

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
February 6, 2018

Council Members Present: Jim Chitwood, Tom Cordaro, Fr. Paul Hottinger, Julie Lomax, Mary Oliphant, Barb Ryan (for Brian Pelz), Dave Schwartz, Kristen Slevnik, Peggy Soeldner, Carrie Tilton, Carl Van Dril, Don Wenig
Council Members Absent: Brian Pelz, Sam Schroeder
Guest Presenter: Sue Schroeder

OPENING AND PRAYER: Council President Carl Van Dril called the meeting to order at 7:03 p.m. in the Upper Room. Jim Chitwood led the opening prayer.

APPROVAL OF JANUARY 2018 MEETING MINUTES:

Don Wenig moved to approve the minutes from January 2, 2018, with Dave Schwartz seconding, and the Council approving these. The minutes, along with Commission reports, will now be posted onto the Council's web page. Council Secretary Peggy Soeldner will provide a summary of the minutes for the parish bulletin.

PARISH BUDGET DISCUSSION FOR FY 2018/19: Sue Schroeder, Finance Committee Chair, thanked Don Wenig, Dave Schwartz, and Carrie Tilton for representing Council at the 1/17/18 Finance Committee meeting. At tonight's meeting, Sue reviewed the process and planned timetable being followed by the Finance Committee in making a general projected 5-year budget plan for the parish, along with recommending a preliminary parish budget plan for FY 2018/19. Council will need to approve the parish budget for FY 2018/19 in May before the 6/1/18 submission deadline to the Diocese.

As stated in Parish Business Manager Mike Prus' report, "December Week 25's collection was much higher than usual, and this was likely [from] end of year donations due to tax legislation...although legislation isn't favorable for charitable donations." Sue noted that the Finance Committee would also have greater confidence in making their budget assumptions if based on 3-4 months of increased steady contributions (which have not yet been seen), rather than solely on December 2017's increased end of year collections. The estimated budget shortfall as of 11/30/17 is \$15,000-20,000 for this year. Due to this, Council discussed tentatively recommending a 10% cut to parish programs, with a proposed reduction in this cut occurring if collections show some steady improvement. Sue requested that Commission heads notify the Commissions regarding the 10% cut. It was noted that FY 2017/18 will end on 6/30/18.

Sue shared some good news that, contrary to previous thought, the parking lot may probably not need total replacement. In addition, the parish only has three more annual payments of \$200,000 due to the Diocese for ASCA (All Saints Catholic Academy) and that some parishioners' continued contributions toward the parish debt reduction help reduce the amount of money that the parish needs to withdraw for this annual loan

repayment. Fr. Paul also noted how some other parishes have had good success with raising revenue through such fundraisers as a parish auction.

The next Finance Committee will meet on 2/21/18, to which Council members are also invited to attend. Council members are also invited to attend the 418/18 Finance Committee Meeting, which is the meeting during which the budget proposal is finalized. Recommendations regarding collection projection will be made at that time. Council will need to approve the budget at the May meeting in order to meet the 6/01/18 deadline for submission to the Diocese.

Prior to her departure, Sue Schroeder was thanked for her presentation.

PARISH VOLUNTEER APPRECIATION DINNER (1/13/18) – REVIEW: Council discussed in an “afterglow” about what a great evening and big success this recent parish event was, as enjoyed by approximately 250 attendees. It was also noted that registration was capped at 250, although there were some additional non-registered attendees at the event. Co-Chairs Jim Chitwood and Dave Schwartz expressed their sincere appreciation for the following: Victoria Kosirog for her tasteful decorating efforts; the Men’s Club for providing the evening’s beverages; and the vocalists and musicians in *Off the Rails* for donating their talents and providing the wonderful musical entertainment. The Parish Council presented Carl with a thank-you card and Country House gift card to be shared with all of the *Off the Rails* members.

Fr. Paul shared how pleased he was to see an increased number of younger parishioner volunteer attendees at this event. Carl noted that the entire evening seemed to “flow” very well. It was also noted how very helpful Angeli’s catering was. There seemed to be a sufficient amount of appetizers and desserts provided by parishioner attendees, with appetizers supplemented by bruschetta from Angeli’s. Lastly, Jim reported how helpful it was to use paper plates for desserts.

NOMINATIONS/ RECRUITMENT COMMITTEE: Peggy Soeldner reviewed the list of previous and new nominees, as received by her and Co-Chair Mary Oliphant. Dan Lawler, Director of Youth Ministry, will be contacted about possible youth representative nominees. Peggy also reviewed the proposed 2018 Timeline for Pastoral Council At-Large Member Recruitment, including the following dates::

3/12-16 – Nominees from prior and existing lists will be called.

3/24-25– Nominations form will start running in the parish bulletin.

4/9 – Deadline for receipt of nominations thru the parish bulletin

4/10-13 – Calls made to nominees received thru the parish bulletin.

4/18 – Candidate Orientation Meeting – 7:00 p.m. in the Upper Room

4/23-27 – Affirmation to be received from continuing candidates

4/30 – Candidates invited to attend the May Council meeting.

5/6-7, 5/12-13, 5/19-20 – Candidate statements will run in the parish bulletin

5/30 – Discernment Meeting – 7:00 p.m. in the COR Center

6/5 – New At-Large Members invited to attend the June Council meeting.

