

St. Francis of Assisi Parish – Triangle, VA

Pastoral Council Meeting Minutes

August 13, 2022

I. **Call to Order & Attendance** – In person Brother Juniper Room.

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

II. **Opening Prayer** – Fr. John

III. Minutes for the June 2022 Pastoral Council meeting were approved for posting.

IV. **Parish Staffing Updates** – Fr. John

- a. Fr. O’Connor introduced Mary Mahler as the new chair of the Finance Council., succeeding Marv Floom, who was killed in an auto accident.
- b. Barbara Stouffer is retiring (finance) and will be replaced with a part time person, at most. Sam Blakenly (finance manager) will take on several of her duties, as the former Finance Manager was only working two days a week. This would be more in line with Diocesan recommendations.
- c. Fr. O’Connor introduced Mary Mahler as the new chair of the Finance Council. She reported via Zoom.

V. **Finance Council Report** – Mary Mahler

- a. Last year collections (ending July) were \$49K under budget, year before was just on budget.
- b. Collections for (did not get period) were down \$17K
- c. Annual Appeal has risen to \$205K donated, up \$5K.
- d. Utilities are up 20%

- e. Electric is up 40%
- f. Insurance is up 45%
- g. The school subsidy budgeted at \$460K came in at \$250K due to higher-than-expected registrations.
- h. The Parish DIAL loan payments have gone from interest only to repayment of principal of \$8,300 per month, based on a 10-year amortization (total is \$837K)
- i. \$11K was spent on parking lot remediations to close out the building permit, having to do with detectable surfaces for vision impaired.
- j. There was a discussion about the number of new faces that are minimal contributors, and the need to have outreach about the need for sustained weekly donations.
- k. The July Finance meeting talked about starting a parish capital campaign, with the following objectives being discussed, mostly a collection of additional parish spaces for offices, meetings, or usage.
 - Enclosing and finishing the courtyard behind the Brother Juniper Room
 - Setting up a movable divider in the Brother Juniper room to improve utilization
 - Enclosing and finished the courtyard across from the RE Offices
 - Discussion on relocating RE offices and Daycare
 - Costs were rough order estimated at \$1.4 million, any actual estimate would come from an architectural study, and final cost only come when the projects are bid out by the diocese.
 - There was also a plan to roll the DIAL loan into the campaign – to have the Parish end up on a clean financial footing for the future.
- l. There was some discussion of options or problems complications with proposed options, and these discussions remain in progress.

VI. Fr. John Fr. John would like to get this underway soonest, before the Diocese starts its own capital campaign. The Diocese must also approve the parish capital campaign.

- a. Volunteers are needed for the Capital Campaign and the appeal for weekly donations.
- b. Fr. George is looking at modifying our electronic giving program and recordkeeping using two commercial programs. Our Sunday Visitor for collections and Parish Stat for parish data.

- c. Mounting a capital campaign is aided by reaching significant donors, as this can sometimes quickly fill out the campaign. Starting with a letter to large donors.
- d. The Pastoral Council voted to approve the capital campaign.
- e. Fr John noted upcoming Adult Education (did not get context), an Ethics speaker will be coming and Fr. Dan Horan, OFM will be a guest speaker also.
- f. They are looking for two new members for the finance council
- g. There was a recommendation received to evaluate the sound system with a proposed vendor. The installer of the system RTN will be asked to evaluate the system.
- h. There will be a Catholic Charities Christmas Collection

VII. Pastoral Council Elections – Terry Danner

Terry led a discussion about Pastoral Council elections, it was agreed that these can go forward, and positions filled in 2017 will be up for vote (about 6 positions). Jean Allen, Phil Bongiorno and Terry Danner will be the voting election committee. They will use online voting and a picture ballot to make it simpler and more meaningful to parishioners.

VIII. School Report – Dr. Barber

- a. The school is getting re accredited this year, and that will consume some effort.
- b. One teacher departed and will be replaced by ?? Gable who is well qualified.
- c. There was feedback on security (but I did not get what it was).

IX. Hispanic Ministry Update – Iván Nazario

- a. They meet with Friar Chris end of August.

X. Other – Terry Danner

- a. He sought volunteers to clean up the Grotto, which if done now, is not too difficult.
- b. There will be a 16 September Friar dinner with the Pastoral Council.

XI. Strategic Planning – No Report.

XII. New Business – None.

XIII. Next Meeting – The next meeting will be 13 August at 9:30 AM in person

XIV. Closing Prayer – Offered by Terry Danner

XV. Adjourned at 10:30 AM, next meeting on September 17th at 0930, Brother Juniper Room.