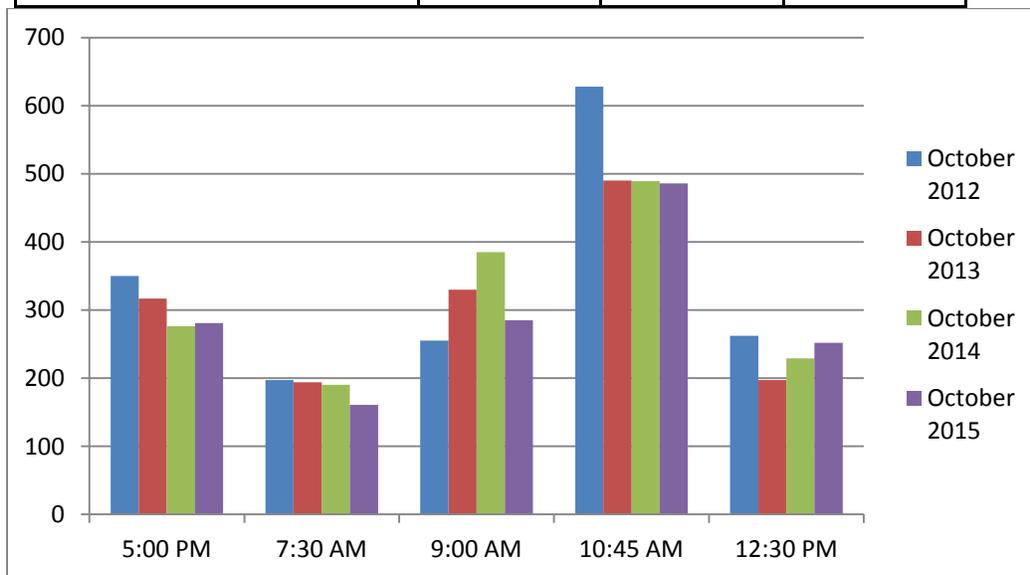
Eucharistic Ministers:

- There will be another EM training session on Saturday, November 14. Dan Lawler will once again be advertising this opportunity to his Peer teens.
- There is reserved seating for the EMs and the lectors for the 4:00 P.M. Christmas eve masses for both upstairs and downstairs masses. For the upstairs mass, the seats are reserved by the baptismal font. Coordinators to communicate this to the EMs and lectors.

Greeters: Gus will communicate to the greeters that the missals should be stored on the carts. There were discussions about the greeters keeping the bulletins in the cabinets until after each of the masses. Greeters performed the head counts for each of the masses during the month of October.

SMMP Mass Attendance

Mass	October 2012	October 2013	October 2014	October 2015
5:00 PM	350	317	276	281
7:30 AM	197	194	190	161
9:00 AM	255	330	385	285
10:45 AM	628	490	489	486
12:30 PM	262	197	229	252
Totals	1692	1528	1569	1465



Lectors: Nothing to report, other than suggest PC to go online to SMMP website and sign up to be gift bearers.

Linen Launderers: No report.

Liturgy Development:

- Find a group to evenly distribute the cards in the pews (annual maintenance)
- Reconciliation is at 5:00 PM; Thanksgiving day mass at 9:00 AM
- Highlight advent – ask people to put up prayer requests on a board using cards and pushpins. Parishioners can then take a prayer request from the board, take it home and offer prayers for the request. Attempts were made in the past to have people bring in clothes donations, but it did not go well.
- Fr. Paul’s 40th Anniversary celebration Mass:
 - November 22 at 12:30
 - The 12:30 mass on November 22 is Christ the King and will be the anniversary celebration and a youth mass.
 - Fr. Paul’s family is scheduled to attend
 - All CWC ministries preparing for a well-attended liturgy.
 - Lumen Christi and Contemporary Choirs will be combined. Cantors at the 9:00 and 10:45 masses on November 22.

Music: The Notre Dame Chorale is tentatively scheduled to perform at SMMP on January 4, 2016. The Contemporary Choir was looking to schedule an Advent/Christmas concert on December 20. December 20 is when A&E will setup the church for Christmas.