Following this, Council took a break from 8:10-8:23 p.m., enjoying refreshments provided by Jim Chitwood. Jim was thanked for these. During this time, Council also posed for a group photo.

COMMISSION REPORTS:

Administration: [*Minutes – St. Margaret Mary Finance Committee Meeting, Wednesday, January 17, 2018... were sent in advance by Mike Prus, a copy of which is shown hereto*].

Following Sue Schroeder's earlier departure tonight, there was no Administration Commission member present. There were no additional questions posed about the Administration report.

Prior to tonight's meeting, Don Wenig had forward to Council the FY 201718 parish collections figures through 1/28/18, as furnished by Parish Business Manager Mike Prus.

Christian Education (CEC): [*Christian Education Commission – February 2018 Ministry Reports were sent in advance by Julie Lomax, a copy of which is shown hereto*].

Julie Lomax, CEC Representative, reported that, while the Women's CRHP retreat weekend (1/27-28) had good attendance, future Women's CRHP weekends are canceled for the foreseeable future. As it appears that the majority of parishioners have already participated in the Women's and Men's CRHP retreat weekends, recruitment for new participants has been challenging.

Adult formation programs continue to have a good attendance.

Fr. Paul reported continuing to see new faces at Masses.

Christian Service (CSC): [*Christian Service Commission Monthly Report to Parish Council – February 6, 2018 was sent in advance by Carrie Tilton, a copy of which is shown hereto*].

Carrie Tilton, CSC Representative, reviewed recent highlights of some of the service ministries:

Bereavement Ministry has 3 new members, who joined through a recent After Mass Meet-Up.

The Knights will hold donor sign-up on a couple of consecutive weekends prior to the Blood Drive on 4/14.

Boy Scout Troop 507 will help with the 5 p.m. Saturday Mass, including with collections, on 2/10 in observance of Scout Sunday. Scout Sunday was not observed last year at SMMP.

Although the Comfort Care Ministry coordinators were not available to plan for a deceased priest's recent funeral luncheon at SMMP, several members of the parish support staff had coordinated this.

Daybreak Transitional Housing Ministry is currently seeking 2 new volunteers to serve as mentors. SMMP's Daybreak awaits adding its third family shortly (so that two will now be through Bridge Communities and one through Catholic Charities); and SMMP's current mentors can temporarily help with this new family.

The Men's Club seeks names of individuals/families within our parish community who might be in need of the Men's Club service help through the upcoming "April in Parish." Dave Schwartz also invited Council members to attend the Men's Club "Spouses Night" dinner and meeting on 2/20.

The Military Ministry will be collecting blank greeting cards in the Parish Office on 5/19-20 – these will be provided for service members' use. *Thinking of You* cards for active service members, as made by children within the parish, will be collected on an ongoing basis at the children's table during Hospitality Sundays.

The Sunday Nursery is in need of a replacement coordinator, following Cailin's stepping down from this by the end of summer.

The Peace and Justice Ministry is planning to hold an additional adult formation opportunity in April prior to the next Parish Social Mission Weekend.

St. Vincent de Paul is seeking additional volunteers to join their ministry group.

Christian Worship (CWC): [*St. Margaret Mary Christian Worship Commission Meeting Minutes – January 25, 2018... was sent in advance by Brian Pelz, a copy of which is shown hereto*].

In CWC Representative Brian Pelz' absence tonight, there were no additional questions posed as pertaining to Christian Worship. Barb Ryan had represented CWC tonight.

YOUTH REPRESENTATIVE REPORT: Kristen Slevnik reported that the Peer Ministers are preparing for the Sophomore Retreat during the 2/23-24 weekend. They will have two more meetings before they lead this retreat. Kristen is heading the Peer Ministers for the retreat.

PARISH LEADERSHIP COMMUNITY GATHERING (2/03/18) – FOLLOW-UP:

Tom Cordaro thanked Council members for having participated in this past Saturday's

workshop gathering day and had especially appreciated their flexibility at this. The Ad Hoc Committee will meet this coming Thursday to create a rough draft of our parish calling for the next three years. This draft will then be reviewed at the March Council meeting on 3/06/18, with non-Council Leadership attendees invited to attend during the first half-hour of the meeting. Tom expressed hope that that Parish Leadership will be able to complete this document about the Parish Theme and Calling by June for its roll-out at the Parish Picnic in September.

PARISH MINISTRIES IMPROVEMENT – DISCUSSION: Prior to tonight’s meeting, Carrie Tilton had sent a “brainstorming” document to Council to assist with tonight’s discussion about parish ministry improvement. Carrie has previously worked with Tom Cordaro and Carl about some of these ideas, along with brainstorming additional ideas with Julie Lomax. Various concerns have been raised in the last few Council meetings about SMMP ministries. Council discussed some of the ministries’ challenges, including the following: accountability; lack of volunteers; unclear communication about scope and purpose; and/or non-rotational leadership. Council also noted that it was the role of the Commissions, in subsidiarity to Council, to help manage their respective ministries.

It was noted that, while some of the Men’s Club committees continue to be headed for many years by the same persons, its primary leadership positions (President, Vice-President, and Treasurer) have specified rotational terms of office. This rotation has proved to be very helpful.

