

St. Margaret Mary Parish, Naperville, IL
Pastoral Council Minutes
January 3, 2017

Members Present: Jim Chitwood, Tom Cordaro, Fr. Paul Hottinger, Victoria Kosirog, Julie Lomax, Mary Oliphant, Brian Pelz, Carrie Tilton, Carl Van Dril, Brendan Wagner, Don Wenig

Members Absent: Tom Zakosek

Council President Carl Van Dril called the meeting to order at 7:03 p.m. in the Upper Room, with the opening prayer prepared and led by Carrie Tilton.

APPROVAL OF DECEMBER 2016 MEETING MINUTES:

Jim Chitwood moved to approve the minutes from December 6, 2016, with Julie Lomax seconding, and the Council approving these. The minutes, along with Commission reports, will now be posted onto the Council's web page. Council Secretary Jim Chitwood will provide a summary of the meeting minutes for inclusion in the parish bulletin.

"YEAR ONE" DISCERNMENT CALENDAR: Council set key dates tonight for the "Year One" Discernment Calendar. Tom Cordaro noted that some of these projects, programs, or ideas are being planned on a "first time" trial basis and still might be subject to change as needed. Council and Parish Leadership Staff had recently approved the ten main proposed projects, programs, or ideas, each to be headed by a Parish Leadership Member volunteering to be its designated leader. Tom will compile and send out the "Year One" Discernment Calendar to the Parish Leadership shortly, showing the key dates as planned at tonight's meeting. The date for the October 2017 Town Hall Meeting has not yet been set, although it will be held in the early afternoon after the last Sunday Mass.

The "Year One" Calendar opens with Council and Parish Leadership Staff meeting at SMMP on 2/04/17 (9 a.m.-3 p.m.) for the Winter Leadership Community Gathering Day.

PARISH VOLUNTEER APPRECIATION DINNER (1/14/17): Co-Chairs Don Wenig and Jim Chitwood reviewed plans and provided additional updates about the upcoming Volunteer Appreciation Dinner, which will be held on 1/14/17 in the Parish Center. According to Don, plans are secured for the floor plan, decorations, and catering. Dinner registrations are due by next Monday for final catering numbers, with Loretta Mercandante compiling this list. Victoria Kosirog will start contacting attendees who have volunteered to optionally provide either appetizers or desserts. The Men's Club will provide wine and beer, and Jim Chitwood will purchase soft drinks in 2-liter bottles.

Council will begin setting up at 5 p.m. on 1/13/17, with the Men's Club providing additional assistance. The band members of *Off the Rails* will also be doing much of their own equipment set-up on Friday night. Victoria requested help for inflating and affixing ribbons to the helium balloon decorations starting at 3:30 p.m. on 1/14/17, with the remaining Council members reporting by 5:00 p.m. prior to the dinner event.

Appetizers and beverages will be served starting at 6:30 p.m.; the catered dinner will be served at 7:00 p.m.; and volunteer helpers will need to report to the kitchen at 7:30 p.m. Additional helpers, included 8 needed for serving, are still being sought for the Appreciation Dinner night [with a total of 24-26 helpers needed, including Council members and their spouses, other adults, and youth]. Dan Lawler, Director of Youth Ministry, was also re-contacted about recruiting teen helpers. Jim Chitwood and Brendan Wagner will be working in the kitchen.

Council members should continue to email each other about any changes, concerns, or new developments about the Appreciation Dinner.

COMMISSION REPORTS

Administration: [Saint Margaret Mary Parish Administration Commission Minutes of Wednesday, December 7, 2016 were electronically submitted in advance by Mike Prus, a copy of which is shown hereto].

Work on the parish's new air handler system is now complete. Fr. Paul reported that a car had smashed into and damaged one of the parking lot light posts at around 4 a.m. on 1/02/17, although there is no further word about who caused this damage. The Administration Commission has approved the proposal for a new parish phone system, replacing the current system which is over 20 years old; and one parishioner's generous donation has already been received for use toward this. The parish's wooden outdoor sign on Naper Blvd. is rotting, and snow piles have frequently covered and obscured it. With the help of three recent donations, Administration is moving forward with plans to replace this outdoor sign with a brick and mortar electronic one in Spring 2017. The outdoor fence with message signs on Naper Blvd. will still be retained.