Sacristans: Sacristans: Two new sacristans have been trained to set up/clean up the 12:30 Mass.

Advent/Christmas

- Determine whether to have substantial bread for Easter & Christmas
- Have a lot of reserve bread; Can’t fill bowls too full; Also mass in the Parish Center
- The issue with bread left in the cabinet has been resolved.

-- Submitted by Brian Pelz

Christian Service Commission

Monthly Report to Parish Council

November 3, 2015

Bereavement: We had our Bereavement Meeting October 28 with a great turnout of 9 attendees. We discussed current and new assigned cases (11), the Bereavement Budget for upcoming year, and started the ball rolling in planning our Annual Remembrance Mass.

Blood Drive: We had a very successful blood drive on Saturday, October 17th. Our parishioners and also some neighbors donated 41 units of blood to help save lives in area hospitals. The Knights of Columbus sponsored our drive, assisting with donor sign-

ups the weekend before, and also volunteering at the drive itself. A big thank you to all of our wonderful donors and all of our volunteers! Our next drive will be sometime in the spring.

Boy Scouts: Scouts plan to provide color guard for Veteran's Day ceremony at SMMP on Nov. 8th.

Charitable Contributions: The October meeting of the Charitable Contributions Committee (CCC) was held on Tuesday October 13, 2015. The second Tuesday of each month at 7:15 pm is the CCC set meeting time. Six not-for-profit organizations were visited and reviewed by CCC members, resulting in a total of \$15,000 being awarded to those organizations.

The weekend of November 7th and 8th was preferred by Committee members to participate in the CCC "After Mass Meet-Up." Ann Schwartz will make the schedule request of Tom Cordaro.

Next Meeting (11-10-15) Preview: Nine organizations are scheduled to be visited and reviewed. The review of two additional organizations is currently on hold pending receipt of financial information.

Daybreak Transitional Housing: Our family is adjusting to the new baby. Job hunting is the current focus and getting her unemployment reinstated.

Funeral Ministry: No update

Knights of Columbus: The St Margaret Mary Knights of Columbus Council 16011 conducted their annual Tootsie Roll Drive as part of an international K of C fundraising effort to support the Intellectually Disabled. The drive spanned four weekends, the last weekend in September on major street intersections in Naperville, the next two on local storefronts and finally after all SMM masses on October 16-17. All proceeds collected by our council will support our own parish charitable efforts along with local Special Olympics activities.

The Knights held a Membership Open House on October 22. We were pleased with the response and interest shown after recently completing our first year (No doubt aided by no Cubs/Mets fifth game on 10/22).

Council member Dan Patt was cited as our "Knight of the Year" for his quiet yet determined effort in participating as an officer and in all of the K of C activities this year.

Men's Club: 66 men attended our monthly meeting. After the meeting we counted the food and ride tickets from our picnic. After we finished several stayed over to play some friendly cards.

We had 39 golfers attend our fall golf outing. After an enjoyable round, they returned to the church hall for a dinner. Again after dinner some stayed to play some friendly poker. A great time was had by all.

This last Saturday we again donated our time assisting Loaves & Fishes with distributing food.

Nursery: Here are the nursery numbers for October:

10/4/15 9am: 7 kids, 6 families; 10:45 am: 4 kids, 3 families

10/11/15 9am: 3 kids, 2 families; 10:45 am: 2 kids, 2 families

10/18/15 9am: 4 kids, 4 families; 10:45am: 0 kids, 0 families

10/25/15 9am: 3 kids, 3 families; 10:45am: 3 kids, 3 families

Pastoral Care: No update

Peace & Justice Advisory Working Group: After organizing two parish social mission weekends in three weeks, our group is pausing to catch our breath. The next social mission weekend is scheduled for January 23/24. Our EARTH CARE sub-committee is beginning planning around the recent papal encyclical on the environment with some educational bulletin inserts and "Earth Care Tips" for parishioners. Discussion about possible parish programs is also in the works. We will be doing Christmas light recycling again this year starting after Thanksgiving.