Council recommended that each of the ministries be asked to furnish update information on an annual basis to their respective Commission head, including the following:

- Leadership job description
- List of volunteers
- Length of service (of its leadership and volunteers)
- Description of its ministry
- Scope (what jobs its ministry does)
- Frequency of meetings
- What kind of assistance is needed from Pastoral Council

Council will continue its discussion during future meetings about ministry improvement.

“WHAT ARE WE HEARING FROM PARISHIONERS?” – DISCUSSION:

Some positive comments were received about recent interfaith events.

The 2018 Parish Volunteer Appreciation Dinner received many *kudos* from attendees, including comments from volunteers about how much they loved this parish,

The 2018 Parish Mission received many positive comments.

During this interim period before a new part-time Art & Environment Coordinator is hired, Jo Ann Jeffreys, Collette Presnak, and a group of additional volunteers, along

with some of the parish support staff, have been helping out with Art & Environment within the church.

FINAL “WHIP” AROUND: Comments included:

- “Good meeting.”
- “Good meeting.”
- “The budget work was ‘fun.’”
- “Sorry for poor Sue [Schroeder], who has to present such tough news about the parish budget to us.”
- “Good meeting.”
- “A reminder to come to the Men’s Club “Spouse’s Night” on Feb. 20.”
- “Good meeting.”
- “Good to be back.”
- “Good meeting.”
- “Good meeting.”
- “Good meeting.”

CLOSING: Jim Chitwood led Council with a closing prayer. Following this, the meeting ended at 9:05 p.m.

The next meeting will be held on March 6, 2018, starting at 7:00 p.m. in the Upper Room .

Opening/Closing Prayer (March): Mary Oliphant

Refreshments: Mary Oliphant

Respectfully submitted,
Marlyn Ligner Steury
Recording Secretary

MINUTES

St. Margaret Mary

Finance Committee Meeting

Wednesday, January 17, 2018

7:00PM

Room: Upper Room

- **Present:** Sue, Mike, Mary, Helen, Jeff and guests Father Paul, Dave Schwartz, Don Wenig, Carrie Tilton
- **Absent:** Henry, Laurette

- Opening prayer and/or finance-related scripture reading – Father Paul
- Approval of December minutes
 - Approved by acclamation
- Review of contributions/financials – Mike
 - It was noted that December week 26 collection was much higher than usual and this was likely due to end of year donations due to tax legislation, though it was mentioned that legislation isn't favorable for charitable donations; donations were received early for 2018. Christmas is very close to being completely accounted for.
 - Fees for Parish Pay were straightened out. Since moving to We Share, fees have been kept the same and have not gone down. It was mentioned that writing a check is the cheapest way to contribute to the parish.
 - The budget number excludes the deficit and Don suggested that the target should include the deficit. Without it, it looks like we're only short a couple of thousand dollars but that's not true. Sue said that's why the deficit number is now included in the bulletin. Apparently the diocese wants to see the numbers reflected this way, as they provide the guidelines for the budget.
 - We had a \$20,000 deficit last year; at the end of October, expenses were \$4,300 below budget.
 - Don asked about seeing We Share reporting. Mike said nothing is quick and easy but he'd like to hear what the council would like to see.
- Admin committee news – Mike & Sue - None
- Men's Club Audit
 - Laurette and Jeff will be doing this.
- Communications Director
 - There's been a proposal for a new part-time position but there is a funding issue. A donor may underwrite the position for 5 years. The job description is being finalized and then interviewing will begin. The position will need to be in the budget.
- Long Range Planning
 - We spent a considerable amount of time discussing long term projections.
 - \$ given per attendee at mass has gone up 30% over 5 years. Many parishes have done far worse than this.
 - It was mentioned that we have to pay salaried, pensions, etc. and really, the commissions is the only place to reduce expenses. We'd have to reduce staff to see a big reduction and that is not in the current thinking.
 - It was suggested that each commission should be cut 15% + parish council and scholarship.

- We also discussed cutting charitable contributions or doing fundraisers for charitable contributions. A number of other churches have had fundraisers for charitable contributions.
 - We discussed that it seems irresponsible to show an increase in collections. We would need a 4% increase in giving to cover the \$47,000 deficit. And it's too early to say how collections will go. We also talked about the need to consider how tax changes will impact contributions. What will happen if people are unable to deduct contributions? Pledge letter is coming out soon, to be returned by 2/9. We talked about how we know the contribution number going out and we'll see what the contribution number people are pledging when the pledge cards come back in.
 - The Sunday for the diocesan appeal is the Sunday before lent starts.
 - Don asked how much was cut from each commission last year: Adult RE went from 31.8-27; Pre k-5 went from 17.5-13; Youth Ministry went from 48.4-45. Plus an extra 10% was also deducted from each of these ministries.
 - We talked about All Saints having an enrollment of 443 students. In 2020 the school will still owe \$1 million which was supposed to be covered by tuition, but they anticipated having 600 students enrolled. The school has had a \$90,000 tuition short fall in 2017.
 - After the school loan is paid off in 3 years that money will go to Repair & Replace fund to keep balances over 0.
 - Repair and replacement projections were discussed. The parking lot lighting is a moving target, it would cost \$400,000 to do it all, but we're now feeling it can be done in stages. Also, the parking lot may not have to be totally replaced in 2024 as thinking on that has also changed.
 - Mike discussed the line showing 'other expense reductions' and how that reflects how expense reductions would work. Under the Total Operating Cash Flow line is shown the projected deficit going out 5 years.
 - Unrestricted donations – other was discussed. The numbers from past years were high due to tax rebates and those numbers are not sustainable.
- New business - None
 - Closing prayer – Mary
 - Opening and closing prayers for February 21st meeting: ? (Helen can do it)

Report submitted by Mike Prus

Christian Education Commission February 2018

Ministry Reports

ADULT FAITH FORMATION – Sister Madelyn

BIBLE STUDY- Bible Study resumed on January 9 for a study of Colossians and Ephesians. I receive many compliments on Sr. Marianne's teaching style.

