

St. Francis of Assisi Parish – Triangle, VA

Pastoral Council Meeting Minutes

April 9, 2022

I. Call to Order & Attendance – In person SFA School Cafeteria.

- a. The meeting was called to order at 9:30 am
- b. Members Present – Fr. John O’Connor (Pastor), Jean Allen, Phil Bongiorno (Vice Chair), Terry Danner (Chair), John Hales, Iván Nazario, Tony Mercogliano, Pequitte Schwerin, Dan Sullivan.
- c. Other attendees - Dr. Tricia Barber (Principal), Marv Floom (Finance committee)
- d. Members not Present – Maggie Eves, Clarence Neason, Michelle Nicolai, Ulli Vaerst, Angelica Silva (Francis House), Marianne Hayes (Director of Religious Education)

e. II. Opening Prayer – Fr. John

III. Minutes for the March 2022 Pastoral Council meeting were to be routed for review prior to final approval.

IV. Finance Report – Marv Floom

a. Collections

	Budget	Actual	Difference:
Mar	129,615.40	134,407.47	4,792.07 (6.18% above budget)
YTD	1,366,250.15	1,325,611.03	(40,639.12) (2.97% under budget)

b. Annual Appeal (as of 31Mar22)

	Budget	Actual
Received	\$0.00	\$194,267
Pledged still	\$0.00	\$15,830

Appeal was not in budget due to uncertainty of running it with covid

Appeal goal was set at \$200,000.00

c. Expense Highlights

- Utilities are over budget at all facilities but moderating
 - Water/Sewer ~20%
 - Electricity ~40%
- Insurance also over budget ~45%
- Parish subsidy to school stable
 - Total ~32% **below** budget!

- Enrollment nearly at capacity requiring far less subsidy than projected
- Next year's enrollment seems to be trending similarly
- Thanks to the unbudgeted annual appeal and less subsidy needed for school, parish is currently operating at a surplus of ~30%. If collections continue at Feb/Mar trend current surplus will cover operating expenses through end of fiscal year, not accounting for unforeseen issues, such as the below parking lot bond resolution. If collections dip to Nov-Jan trends, deficit is possible. Easter Season attendance will play large role in the remainder of the fiscal year's collection income.

d. **Maintenance/Construction**

- Parking lot bond—site plan improvements, ~\$8,000 - \$15,000 estimated cost
 - Stormwater Retention structure maintenance, placing detectable surface at one sidewalk crossing, several updated signs are required.
 - Will need to remove some vegetation to give contractor access—first company quoted ~\$5,000 to complete. Recommend a volunteer effort instead.
- Utility sink and appropriate drain in mechanical room (~\$4,000.00) referenced last month remains on hold until final cost of parking lot bond closure is ascertained.

e. **Francis House**

- Need for financial assistance growing, financial donations from parishioners still down.
- Remain 10% over budget with respect to emergency assistance provided.
 - Current year budget is already 20% higher than previous year's budget.
- The Parish business manager applied for and ARPA grant to help with/increase available assistance. Looks promising, have meeting with granting agency on 4/12 to receive further details.

f. Fr John noted the following

- A second confessional screen will need to be installed.
- 3 parishes in the Diocese have been robbed
- A neighbor raised an issue about a tree on the Friary property, subsequent review notes no problem. Dead wood will be taken down around the Parish perimeter.

V. Provincial Update – Fr. John

- a. There will be a unity chapter meeting in Kansas City in 2023
- b. Tenants of the Franciscan Tower in New York 132 West 32nd St. are asking about ownership partner changes relating to the building.

VI. Hispanic Ministry Update – Iván Nazario

- a. Preparations have been made for Holy Week, confession times and Spanish language Stations of the Cross have been scheduled.
- b. Fr. Chris is settling in, there will be a meeting with him on the Hispanic Ministry.

VII. Post Covid reopening – Discussion

- a. Fr. John notes information is mixed. Some are reducing masking, others such as Georgetown have reinstated them. The future is very unclear with conflicting opinions from different sources.
- b. We plan to start scheduling events, including new parishioner orientation, school visits for new students will remain in person after hours. The fall picnic will be scheduled.
- c. Other events discussed but at this time not scheduled would include a ministry fair, and resumption of parish group meetings, which have been displaced during the pandemic.

VIII. School Report – Dr. Barber

- a. Dr. Barber continues to conduct after hours tours for prospective students and parents. Teachers have stayed late to join in the meetings, and this extra commitment is making this a successful approach.
- b. Diocesan teacher resources (this is prospective staff) are very limited. Dr. Barber has been maintaining a list of interested and qualified candidates. This is paying off as there are four departures this year. The contracts have been signed and the following will be moving to these positions
 - Candice Houtz – 5th Grade
 - Andrea Lynch – 1st Grade
 - Mrs. Horne – Middle School science and math.
 - Jodi Sally – will be taking over Technology related courses.
- c. 74% of students are wearing masks, and a few employees are not, although some parents wish everyone would mask. She is hoping for a covid free resumption after the Easter Break, but with travel and events it remains a potential impact.
- d. The Junior Honor Society will be streaming Stations of the Cross for the school

IX. Old Business – None.

X. New Business – None

XI. Next Meeting – The next meeting will be 14 May at 9:30 AM in person

XII. Executive Session - An executive session was held to review the Synod feedback that will be sent to the Diocese. It adjourned at 11:15, the final Synod feedback for the Parish is attached.

XIV. Closing Prayer – Offered by Pequitte Schwerin

XV. Adjourned at 11:20 AM.