Pro-L.I.F.E. Committee: No update

St. Vincent de Paul: During the last month we helped 6 individuals / families:

- With Cares, helped a 61 year old lady who had lost job with rent
- Helped 44 yr. old single mom with 3 children with rent
- Helped elderly man who is ill with rent. Fell behind because of doctor's bills.
- Helped a couple with rent who are chefs and having trouble finding enough hours a week to work.
- Helped a young woman living on \$11/hour job with rent. Boyfriend lost job.
- Helped single man with rent who recently got job.

Checking balance getting low, but we seem to get enough in to help the needy.

September Club: On Saturday, October 3, 2015, September Club members attended the 5:00 Mass in memory of our deceased members. Following Mass, 33 members gathered together in the Parish Center for a catered dinner. Desserts were provided by members. Father Paul led us in prayer. October birthdays and anniversaries were

recognized.

In November we will meet at Quincy's Restaurant for turkey. Details will be in the upcoming bulletin.

Sharing Parish: There are two activities scheduled for the purpose of SMMP and St. Andrew Parish in Romeoville becoming better acquainted and, possibly, becoming Sharing Parish partners.

1. **OUR LADY OF GUADALUPE PROGRAM**
Monday, November 30; 7 to 8 pm in the SMMP Upper Room; refreshments will be served. We will be joined by people from St. Andrew who will share their knowledge of the history of Our Lady of Guadalupe and the symbolism of her image.

2. **OUR LADY OF GUADALUPE FEAST DAY**
Thursday, December 12, St. Andrew Church, Romeoville
6 pm: Play about the Apparitions of Our Lady and a short folkloric dance program
7 pm: Liturgy, followed by refreshments.

Please come to either or both events to meet with our new friends and with Our Lady, the Patroness of the Americas.

-- *Submitted by Cabrina Attal*

**SAINT MARGARET MARY PARISH
ADMINISTRATION COMMISSION
Minutes of Monday, October 19, 2015**

Members Present: Jeff Jameson, Chuck Marquis, Michael Prus, Sue Schroeder, Bob Stezowski.

Members Absent: Tom Hill, Klaus Rummer.

1. Opening Prayer: Led by Chuck Marquis.

2. Approval of Minutes:

The minutes of the July 15 meeting were approved “by acclamation”, without changes.

3. Discussion/Decision Items:

A. Snow Removal

Mike Prus presented a proposal for snow removal services for the coming winter, from Green Grass, who performed this service for the parish the previous two years. Pricing remained the same as in 2014-15.

The Commission approved the contract, with one addendum, to extend the billing cycle period from 30 to 45 days.

B. Church AHU Project

Jeff Jameson noted that we are in the midst of the two-week period of demolition, construction, and placement of the air handling equipment for the church. The new outdoor compressor unit was installed by crane on the first day of the main work, October 12. The project is on track to be completed this coming Friday, October 23. Bob Stezowski noted that much work, primarily cutting and brazing of piping, was done prior to the main work period. Work is being done in the boiler room, and in the storage room behind Room 6. (After the meeting, Jeff provided commission members a tour of the work areas.)

C. Parish Center air conditioning

Mike described the challenges we have faced in addressed the troubles with air conditioning in the Parish Center (which functions separately from that of the Church). The unit has worked sporadically since summer 2014, and various attempts have been employed to fully address its problems, by mechanics from two different firms. This September, the parish was offered a proposal, under partial warranty, to replace the condenser unit (which had already been replaced in 2014) for \$12527. Mike, Bob, and Fr. Paul were very reluctant to spend this amount on the aging equipment which no assurance of full success.

In previous meetings, the Commission and the Finance Committee had anticipated the eventual replacement of the Parish Center equipment, in a similar manner as the current Church AHU equipment. Monies are available in the Repair and Replacement funds for this project. Jeff has agreed to prepare a Request for Proposal, and together with Mike and Bob, to facilitate the process toward a new unit. The commission supported this recommendation, with a desired target installation in late spring 2016.