SATURDAY MORNING LIVE: John Blumberg treated 35 participants with his reflection on "Embracing Starts and Stops" on January 20." We ended the session by releasing a large white balloon in the SMM Courtyard. The balloon had our lists of fears and attitudes that we need to go of. Jeanine Jelinek is our Feb. 17th speaker. Topic: Magnifying Diversity.

EVENING ENRICHMENT: Fr. Paul will give a presentation on "Enneagram Insights" Feb. 28th

MORNING ENRICHMENT: The January 10 presentation was cancelled due to illness of the speaker. David Schimmel will speak about Lent –Its Purpose and Practices --right after the 8:15 a.m. Mass on Ash Wednesday. All are invited.

RETREATS:

"Adventures in Contemplation' continues with 60 people meeting for prayer and input twice a month. The group started up again on January 21st with a 5 hour retreat experience

We received lots of affirmation regarding Fr. Ron Hoye, our Parish Mission preacher. The final collection amounted to \$6047.00...his salary for the Mission. WE have booked him for the 2020 Parish Mission.

Sixteen women attended the CRHP retreat Jan 27-28. While attendance was good for this retreat, we are cancelling CRHP for the foreseeable future. With so many having made the retreat, it is difficult getting people to register. Instead of the retreat, the women will have quarterly evenings of reflection for those who have made the retreat. "CRHP Legacy" is what we might call this adventure.

Work and publicity continue for the February/March Preached Retreat titled "Pray All Ways." To date 21 women are registered for Feb. 23-25 retreat in Mundelein.

RCIA: Sessions with our one catechumen continue to go well.

SMALL GROUP: Women's Café is going well and attracts approximately 15 parishioners for lively discussions on given topics.

SPIRITUAL DIRECTION: At present, I see 12.

OTHER: I plan to attend the leadership meeting on Saturday, Feb. 3rd

Religious Education – K to 5th Grade – Sue Davey

First Communion information was mailed in early January. The final blessing rite (using the baptismal candle) will be the weekend of January 24/25. The final parent sacramental retreat was Sunday, February 4th. Forty-four parents registered to attend.

During the week of February 4th, we will have our catechist open house where Lenten ideas will be available for review.

We will have a 4:00 p.m. prayer service and distribution of ashes on February 14th. I have three children readings and ten adults distributing ashes.

Our 5th grade catechist on Tuesday 3:30 p.m. is resigning due to a job change. We are seeking a replacement.

On Saturday, February 24th we will have a children’s Mass at 5:00 p.m.. Debbie Linton is coordinating the Mass. On-line registration opened on February 2nd.

Youth Ministry – Dan Lawler

This year's deanery Ski Trip was cancelled because of a lack of participation across the parishes. We will be discussing whether to replace it with a different type of social activity at a future meeting.

We hosted Roy Petiitfils for our annual Deanery Speaker event. Roy is a professional counselor and national speaker. St. Margaret Mary hosted the afternoon session, St. Thomas hosted the evening session, and Sts. Peter and Paul hosted an adult session on Monday night. Overall, the feedback seems to be positive as parents and teens appreciate hearing his perspective on at risk behaviors and how we can address those as a faith community. Unfortunately, attendance seemed to be lower than expected with less than half of our registered confirmation candidates present. We will be following up with those people and have begun discussions about next year's speaker.

The second Parent Sacrament Retreat of the year is on Sunday, February 4th. The final session of the 7th grade Altaration series will be a Teaching Mass with all 7th grade classes this week.

We are beginning our final preparations for the Sophomore Retreat on February 23-24 which will again be focused on the gifts of the Holy Spirit. Our Peer Ministers have been working very hard to prepare witness talks, skits and other activities.

All Saints Catholic Academy

No report.

Reports compiled and submitted by Julie Lomax

Christian Service Commission

Monthly Report to Parish Council

February 6, 2018

Bereavement:

We had 6 new cases to call and we would like to welcome 3 new members to our Ministry which were a direct result of when we had our Ministry volunteers after each Mass! We also will be putting in the parish bulletin a small article for those Parish families who need additional support or would like to talk to someone who lost a loved one.

(Submitted by Patti McGehee)

Blood Drive:

- The Knights will be having blood donor sign-ups after all the Masses the weekends of 3/31/18, 4/1/18 and 4/7/18, 4/8/18. The Blood Drive will be on Saturday, April 14, 2018.
- Knights will be contacting all former donors by phone to again sign up.