Although no new Finance Committee report was received, the next Finance Committee meeting will be held on 1/18/17. Interested Council members are invited to attend this meeting, which will focus on the parish budget preparation process. [The Finance Committee meets on the third Wednesday every month, including on 2/15, 3/15, and 4/19]. Council attendees are requested to notify Finance Committee Chair Sue Schroeder about their planned attendance in advance. Council noted the new online "Donate Now" button [directing to automated giving sign-up through ParishPay] on the parish's home page. While Council expressed concerns about parish collections being 5% below budget estimates, it was noted that parish spending is also lower. In planning for its Stewardship presentations at the Sunday Masses on 4/22-4/23/17, Council and Fr. Paul requested that presenters should relate these talks to the Parish Theme and Calling.

Christian Worship (CWC): [No report received in advance].

According to Brian Pelz, CWC Representative, there was nothing to report to Council from the individual CWC Committees and Ministries in early January. According to Brian, he "...acknowledged and thanked each committee and ministry for their planning, work, artistry, and service to SMMP in preparing a beautiful worship space and for bringing beautiful, meaningful liturgies and services to SMMP during the Advent and

Christmas Week in December.” Council noted that the 10:45 a.m. Mass on Christmas Day had a large attendance, also utilizing chairs set up in the Narthex for this.

Christian Education (CEC): [***CEC Ministry Reports – January 2017 were electronically submitted in advance by Julie Lomax, a copy of which is shown hereto***].

Julie Lomax, CEC Representative, noted that Cookies & Carols (12/21/16) appeared to have a higher attendance than last year. Council also commended Rebecca Siar, SMMP’s ECHO Apprentice, for the programs which she has successfully helped organize. Plans are underway for SMMP’s upcoming Parish Mission (1/16-18) to be led by returning presenter Fr. Albert Haase, O.F.M.

Christian Service (CSC): [***Christian Service Commission Monthly Report to Parish Council – December 6, 2016 was electronically submitted in advance by Carrie Tilton, a copy of which is shown hereto***].

Carrie Tilton, CSC Representative, reported that the Charitable Contributions Committee has now distributed all of its funds for 2016-17 – she directed Council to see Joe Straka’s Charitable Contributions report about this, as included in the January 2017 CSC report. Carrie expressed special thanks to SMMP’s Contemporary Choirs for “adopting” SMMP’s Daybreak Transitional Housing Ministry’s families at Christmastime, with the Choir providing “..fun, food, and necessities that might be beyond the families’ financial means.” Carl noted that the recent before-Mass announcement about SMMP’s Daybreak Transitional Housing Ministry’s receipt of a special award from Catholic Charities was a wonderful communication surprise to the parish, receiving applause at most of the Sunday Masses.

YOUTH REPRESENTATIVE REPORT: According to Brendan Wagner, Youth Representative, the singing and readings done by high school and jr. high students at Cookies and Carols had gone very well. Meanwhile, Youth Ministry looks forward to a parish-sponsored ski trip this coming weekend.

Following this, Council took a break from 8:10-8:23 p.m., enjoying refreshments provided by Carrie Tilton. Carrie was thanked for these.

COMMUNICATIONS COMMITTEE: Carl stated that the committee met in early December and that Mary Oliphant has joined the committee. Carl has also recently contacted Ed Flavin, the new Diocesan Director of Communications, about other local parishes which have a Director of Communications. As learned through the Diocese, St. Mary Immaculate Parish in Plainfield has two communications coordinators – one especially focusing on school-related communication and the other on social media and television.

Plans continue for SMMP’s Easter postcard mailing to the community located within our designated parish boundaries. Victoria is identifying these neighborhoods through the

USPS's "Every Door Direct," and she should soon learn the total number of postcard mailings needed for this in helping determine the overall project cost. Carl has recently contacted a graphic design instructor at Benedictine University with a request for well-designed graphics to be developed for this postcard as a possible student project.

With the recent inclusion of the online "Donate Now" button [linking to ParishPay automated giving sign-up] on SMMP's home page, SMMP is now utilizing this same feature like that of many other area parishes. According to Carl, ParishPay has many additional capabilities, which SMMP is not yet utilizing. He also noted that SMMP has not maintained the One Parish App.

