

St. Francis of Assisi Parish – Triangle, VA

Pastoral Council Meeting Minutes

June 25, 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), Jean Allen, Phil Bongiorno (Vice Chair), Maggie Eves, John Hales, Iván Nazario, Tony Mercogliano, Pequitte Schwerin, Dan Sullivan.
- c. Other attendees – William Schrader (Finance committee)
- d. Members not Present – Terry Danner (Chair), Michelle Nicolai, Clarence Neason, Ulli Vaerst, Angelica Silva (Francis House), Marianne Hayes (Director of Religious Education), Dr. Tricia Barber (St. Francis of Assisi School)

II. Opening Prayer – Fr. John

III. Minutes for the March and April 2022 Pastoral Council meeting were approved for posting.

IV. Provincial Update – Fr. John

- a. Fr. Frank Critch is having some health issues, and Fr. John Aherne is filling in at St. Mary’s Catholic Church in New Jersey.
- b. Bishop Burbidge had some routine surgery and is doing well.
- c. Homeland Security is tracking threats related to the Roe vs Wade decision being overturned – our local security detail is informed of the situation. There is no current local threat.
- d. The tile ruptured on the church floor; Delvis has repaired it. There is another section in the choir area, which may also become a problem. If we run out of spare tiles, we would need to have another pallet of them shipped from Italy. This is a continuing pattern as it seems improper materials were used to install the tile originally. Tile that has been replaced has done well. Replacing all of it at once is cost prohibitive.
- e. The Synod meeting at the diocese went very well and Clarence Neason represented the Parish.
- f. The combined US provinces are close to deciding where to locate its headquarters.

- g. While the finance report details are below Fr. John, Fr. John is very interested in increasing the number of people signed up for online collection and registration of parish attendees. Fr. George is looking at possible technology improvements for online giving.
- h. The Stephen Ministry lead, Kathy Walker will be retiring Fr. John is looking for a volunteer to lead this ministry.

VIII. School Report – Fr. John

- i. The school is at capacity for the fall term, with a waiting list which is good news.
- j. Pre School is also at capacity with a waiting list. There is some hope to expand the program, but this is dependent on finding space.
- k. School will be in “normal” mode this fall, and the furniture is being moved back into the school.
- l. 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 all teacher and assistant positions have been filled.

IV. Finance Report – William Schrader

a. Collections

	Budget	Actual	Difference:
Apr	129,615.40	151,949.85	22,914.45 (17.68% above budget)
May	169,019.25	151,998.41	(17,020.84) (10.07% under budget)
YTD	1,664,884.80	1,629,735.17	(35,149.63) (2.11% under budget)

b. Annual Appeal (as of 31May22)

	Budget	Actual
Received	\$0.00	\$200,880
Pledged still	\$0.00	\$9,000 (estimated)

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 are stabilizing
 - Electricity ~40%
 - Water/Sewer ~20%
- Insurance also over budget ~45%
- School

- Parish subsidy to school 32% **below** budget as enrollment was higher than budgeted
- Next year's enrollment is full, with a waiting list
- The DIAL loan will be amortized as of 7/1/2022, resulting in paying back principal of roughly \$5,800 per month starting in August

d. **Maintenance/Construction**

- Parking lot bond—site plan improvements, \$13,000 current projected cost
 - Stormwater Retention structure maintenance, in progress
 - Sidewalk upgrade completed
 - Will need to remove some vegetation to give contractor access—first company quoted ~\$5,000 to complete. Recommend a volunteer effort instead.
 - Required signage changes are being made. Diocesan funds will cover these costs

e. **Francis House**

- Remains 10% over budget with respect to emergency assistance provided.
 - Current year budget is already 20% higher than previous year's budget.
- They received an ARPA grant of \$300,000 to help with increased and available assistance. In practice there is much overhead and paperwork to issue the individual grants, and there are qualification standards that some clients do not meet. Kudos to Francia and Angelica for handling the increased administrative burden for this.

f. **Other**

- The Friary needs the upper-level HVAC system replaced – estimate is \$14,000
- Cooling in the server room in the library is a problem, the issue is under review to see if some low-cost remedies will correct the problem.

VI. Hispanic Ministry Update – Iván Nazario

- a. They met with Friar Chris.
- b. First Sunday will be newborn presentations, a Holy hour will be held monthly, and Praying of the Rosary on Fridays will continue
- c. Preliminary planning is underway for a 1-day retreat
- d. The aim is to have a more integrated parish across the two communities with more bilingual masses.

VII. Post Covid reopening – Discussion

- a. Fr. John announced we will be returning to normal.
- b. Labor Day picnic is a go, the KofC will cover costs.
- c. The KofC will resume donut Sundays on the second Sunday of the month, starting in September.
- d. Fr. George is starting a young adult group

IX. Strategic Planning – Phil Bongiorno. They are going to resume and take on some issues like increasing participation in the parish and growing membership.

X. New Business – The sign-up sheet for the shelter dinner on 20 July was circulated for volunteer participation – Contact Terry Danner if you wish to help.

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

XII. Closing Prayer – Offered by Dan Sullivan

XII. Adjourned at 10:30 AM.