(Submitted by Dan Patt on behalf of the Knights of Columbus)

Boy Scouts (Troop 507):

- Boy Scout Troop 507 will be helping lead the 5pm mass on Saturday, Feb. 10th for Scout Sunday, celebrating the connection between Scouting and our faith-based chartered partners and the 108th anniversary of scouting.
- Since 1910, boys across America have been doing good deeds, learning survival skills and developing moral foundations through the Boy Scout of America. February 8th annually recognizes National Boys Scouts Day. Boy Scouts have had a profound impact on the United States. Many presidents and other dignitaries have been Boy Scouts. A total of 181 Astronauts have also been a part of the Boy Scout program.

(Submitted by Ramona Vaikutis)

Charitable Contributions:

The last meeting of the Charitable Contributions Committee (CCC) took place on Tuesday, December 12, 2017. The second Tuesday of each month at 7:15 pm has been the CCC regular meeting time.

Next Meeting:

A specific date has not yet been set for the next meeting. The Committee will likely meet following the spring budget meeting when CCC knows the amount with which it has to work. This meeting time will be used to finalize decisions regarding next year's CCC procedures and leadership.

(Submitted by Pam Cieslak)

Christmas Giving Tree:

Work for this year is completed. The group will not reconvene until September.

(Submitted by Tom Cordaro)

Comfort Care Ministry (Funeral Luncheons, Emergency Meals):

There was a request for a Funeral Luncheon for a priest that had died, but the committee was unable to help, as the main leaders including me were not available. The staff at SMMP put together the luncheon with some solicited advice from me for 40 people. I have had some health problems recently along with my husband so was unable to offer to call workers.

(Submitted by Kathy Kalina)

Cub Scouts (Pack 507):

Cub Master - Tim Tilton

Committee Chairman - Brian Burgner

January Activities:

Pinewood Derby in the Parish Center (Jan 21st)

February Activities:

- Overnight at the Adler Planetarium Feb 2-3
- Scout Sunday held at SMMP on Feb 10th during 5pm mass
- Blue & Gold Banquet Feb 11th in the Parish Center (i.e. graduation of oldest Cub Scouts to Boy Scouts)

(Submitted by Tim Tilton)

Daybreak Transitional Housing:

Daybreak is thriving.

- One family has celebrated one year in the program, while the other family will be celebrating this milestone in February.
- Both are gainfully employed and continuing to save to provide the necessary cushion to support them when they graduate from the program at the end of year two.
- Further, we are expecting to welcome a third family, one fully funded by an anonymous donor, in the next few months.
- We are currently seeking two new mentors to join our team to help with the new family and to add new blood to the committee.

(Submitted by Pat McAuliffe)

Knights of Columbus:

Activities for January 2018

- Knights helped with the take down of the Christmas decorations in the Church on January 10th, along with members of the Men's Club.
- Knights provided assistance, along with members of the Parish, to the Deacons with Baptisms on January 14th, January 21st and January 28th after the 12 Noon Mass.
- Knights helped with Hospitality Sunday on January 21st along with members of the Men's Club.
- Knights volunteered at Loaves and Fishes on Wednesday, January 17th and Thursday January 18th.
- Knights helped with the clean-up and dirty laundry collection at PADS and delivery to the Edward Hospital Laundry on Friday January 18th.

- Knights held their monthly business/social meeting on Thursday, January 25th. There were 19 members and our District KC Deputy present.
- Knights sponsored and lead the Family Rosary Prayer Service after the 12 Noon Mass in the Chapel on January 28th. This will be a monthly event on the last Sunday of each month, all Parish members are welcome.
- Our SMMP Knights of Columbus Council 16011 along with Councils from Holy Spirit, St. Elizabeth Seton and St. Thomas, held the Knights of Columbus Local Basketball Free Throw Contest for boys and girls ages 9-14 at All Saints Academy on Sunday, January 28th . The 3 winners from SMMP will advance to the District finals on February 10th.

(Submitted by Dan Patt)

Men's Club:

- Men's Club members provided staffing on January 27, 2018 at Loaves and Fishes in Naperville. We supply volunteers for the first and second shifts.
- The Men's Club provided assistance with funding and staffing at the Parish Appreciation Dinner.
- January general meeting was attended by 60 men. The speaker was John Jeries who spoke on cyber security. This was an informative wake-up call on how to protect yourself on the internet.
- February 20th meeting will include our annual invite for the men to bring their wives to the dinner and the speaker will be Mark Quinn.
- We are in the process of organizing our April in PARISH Project for this year. This program requests the members of the Men's Club volunteer to fix-up, clean-up, and/or repair the homes of parishioners who are in need. This includes parishioners who are widowed, those with financial difficulties, or other issues that prevent them from maintaining and/or repairing their home. Potential clients are identified by fellow parishioners or direct requests. The potential clients' homes and needs are then reviewed by the project chairman and the Men's Club's executive committee. After review, the clients for the year are identified and the specific project(s) begin.
- Planning for the 2018 picnic has begun. This involves securing many vendors for their services. It is never too early to include good weather for the picnic in your prayers.