D. Parking Lot lights

Mike reported on his discussions in recent months with an electrical contractor, Greco Electric, in regard to the parking lot lights. They have serviced the lights for the parish for some years. Greco noted that most of the fixtures in the lots will require new lens/frame assemblies, as most are original from construction.

With the possibility of significant expense needed, the idea of replacing the current setup with LED fixtures was explored. Mike received some initial cost estimates from Greco suggesting that significant savings in future energy and maintenance costs are possible with an LED setup. In August, Mike, Bob, and Chuck discussed this further, and asked Mike to solicit information from another contractor, Argo Electric. (Argo had performed the work on the recent church lighting.) Argo visited the parish, and later provided an initial proposal for replacing all the fixtures to LED.

After discussion, the Commission concluded this is a very promising approach. But we might wish to split the project, and attend to the Naper Blvd. side first, so to test the effectiveness of the LEDs. Jeff has offered to consult with his professional contacts for advice on the quality and suitability of specific recommended fixtures. The Commission asked Mike to solicit proposals from Greco and Argo, for a split effort and for the entire facility. After these are received, the commission will consider the next steps.

E. Scheduling future meetings

The commission agreed to meet again on Monday, November 30, at 7:30 PM, contingent on progress and need to address our current projects.

4. Member Reports and Discussion:

A. Chuck Marquis: No report.

B. Bob Stezowski, Building Manager: No report.

C. Sue Schroeder, Finance: 1) The Finance Committee published its annual financial report to the parish, in recent parish bulletins. The parish has done a good job of managing expenses in recent years. 2) The committee continues its study of the Repair & Replacement fund, anticipating larger expenses for roofs and the parking lots in future years.

D. Michael Prus, Business Manager: No further report.

E. Tom Hill, Chairperson & Building Committee: Absent.

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

G. Klaus Rummer: Absent.

5. New Business: None.

6. Evaluation: A fine meeting.

7. Closing Prayer: Led by Bob Stezowski.

-- Submitted by Mike Prus

MINUTES
St. Margaret Mary
Finance Committee Meeting
Wednesday, October 21, 2015
7:30PM
Room: 13

- **Present: Laurette, Helen, Henry, Sue, Mike**

- **Absent:**

- Opening Prayer and/or Finance-related Scripture reading – Helen
- Approval of September minutes
 - Minutes were approved. Sue suggested we include FC minutes with Admin so they can be forwarded to the PC. Sue will contact Mike Newell to see if the PC is interested in receiving them.

- Review of contributions /financials – Mike
 - Revenue is .74% higher than budget and 1.75% higher than last year.
 - The August financials were in line with budget with the exception of the dollars spent on the repair of the Parish Center HVAC system.

- Admin Committee News – Mike & Sue
 - Church HVAC
 - PC HVAC
 - Sign
 - Parking Lots Lights

- Transfer of 2014-15 funds to R&R or School Fund
 - Based on the balance in the Operating Account as of June 30, 2015 of \$287K, the FC recommended a transfer of \$120K to the Repair and Replacement Fund. Mike will contact Fr. Paul for approval.
 - There is no current need to change the schedule of funding for the School fund at this time. \$80K per year is still adequate.
 - The R&R fund is negative in the year we replace the Parking Lots.

- Daybreak
 - Review of reports submitted by Daybreak Committee
 - Daybreak submitted reports thru Aug 2015 including bank statements for May, June and July. There were no questions or concerns with the Daybreak Account.

- Men's Club Audit
 - Laurette and Helen will perform the Men's Club audit. Sue will contact Gus Fischer for contact information of the Treasurer.

- New business
 - Mike presented reports on the Endowment Fund for All Saints. Mike will forward financial information from the school that he believes is relevant to the FC.
 - Mike suggested that the FC take a look at the reports offered in Parish Soft to see if there is other information that should be reported. The FC will allow time on the November agenda for this.

- Next Meeting – November 18, December meeting scheduled for December 21.

- Closing Prayer - Helen

-- Submitted by Mike Prus (as Received from the Finance Committee)