The Communications Committee will meet again soon, providing updated information to Council in February.

NOMINATIONS/ RECRUITMENT COMMITTEE: Mary Oliphant will provide an updated calendar shortly as pertaining to the recruitment and discernment process for new Council members. Announcements about the nomination process for At-Large Members on Council are planned to run in the parish bulletin in March. Although there is an existing list of nominated candidates from 2015, Council noted that some previously nominated candidates might be more ready to discern about Council membership at this point in time. Meanwhile, each Council and Parish Leadership Staff member is encouraged to start recruiting and promoting Council membership with one additional person. It was also noted that candidates do not necessarily need to be long-time parishioners of SMMP – the additional input and background which they could provide about other parishes could also be very insightful.

PASTORAL COUNCIL CONSTITUTION – UPDATE REVIEW: Although the Council's Constitution states that it should be updated every 5 years, SMMP's has not been revised since 2008. Having already been assigned to review the Constitution prior to tonight's meeting, Council discussed a few items in need of updating. Carl will compile these recommended changes for Council's further consideration and discussion in February.

It was especially noted that the document *Decision-Making at St. Margaret Mary Parish – The Practice of Subsidiarity and Consensus* is very challenging. There appears to be a lot of history chronicled in it, dating back to its creation in 1990.

There was some discussion tonight about establishing a parish document depository for storing and accessing pertinent and historical documents for Council, the Commissions, committees, and ministries. A couple of document depository systems include Google Drive and Dropbox. Carl will contact Mike Prus about document depository. Victoria will subsequently furnish information to Council about the Google Drive document depository which her company uses.

OTHER OPEN ITEMS – DISCUSSION:

Policy on Solicitation: Only one parishioner has recently met with Fr. Paul about this new policy. Otherwise, no additional feedback has been received to date about this.

Parish Theme and Calling Prayer Cards: Tom Cordaro and Victoria shared a rough draft of the two-sided prayer card being developed as a parish handout and as a pew card. The “Hearts on Fire! Come Encounter Jesus, Embrace His Kingdom!” Parish Theme Prayer for 2015-2018 appears on one side, and an explanation about SMMP’s being a mission-focused parish appears on the other side. Tom and Victoria also requested feedback about the graphics used on this. They will communicate about any additional changes and will then determine when final copies will be made available.

Additional Mass prayer cards, which include the Nicene Creed and Apostles Creed, were ordered, to replenish the existing pew cards. These replenishment cards are currently stored in the church closet.

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

This year’s church decorations for Christmas are beautiful. We appreciate all of the hard work and new designs by the new Art & Environment Director Courtney Murtaugh and her team.

Parishioners need to know that SMMP has its own Facebook home page, which is updated and informative.

Question: Why is there no cross at the front of the church?

Answer: The main focal point is the altar.

More “Hearts on Fire” car window decals are being displayed.

There is a problem with the sidewalk jutting out.

At a recent Saturday 5:00 p.m. Mass, Deacon Joe requested that any newcomers should stand up, with the congregation then providing them with welcoming applause. This appeared to be very favorably received.

At St. Elizabeth Seton Parish, the names of parishioners needing continued prayers for the sick are listed in the parish bulletin. The parish requires call-back requests every 2 weeks for the continuation of such prayer requests. SMMP’s Liturgy Committee will meet soon and will include a discussion about how to better and more sensitively handle continued prayer requests for the sick.

FINAL “WHIP” AROUND: Comments included:

- “Great meeting.”
- “Very good meeting.”
- “Great meeting.”

- “Good meeting.”
- “Good meeting.”
- “Lots of new stuff to talk about.”
- “A good kick-off for 2017.”

CLOSING: Carrie Tilton offered the closing prayer. Following this, the meeting ended at 9:10 p.m.

The next meeting will be held on Tuesday, February 7, 2017, in the Upper Room, starting at 7:00 p.m.

February Opening/Closing Prayer: Jim Chitwood

February Refreshments: Jim Chitwood

Respectfully submitted,

Marlyn Ligner Steury

Recording Secretary



**SAINT MARGARET MARY PARISH
ADMINISTRATION COMMISSION
Minutes of Wednesday, December 7, 2016**

Members Present: Tom Hill, Jeff Jameson, Chuck Marquis, Michael Prus, Bob Stezowski.