February dates:

- February 2, 2018 Bingo in the Parish Center
- February 9, 2018 Men's Club card night

(Submitted by Tom Zakosek)

Military Ministry:

- Our budget for 2018-19 has been submitted to Tom.
- We are looking into a speaker for our May event that we held last year in the Upper Room. We have added an educational piece.
- As we have needed to cancel a planned collection for Feb., we are now looking to collect cards- *Thinking of You*- made by the children of our parish. These are the most cherished mail, outside of family, that our troops receive. They love the drawings and notes. We are going to collect these throughout the year during *Hospitality Sundays* at the children's tables. We have spoken with Ingrid and are purchasing the supplies she will need.
- Additionally, we will collect greeting cards the weekend of May 19/20th. So many people receive free greeting cards in the mail & our troops love to get these cards to use for their own family & friends. If there are any of you that have cards like these, please let us know.
- Veterans Day Event 2018 - As it will be the 100th year anniversary of *Armistice Day*, this will be our main theme & also including tributes to our Korean & Vietnam Veterans. We have begun working on this.

On behalf of the Military Ministry, thank you for welcoming us into your commission!

(Submitted by Candy Rice)

Nursery:

Cailin has confirmed that she would like to step down from coordinating the Sunday Nursery by the end of summer as this will complete her 3rd year serving. Please contact me if someone you know may be interested in this role. I can provide detailed information. Time commitment is minimal.

(Submitted by Carrie Tilton)

Pastoral Care:

Nothing new to report.

(Submitted by Fred Straub)

Peace & Justice Advisory Working Group:

We are beginning our planning for our next parish social mission weekend on April 7/8: Divine Mercy Sunday (2nd Sunday of Easter). We will pick a theme at our February 12th meeting and will decide on our advocacy project later that month. This time we will be adding an adult formation session on Wednesday, April 4th to provide an opportunity to dialogue about Catholic Social Teaching as it relates to our social mission advocacy project.

REFUGEE SUPPORT GROUP: Our committee is in the process of putting together a "care package" for a large Sudanese refugee family in West Chicago. We are also funding a pilot project in DuPage County to help refugees learn English.

EARTH CARE COMMITTEE: We just finished this year's Christmas Lights Recycling Project. We received 20% less lights this year. We will be meeting on February 20th to plan some parish activities around this year's Earth Day.

(Submitted by Tom Cordaro)

Pro-L.I.F.E. Committee:

Several baby bottles have been returned and delivered to Waterleaf Pregnancy Resource Center.

(Submitted by Mary Ann Cronauer)

St. Vincent de Paul:

We had a great response from our parishioners once again this year for our annual clothing drive on Jan 6-7. We collected lots of great items that will be used to supply our 6 resale stores in the Joliet Diocese. We're looking for interested volunteers to join our ministry.

(Submitted by Mark Oliphant)

September Club:

The September Club did not meet in January.

(Submitted by Ann Patt)

Sharing Parish:

Checks totaling \$5500.00 for second semester tuition assistance were sent to three Catholic grammar schools in Aurora on behalf of eight children in six families. One of these students, an eighth grader at St. Rita School, has been awarded a scholarship to Marmion Academy.

(Submitted by Martha Rose)

Reports compiled and submitted by Carrie Tilton.

St. Margaret Mary Christian Worship Commission

Meeting Minutes

January 25, 2018 – 6:00 p.m.-7:30 p.m.

St. Margaret Mary Christian Worship Commission Meeting

[Pick the date]

6:00 pm to 7:30 pm

Room 12

Meeting called by: marly

Attendees:

Ministry	Name	Attended
Altar Servers	Deacon Ken Miles	Y
Art & Environment	Open	N
Baptism Assistants	Bob Presnak	Y
Bread Bakers	Brigid Harren	N
CWC Representative on PC	Brian Pelz	Y
Eucharistic Ministers	Felicia Egan	Y
Family Altar Servers	Mary Oliphant	N
Greeters	Gus Fischer	N
Greeters	Mark Marsaglia	N
Lectors	Terry Wagner	Y

Linen Launderers	Loretta Mercadante	N
Liturgy Coordinator	Deacon Ken Miles	Y
Music Ministry	John Schlaman	Y
Sacristans	Barb Ryan	Y

Duration	Topic	Lead
2	Opening Prayer	Felicia
6	A&E Coordinator Position Search – Status Update	Ken
5	CWC Representative for next 3-year term	Brian
4	Substantial Bread Procedure Review ₁	Brian
5	2017 Advent/Christmas Assessment	All
2	Ash Wednesday	Ken
2	Fridays of Lent	Ken
3	Sundays of Lent	Ken
5	Passion/Palm Sunday	Ken
3	Holy Thursday	Ken
3	Good Friday	Ken
3	Easter Vigil	Ken
3	Easter Sunday	Ken
3	Straightening of song books/prayer cards in pews.	Terry
3	Bulletins – status update	Gus
2	Gift of flowers to the parents of each child getting baptized ₂	Bob
2	Continue publishing baptism families in the bulletin ₂	Bob
4	Sign Up Sunday – Recruitment ₃	Brian
4	Communion Distribution Procedures - status update ₄	Felicia
5	Gift Bearer Signup ₅	Brian

3	2017-2018 Budget 10% Reduction – How has it been going?	Brian
3	Provide 2018-2019 Mass & Service Schedule for the year for CWC	Ken
3	SMMP Document Repository	Brian
6	Ministry Reports & Updates **	All
6	New Business	All
2	Closing Prayer	Felicia
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Agenda Discussion

