

**St. Francis of Assisi Parish – Triangle, Virginia**  
**Pastoral Council Meeting Minutes**  
**March 18, 2023**  
**Brother Juniper Room**

**I. Call to Order/Attendance/Opening Prayer**

- The meeting was called to order at 9:30AM.
  - **Members Present** – Fr. John O'Connor (Pastor), Dan Sullivan (Chair), Christine Arroyo (Vice-Chair), Tony Mercogliano (Recorder), John Cipparone, Cecilia Fellner, Mary Beth Keenan, Ivan Nazario; Clarence Neason, Ryan Steenberge, and Ulli Vaerst.
  - **Other Attendees:** Dr. Tricia Barber (Principal SFA School, Mary Mahler (Chair, SFA Finance Committee – Representing Parish Business Manager), Sheila Noble (Director of Faith Formation), and Angelica Silva (Religious Education Coordinator)
  - **Members Not Present** – Joe Burns and Tom Wood
- Fr. John led us all in an opening prayer.

**II. Pastor's Opening Remarks – Fr. John announced:**

- **Parish Staffing**
  - **Faith Formation** - Sheila Noble has been selected to fill the new position of Director of Faith Formation with the responsibility for faith formation of all parish members (adults, high schoolers, and children (not enrolled in SFA School). Angelica Silva has been selected to fill the position of Director of Religious Education.
  - **Business Management** - Based on the recommendation of the Diocese of Arlington auditor, the business management positions of the parish and school are being combined. Lisa Bongiorno (current SFA School Business Manager) will fill the new position.
  - **Parish Receptionist** – Interviews of candidates are underway to fill this vacated position due to the recent retirement of the incumbent.
- **Financial Key Performance Indicators** –The Diocese has provided us a report of our 2021-22 Key Performance Financial Indicators. This report will provide benchmark comparison metrics for the parish to use in developing future financial plans.
- **Lenten Worship Opportunities Update**
  - Lenten Soup and Stations Fellowship/Worship sessions held on each Friday have been well attended.
  - 40 Hours Devotion will be held from March 20<sup>th</sup> to 23<sup>rd</sup>.
  - Communal Penance service will take place on Wednesday, March 29<sup>th</sup> at 7PM.
- **Security** – In order to support the new security cameras installed on church property, we will be upgrading our video surveillance system in both the parish office and SFA School. Also, as both a safety and security measure, we'll be installing additional (solar powered) lighting on the perimeter of the church parking lot.

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- III. Chair Remarks - Approval of Minutes** - A motion was made and seconded to approve the February 18, 2023 Minutes. The motion unanimously carried.
- IV. Financial/Facilities Update**- Mary Mahler provided the following:
- **Financial Status** - Overall, through the first eight months of the fiscal year both collections and expenses are equally slightly under our 2022-23 Budget Plan. **The Enhanced Offertory Program** has resulted in a significant increase in **On-Line Giving (OLG)** which now accounts for 40% of our collection income. This will be especially important as we approach summer. We all know about dropping attendance during the summer. If folks are signed up for OLG, their contributions keep coming whether they do or not. We are working on strategies to continue to publicize/promote this program.
  - **Facilities** – We are working to obtain bids/quotes for security doors and fences for the school. Long Fence will be on site on Wednesday 3/22 to finalize their quote for the fencing. We expect additional quotes within 10-14 days. We are still seeking bids for the school doors.
  - **Diocesan Audit** – Auditor is returning for one day in May to finalize the report. The audit has identified issues with the way we have been recording the parish contributions to the school. Those are being rectified and will give the parish, and school, a much clearer picture of our school related expenses.
- V. SFA School News** – Dr. Barber thanked all for the prayers and good wishes during her recent medical issues and went on to report:
- **Design For Excellence (DFE)** – This review associated with the SFA School's accreditation process conducted every five years will take place next week.
  - **Enrollment Forecast** – We expect enrollment to remain steady at the 253 +/- level for the upcoming 2023-24 school year.
  - **Faculty Recruiting** – We are currently recruiting for two open middle school positions.
- VI. Hispanic Ministry Update** – Ivan' Nazario reported preparation is underway for several special liturgies for Lenten/Easter season to include Mass of the Lord's Supper on Holy Thursday, The Way of the Cross on Good Friday and an Easter Sunday Mass. These liturgies will be bi-lingual as much as possible to encourage participation by both Latino and non-Latino members of our parish community.



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**VII. Group Reports**

- **3<sup>rd</sup> Sunday of the Month Adult Education Talks**– Sheila Nobel reported will resume on March 19<sup>th</sup> in the Parish Dining Facility. March's topic will be **Pope St. John XXIII, Vatican II and the Pacem in Terris Encyclical** by **Fr. Jack O'Hara** former parochial vicar at Holy Family Parish, Dale City before his retirement. The April 16<sup>th</sup> and May 21<sup>st</sup> sessions will be on the **Eucharist** by **Fr. John O'Connor, OFM** and **Mental Health Issues** by **Peter Drabbant, LPC Arlington Catholic Charities**, respectively. Publicity on these educational opportunities will be given maximum coverage via the weekly SFA bulletin/e-News/website and after-mass announcements. Child care will be available.
- **Strategic Plan** - Tony Mercogliano reported the STRATPLAN Committee (Chris Arroyo, John Cipparone, Tom wood and himself) were in the process of completing a draft document which would be presented in the April-May timeframe.

**VIII. Old Business** – The following updates were provided:

- **Growth / outreach** – Dan reported he had contacted Community/Home Owner Associations (CA/HOA) within the proximate geographical vicinity of SFA parish (Montclair, etc.) with the idea of placing a small informational adds in their community newspapers/letters and bulletin boards. **MORE TO COME**
- **CPR /AED Training and Blood Drive** – Dan reported he had done some preliminary research on both topics but needed some assistance in coordinating with other individuals in parish/school leadership to select the best time and location for these events. Both Chris Arroyo and Cece Fellner volunteered to help. **MORE TO COME**

**IX. New Business**

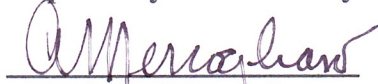
- **Fall Picnic/Francis Fest** – Dan's suggestion to combine our traditional Parish Picnic (held on Labor Day at Locust Valley Park) and our annual Francis Fest Celebration (held on the first Sunday of October) into one event held on parish property was well received by all present. Sheila Noble suggested we get the SFA Youth Group involved to help with family games. While Dan agreed to oversee this monumental task, he is looking for other parish members to server on Co-Ordinating Committee. If you know anyone who might help, please pass this information on the Dan. **MORE TO COME**

**X. Next Meeting – Saturday, April 15, 2023 – 9:30AM – Brother Juniper Room**

**XI. Closing Prayer**-Dan led us in a prayer to St. Joseph – The Worker

**XII. Adjournment** - The meeting adjourned at 10:50am.

Respectfully Submitted by:

  
Anthony Mercogliano

Approved: \_\_\_\_\_

4/15/23