Members Absent: Sue Schroeder, Klaus Rummer.

1. Opening Prayer: Led by Bob Stezowski.

2. Approval of Minutes:

The minutes of the September 7 meeting were approved “by acclamation”, without changes.

3. Discussion/Decision Items:

A. Telephones

Mike Prus described recent conversations with staff members and with the Finance Committee, about the possibility of purchasing a new phone system for the parish facility. (The current system has phones which are more than 20 years old.) Mike met with Dave Schwartz, a parishioner, who works for Midco Systems Inc., and who has helped us with phone and network issues for many years. Dave then developed a proposal for the parish, and Mike presented this to the commission. The proposal has an upfront cost of \$12,449. The parish received a donation some months ago for \$4,000, earmarked for a new phone system. The system will significantly reduce ongoing system costs, so the 'buy back' period is likely within three years. After much conversation, the Commission decided to approve the proposal from Midco, and encouraged Mike to complete the process toward installation.

B. Parking Lot Maintenance

Tom Hill and Mike reported how in early October, after consulting with Briggs Paving, the decision was made to postpone work on the parking lot until next Spring. This is due to the onset of cold weather at the time which placed at risk the effective application of the paving asphalt. Shortly after this, Bob Stezowski applied 'cold patch' to many of the more significantly affected areas of the parking lots, as a temporary measure, until the work can be completed next Spring. Tom will continue to pursue the matter, including (at Fr. Paul's suggestion) the possibility of combining the project with All Saints Academy, who may need similar work to be performed.

C. Parish Center AHU report

Jeff Jameson, Bob, and Mike reported that the PC air handler unit project is complete. A technician from Premier Mechanical visited to address the earlier concerns remaining after the summer installation. After this, the final payment was made in November.

D. Scheduling future meetings

The commission agreed to meet again on Wednesday, February 8, 2017, at 7:30 PM.

4. Member Reports and Discussion:

A. Chuck Marquis: No report.

B. Bob Stezowski, Building Manager: No report.

C. Sue Schroeder, Finance: Absent.

D. Michael Prus, Business Manager: 1) Installation of LED lighting, by Argo Electric, for the Green Trails lots was completed. 2) Mike and the Finance Committee are developing initial study, in preparation for the coming year's budget process.

E. Tom Hill, Chairperson & Building Committee: No further report.

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 Tom Hill.

-- Submitted by Mike Prus

CEC Ministry Reports January 2017

Adult Faith Formation – Sr. Madelyn Gould

BIBLE STUDY – The study of Jeremiah begins January 10th.

BOOK STUDY – The book group is taking a sabbatical for the winter months.

BUSINESS BREAKFAST – The breakfasts resume on January 14th with Barbara Szulc as speaker....on humility in the work place (You're So Vain: Bet You Think This Talk Is About You)

EVENING ENRICHMENT – Eighty participants were present to hear Fr. John Cusick speak about an Adult Appreciation of the Christmas Story. Inspiring. The Parish Mission will be our speaker for the Mission held in January. All are encouraged to attend. Terry Nelson-Johnson will be with us on Thursday, Feb. 16th, talking about how to keep long-term relationships alive.

MORNING ENRICHMENT – Fr. Pat McDevitt will provide our January 11th presentation on "How to Pass on our Faith." 9:15-11:15 a.m. is the time. The COR Center is the place. Sr. Sallie Latkovich inspired 30 of us on a cold morning with her presentation on Mary-Ever Present.

RETREATS – Nine participated in the At-Home Advent Retreat.

The Women's CRHP retreat has 13 registered to date. The retreat will take place on January 28-29.

Regarding the Preached Retreats that take place at Cardinal Stritch Retreat House in Mundelein, Sr. Madelyn has met with Fr. Jim Osendorf twice to plan and prepare the presentations for the upcoming retreat. Topic: "Spiritual Make-Over; Becoming A New Creation."

Two additional planning meetings will be held in mid-January. The retreat booklet is ready for publication.

“Adventures in Contemplation” had their last session on Dec. 6th. Forty –five participated in Richard Rohr’s webinar on “The Immortal Diamond” and gathered on the first and third Mondays (Oct.-December) to reflect on the material and enjoy time for contemplation.