1. Opening Prayer - Felicia
2. A&E Coordinator Position Search – Status Update
 - The CWC would like to thank Collette Presnak & Jo Ann Jeffreys, and the rest of the A&E team, for taking on the responsibilities and work of the A&E coordinator while we are searching to fill the position. Their dedication to the ministry and to the parish is exemplary.
 - The A&E Coordinator search is ongoing, targeting to fill the position by the end of February
 - Two potential candidates to date
 - Thank you to Carl for uploading the A&E Job Req to a number of college websites, including Benedictine, DePaul, Dominican, Lewis and Wheaton Universities. It has also been put on the indeed job website.
3. CWC Representative for next 3-year term
 - Brian’s 3-year term as CWC Chairperson is coming to an end in May of 2018. Looking for a new CWC Chairperson to be voted on at the May meeting.
 - Per the CWC by-laws, Brian could server one more 3-year term.
4. Substantial Bread Procedure Review₁
 - Procuring a refrigerator to place under the shelf where the sacramental wine refrigerator is, to be used for storing the substantial bread on the weekends. A second-hand refrigerator has been purchased. Verifying that it will serve its function.
 - Updated procedure: if the sacristans can’t find the substantial bread, contact Barb Ryan or Mary Oliphant.
5. 2017 Advent/Christmas Assessment
 - Thank you once again to John Schlaman for a beautiful presentation of Lessons and Carols.
 - The Christmas Eve mass times worked out well.
 - Suspending the 8:00 AM mass on Christmas morning worked out well. This will be a standard going forward.
 - Suspending the 12:00 PM mass on Christmas Eve (Sunday) also worked out well, providing enough time to prepare for the Christmas Eve masses.
 - The Christmas mailer to the parishioners was delivered late. Investigate cause to ensure on time mailing in the future. The late delivery may be due to uncertainty in the service level for bulk mailings from the USPS.
6. Ash Wednesday (for items 6-13, see the Lenten Sheet attachment)
 - EM’s for ash distribution: 3 at 12:10 PM, 4 at 4:00 PM
 - Ken will verify if the evening service is 7:00 PM or 7:30 PM; 3 lectors; Felicia, Barb and Ken will follow up

- The ashen vessels were lost, more were ordered, but then the lost vessels were recently located. Ensuring there are a sufficient number and will return any of the unneeded new vessels.
7. Fridays of Lent
 - Adoration from 5 to 7:30 PM on most Fridays. Stations of the Cross follow when there is no Healing Mass.
 8. Sundays of Lent
 - Form B of the Penitential Act will be used
 - Sung Kyrie
 - Question: could we sing the “Our Father” during Lent? Could it be sung throughout the entire liturgical year? To be discussed.
 - Reconciliation Sunday March 4 at 5:00 PM, 2 lectors
 9. Passion/Palm Sunday
 - No First Reading
 - Mark Gospel; Lectors alternate, 2 ambos
 - Instrumental interludes
 - 2 lectors for Gospel, 1 for Second Reading and 1 for Intercessions (4 total)
 - Deacons preach
 10. Holy Thursday
 - JoAnn and Collette have submitted a schedule to Mike Prus for A&E set up for Lent, Ash Wednesday, Good Friday, Palm Sunday and Easter.
 - Using more greens, as they endure.
 - Fr. Paul is doing the Triduum masses.
 - Discussion about incense
 - Incense will be used on Holy Thursday. Discuss whether to use incense at other Sunday Masses during Easter season. Discuss different ways to use it. No decisions made yet.
 - Ensure the church exhaust fan is operational
 - Make the chapel available for people that are allergic
 11. Good Friday
 12. Easter Vigil
 13. Easter Sunday
 - Ken will send out bulletin article asking for flower donations
 14. Straightening of song books/prayer cards in pews.
 - The hymnals and prayer cards are unevenly distributed
 - Some prayer cards are tattered and torn
 - Can the Greeters redistribute a little at a time?
 - Other possible options were discussed
 15. Bulletins – status update
 - No update
 16. Gift of flowers to the parents of each child getting baptized ₂
 - CWC agreed that this was a good idea that should be revitalized.
 - The staff’s help is needed. Deacon Ken and Bob Presnak will reach out to Carol.
 17. Continue publishing baptism families in the bulletin ₂
 - CWC agreed that this was necessary to reflect the community spirit of the parish.
 - Schedule one week a month to publish the baptism pictures. Scheduling this on the same Sunday of each month will help with the space limitation in the bulletin.
 - Announce the names of the families at mass: prayers of the faithful or introduction

- Baptism families could be the gift bearers for the mass. Communicate and coordinate this with the Greeters. Brian will talk to Gus.
 - The staff's help is needed. Deacon Ken and Bob Presnak will reach out to Carol.
18. Sign Up Sunday – Recruitment₃
- There was no time at this meeting to discuss. We'll take this offline via email and try to implement a Sign-Up Sunday in February.
 - Brian will talk to Caitlan.
 - Redo the event that Becca scheduled in 2017 with the teens to serve in the ministries.
19. Communion Distribution Procedures - status update₄
- Thank you to Felicia for working with John, Ken, the choirs, the Deacons and the EM's to communicate and implement the new Communion Distribution procedures.
 - All is going well.
20. Gift Bearer Signup₅
- Work in progress
21. 2017-2018 Budget 10% Reduction – How has it been going?
- Special one-time donations from parishioners helped with the cost of Lessons and Carols
 - Special one-time donations from parishioners have been dedicated to a new sound system
22. Provide 2018-2019 Mass & Service Schedule for the year for CWC
- This was well received in 2017. Ken will establish and compile and distribute the 2018-2019 calendar to the team in April.
23. SMMP Document Repository
- WIP – Google Docs
24. Ministry Reports & Updates
- See "CWC Report to PC 201802v1.docx"
25. New Business
- Is the beginning
26. Closing Prayer

Report Submitted by Brian Pelz

Appendix

1. SUBSTANTIAL BREAD

- a. Would like to use the sacred wine refrigerator by the working sacristy (by the organ), to store the substantial bread.
- b. The refrigerator would be unlocked (it is currently locked)
- c. It would be available at all times that the church is open
- d. Another refrigerator is available if needed. There is space under the existing refrigerator.

2. Baptism Procedures

- a. We have a baptism procedure that advises the volunteer assistants to provide flowers (corsage and boutonniere) to the mother and father of each child before mass. The procedures also request the volunteers to take pictures of the family and provide them to the Parish staff for publication in the church bulletin.
- b. Will we be reinstating the gift of flowers. I do not believe we have provided them for quite a few months.
- c. Should we continue to take pictures for publication in the bulletin? I don't recall seeing any family baptism pictures in the Church bulletin for quite a long time.

3. MINISTRY SUNDAY:

- a. Ministry Sunday is advertised in the Sunday bulletins before the event. Council recommended that the various ministry groups should clearly list their specific volunteer needs beforehand for which interested volunteers could then sign up vs. having volunteers indicate their interest for which there might not be any current need. Council also stressed the importance of ministry groups promptly responding to their new prospective volunteers, despite the summer months following shortly after Ministry Sunday. While the Parish Office provides the various ministry groups with names of interested volunteers obtained through Ministry Sunday, the ministry groups need to provide their own follow-up. Council Members and especially the Commission Representatives should encourage and promote good follow-up and feedback from their respective ministry groups.
- b. Tom Cordaro noted that “After Mass Sign-Up’s” in the Narthex have been very effective for some of the Service Ministries, as held at various times throughout the year and announced beforehand at the respective Sunday Masses. Some of these ministry sign-up’s can be strategically timed for recruiting volunteers according to an immediate seasonal need. “After Mass Sign-Up’s” should be scheduled in advance by Mike Prus, Parish Business Manager.
- c. Sign-Up Sunday and Ministry Recruitment Ideas
 - Becca reached out to coordinators for Altar Servers, EMs, Greeters, & Lectors who all presented to the confirmandi. This was a great idea and an effort which should be perpetuated. Many confirmandi signed up for various ministries, showing an interest. Are there other opportunities to reach out to the youth and young adults of the parish?
 - There is a need to revitalize the recruitment process for the CWC ministries
 - There was an agreed preference to focus on recruitment in September when people are returning from vacations, school is back in session and the parish ministries and commissions are in full swing.
 - Christian Service Commission introduces mention of three or four commissions into a liturgy and will have commission representatives in the narthex after mass, under posters, with clipboards ready to meet, greet and sign up people after mass.
 - Put information and sign-up in the pews?
 - Establish a web page sign up
 - More and better advertising: bulletin, web page
 - Establish and publish training dates.
 - Remember not to ask for people if your ministry can’t use them.
 - What do other parishes do?
 - Continue this discussion via email through the summer to try to have a plan come September.

4. Communion Distribution Procedures

1. We will only use 10 Communion stations at the 8 AM Mass. (8 EM stations)
2. The first two EMs receiving Communion will take the hosts and wine to the choir (as usual).
3. Once the choir receives, the host EM will move to the regular spot on main side aisle.
4. The Wine EM will turn to serve the main side aisle.

5. Greeters will not lead people around the organ for Communion, only down main side aisle.

The above also means that the 10 AM Mass will be the only one with 12 Communion Stations and its flow will be as in the past.

There was also discussion on how an EM with hosts can help facilitate Communion distribution once their line is finished. This will usually happen at the station near the Baptismal Font. At 10 AM, it could also happen at the station by the choir.

1. If the EM with hosts finishes at the Baptismal Font/Choir location, they should help distribute to the main side aisle.
2. The EM should move to the front of the pew section adjacent to the main aisle.
3. They should stand by the front pew, about the middle of its length.
4. People will then be able to come to them, as well as the usual Communion Station.
5. The center pew section more toward the Baptismal Font is done first (usually the longest line).

Please look these over and see if they make sense to you. The goal, as always, is to distribute Communion reverently and efficiently.

Also, as an FYI, a bulletin article has been sent to Sue Carroll on the use and distribution procedures for low-gluten hosts. We plan to run this about twice a year.

Thanks for any comments or clarifications, Ken

Kenneth J Miles Jr

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5. Gift Bearer sign-up

- a. There is a need to revitalize this process
- b. What do other parishes do?
- c. In the past, someone would call families and schedule them. Is this an option?
- d. Include the request for gift bearers for that mass during the announcements if the greeters have not yet had any volunteers.