Forty people are presently registered for the Enneagram Workshop. Rev. Clare Etheridge will be our presenter on January 7th 8:30 a.m. – 4:30 p.m. in the Cor Center

RCIA – Classes will resume this Sunday, beginning with a study of the sacraments.

SPIRITUAL DIRECTION – I continue to see twenty directees.

OTHER – S. Madelyn gave an Afternoon of Reflection on Dec. 1st for ministers in the Joliet Diocese. She is presently the ‘Chair” of the Spiritual Growth Committee of the School Sisters of St. Francis. The committee is planning an interfaith conference to be held in Milwaukee on July 21-23th.

Sr. Madelyn recruited and rehearsed with 5 students for the Christmas Mass procession.

Pre K to 5th Grade – Sue Davey

During Advent we had a prayer service at the end of every class session. We lit the Advent Wreath and our 4th graders prepared the ornaments for our Jesse tree. Our Almsgiving project was Ronald McDonald House. We collected \$190 cash and a box full of pop tops.

Approximately 40 children participated in our Christmas Eve Mass.

Classes will resume on Saturday, January 7th.

First Communion registration information will be mailed in early January.

Youth Ministry – Dan Lawler

Our annual Operation Wrap toy drive collected presents for kids in Chicago area hospitals and shelters. We had about 15 bags full of toys donated by junior high youth and families. Thank you to everyone that contributed!

This was our second year hosting the Cookies and Carols event. We had youth sharing reflections, playing music and singing, and performing to help the reflection on the Christmas season a magical event. Afterwards, families were invited to spend time together with cookies and punch.

We are welcoming Sarah Swafford as our high school speaker for our annual Deanery speaking event this year. Sarah is a national youth ministry speaker with a focus on chastity education and one of the presenters in the Chosen confirmation series. She will be sharing stories from her book Emotional Virtue: A Guide to Drama-free Relationships for all local parish high school youth and parents. She will be at St. Margaret Mary at 2 pm and St. Thomas the Apostle at 7:30 pm. This is a regular part of our Chosen confirmation preparation but all high school youth and parents are invited to attend.

All Saints Catholic Academy: Anne Marie-Cronin

No report.

- Submitted by Julie Lomax

**Christian Service Commission
Monthly Report to Parish Council
January 3, 2017**

Bereavement:

We had approximately 100 people attend the Remembrance Mass on December 15th. The families really like the dove ornaments with their loved one's name on it. For the families that could not make the Mass, we will have the dove mailed to the family.
(Submitted by Patti McGehee)

Blood Drive: Nothing to report.
(Submitted by Joan Allemeier)

Boy Scouts (Troop 507): No report
(Ramona Vaikutis)

Charitable Contributions:

The December meeting of the Charitable Contributions Committee (CCC) was held on Tuesday December 13, 2016. The second Tuesday of each month at 7:15 pm is the CCC regular meeting time.

Actions Taken:

Three (3) not-for-profit organizations were visited and reviewed by CCC members, resulting in a total of \$6,500 being awarded to those organizations at the December 13th meeting. These awards expended all of the funds available to the CCC for this fiscal year, thus there will not be another CCC meeting until September 2017.

The CCC has capped an award to any one organization within a fiscal year at a maximum of \$2,500. The members agreed to keep an award to any one organization at the \$2,500 level for the next fiscal year as well.

Ann Schwartz will continue as CCC Chair next year, John Rossi will continue as Secretary, and Joe Straka will continue as the Representative to the Christian Service Commission.

Conclusions and Preview:

All funds allocated to the CCC for this fiscal year (\$45,000) were spent as of the December 13, 2016 meeting. **[This will be the last meeting/report of the CCC for this fiscal year.]** Twenty (20) not for profit organizations benefited from the generosity of St. Margaret Mary Parish this year.

Unfortunately, the received requests totaled nearly \$80,000 this year so far, not counting those that will be submitted to the CCC during the first half of 2017. Donation requests for next fiscal year will be accepted beginning July 1, 2017. Organizations applying before July will receive a letter to that effect. The needs far exceed the resources allocated to the CCC.
(Submitted by Joe Straka)

Christmas Giving Tree:

This year's parish Christmas Giving Tree program was very successful. We had a good turn out from parishioners and were able to provide gifts for the St. Nicholas Parish (Aurora) Christmas Store and we provided over \$6,000 in gift cards to low income families from Sacred Heart Parish in Aurora.
(Submitted by Tom Cordaro)

Comfort Care Ministry (Funeral Luncheons, Emergency Meals):

Committee provided cookies and punch after the Mass of remembrance for about 100 guests. Had a Funeral Luncheon the Wednesday before Christmas. Neither myself nor my alternate could be there to be the lead person. One of the committee members, Mary Tevogt, stepped up to be that person. Thanks to her for that. St. Margaret Mary is truly the Parish with Heart. The committee served about 200 guests. All went smoothly with enough food and help. Spent about \$220 for the luncheon as had more food donated. Happy New Year.
(Submitted by Kathy Kalina)

Cub Scouts (Pack 507):

Cub Master - Wayne Klein
Asst. Cub Master - Tim Tilton
Committee Chairman - Brian Burgner

December Pack Meeting - Boys visited 2 different senior living facilities and sang Christmas carols and shared baked goods with the residents. A Christmas celebration followed at SMMP.

In January – Pinewood Derby in the Parish Center and scout overnight at the Field Museum.

(Submitted by Tim Tilton)

Daybreak Transitional Housing: No report
(Pat McAuliffe)

Knights of Columbus: Activities for December 2016

- SMMP Council 16011 co-hosted Knights Christmas Party on December 10th with Saints Peter & Paul and St. Raphael's councils at St. Peter & Paul Hall. Donations from funds raised by the Councils were given out to representatives of Special Olympics, Little Friends, Special Citizens and other charities.
 - Six Winners of Knights sponsored "Keep Christ in Christmas" poster contest at All Saints Academy announced at school on Friday December 16th. 62 students in all participated. Winner's names will be posted in forthcoming SMMP bulletin.
 - Knights helped with clean-up and dirty laundry delivery at PADS on December 16th.
 - Knights donated, delivered and passed out winter coats at PADS on December 16th.
 - K of C Council Business Meeting on December 22nd.
 - Knights helped with Church Christmas decorations on December 18th.
- (Submitted by Dan Patt)

Men's Club:

We had 60 members and 1 new member at our December meeting. We continue to play basketball at All Saints Catholic Academy on Wednesday nights. We again gave Christmas Gifts to our Parish Staff.
(Submitted by Gus Fischer)

Nursery: No report
(Cailin Ramirez)

Pastoral Care: Nothing to report.
(Submitted by Deacon Fred Straub)

Peace & Justice Advisory Working Group:

As a result of our last parish social mission week we have formed a parish committee to look into ways of supporting refugees in our community. This committee of 18 people met with a representative of Exodus World Services to find out ways our parish could do this work. (Exodus is an ecumenical refugee relief organization that works closely with the Joliet Diocese.)

Plans are underway for our next two parish social mission weekends -- both which occur in February.
(Submitted by Tom Cordaro)

Earth Care Sub-Committee: No report

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

Baby bottles continue to be returned. I expect a final report soon and will put the report in the bulletin.

March for Life Chicago will be held Sunday, January 15 from 2:00 pm to 4:00 pm. The March will begin at the Federal Plaza on Adams St. and continue to The State of Illinois Building. Speakers include Cardinal Supich.

(Submitted by Mary Ann Cronauer)

St. Vincent de Paul: No report
(Chuck Hinds)

September Club:

On Wednesday afternoon December 7, 2016, 33 members gathered in the parish center for our Christmas Celebration. Father Paul led us in prayer. A catered lunch & desserts were served. All present were encouraged to remember those who are ill in their prayers. December birthdays and anniversaries were recognized. Our collection for the Giving Tree was \$70.00. Members exchanged grab bags. There is no January meeting.

(Submitted by Antoinette Patt)

Sharing Parish:

Tamale orders were distributed on December 18th. On December 19th some of us helped with hospitality preparations for Simbang Gabi, Filipino Advent Novena Mass, and then enjoyed attending the service and the dinner which followed.

(Submitted by Martha Rose)

- *Submitted by Carrie Tilton*

