

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
April 15, 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), Joe Burns, Mary Beth Keenan; Clarence Neason, Tom Wood, and Ulli Vaerst.
 - **Other Attendees:** Dr. Tricia Barber (Principal SFA School), Mary Mahler (Chair, SFA Finance Committee – Representing Parish Business Manager), Angelica Silva (Religious Education Coordinator) representing Shelia Noble (Director of Faith Formation) and Francia Salguero (Director of Francis House).
 - **Members Not Present** – John Cipparone, Cecilia Fellner, Tony Mercogliano, Ivan Nazario, and Ryan Steenberge.
- Fr. John led us all in an opening prayer.

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

- **Parish Staffing**
 - **St. Francis School** – Dr. Barber is retiring. A selection committee has been formed and will begin work on April 17th to address the issue of hiring a successor. In the interim Elizabeth Reyhel has been appointed Assistant Principal.
 - **Parish Staff** – Lina Morales and Jessica Ulsenheimer have been hired as our new Receptionist and Bookkeeper respectively. Lina is bilingual which will aid in communication with Hispanic parish members.
- **Bishop Burbidge's Visit** – The Sunday March 26th visit was very successful. The Bishop celebrated the 11am mass. At the luncheon after the liturgy celebration the Bishop congratulated Fr. John on his 50th anniversary of ordination.
- **Holy Week and Easter Liturgies** – The response to our liturgies was excellent with over 5000 people attending the Easter Masses. We celebrated two extra unscheduled Masses in the school gym to handle the crowd. We will be adding them to our schedule next year. Traffic was a problem due to the fact commitments made by the Prince William Police for traffic direction were not honored. The Parish will be using the County Sheriff deputies for future events.
- **Provincial News** – During the first two weeks of June the last Holy Name Province Chapter will be held. Please note that during part of this event there will be no Friars in the parish. We will be arranging for clerical support from other parishes in the diocese during this time period. The first Chapter of the new Our Lady of Guadalupe Province will be held this fall.
- **Facilities Update** – Repairs of the AC system in the Parish Center and School have been completed. A tree fell on to a neighboring property. A tree service will trim the trees on the perimeter where branches or trees may present a risk.

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III. Chair Remarks - Approval of Minutes - A motion was made and seconded to approve the March 18, 2023 Minutes. The motion unanimously carried.

IV. Financial/Facilities Update- Mary Mahler provided the following:

- **Financial Status** – Collections are 88% (up from 84%) of planned budget and improving. On-Line weekly **Enhanced Offertory** giving is now 40% of our income. We continue to encourage on-line giving to mitigate “summer vacation” shortfalls.
- **Facilities** – We are still getting estimates on the fences for St. Francis School and considering putting off the double door project. The sewer system on our property line has experienced some back-ups. The Prince William County Service Authority (PWCSA) is working on correcting this issue.
- **Diocesan Audit** – 2022 Financial Audit is still in progress. Final report has not been received.

V. SFA School Update – Dr. Barber reported the school did very well in Design for Excellence Evaluation either meeting or exceeding all benchmarks. The evaluation team was very complementary to the both the staff and students.

VI. Hispanic Ministry Update –

- All the Lenten, Holy Week, and Easter activities/liturgies were successful, including the live **Way of the Cross (Las Cruces)** which was dramatized outdoors on Good Friday. Pictures are available in the April 11th SFA e-News. The goal for next year will be to do it as a whole church bilingual.
- Fr. Chris is working with leadership of the following groups for upcoming activities: Charismatic Ministry (Eduardo Martinez- formation/catechesis/monitoring); Order of Secular Franciscans; Legion of Mary; and Ladies/Men's Clubs.

VII. Group Reports:

- **Religious Education** – Angelica reported they are considering a time change for Sunday Religious Education (RE) classes to alleviate traffic congestion and also reviewing the registration process and payment options for upcoming year's RE program.
- **Strategic Plan Update** – A draft updated SFA Strategic Plan has been completed by the committee and sent to Dan and Father John for review/comment. The plan will be shared with all members of the Council in the near future for comment/discussion at our next meeting.

VIII. Old Business:

- **Fall Picnic/Francis Fest** – The Pastoral Council will be sponsor. The tentative date will be Sunday, October 8th. We will attempt to make the event more multi-cultural. Francia will co-ordinate needed volunteers. (See attachment to minutes for specific details/responsibilities).

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- **AED/CPR Training and Blood Drive**– The plan is to have these events on a morning Saturday during the summer months. **MORE TO COME**

IX. New Business

- **Increasing Membership** – The following suggestions were offered on what can be done to “get people in the door” and registered as members of the parish:
 - Elevate our presence on search engines such as Google/Google Maps, Microsoft Edge, etc. to aid folks interested in finding our more information about the parish.
 - Lobbying friends who are parish members with young families asking them for what they need.
 - Sending out welcome letters and or e-mails to new parish members with information on the parish.
- **Ordination Anniversary** – Dan solicited help for planning a celebration of the 50th anniversary of Fr. John’s ordination to the priesthood. **MORE TO COME**

X. Next Meeting – Saturday, June 17, 2023 – 9:30AM – Bro. Juniper Room (Tentative)

XI. Closing Prayer-Dan led us in a prayer.

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

Respectfully Submitted by:


Anthony Mercogliano

Approved: June 17, 2023

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(Attachment)

Details Fall Francis Fest Celebration

(This list is not final – subject to change)

- Will be on Sunday, Oct 8, after a bi-lingual Mass, Event ends at 4 PM (Note: this is the Columbus Day Weekend)
 - Chris Arroyo and Ulli Vaerst (Co-Chairs)
- Food – Chair – Francia Will need Co-Chairs
 - Grilling – K of C
 - Bottled Water - Free
 - No beer, wine, or mixed drinks
 - Soda - ???
 - Food Trucks - ???
- Cake Wheel- St. Francis School
- Wine Wheel- Chair – Joe Burns and Clarence Neason (Assistant)
- Face Painting – Angelica and Shelia Noble
- Cotton Candy – TBD
- Baskets – Ulli Vaerst and Mary Beth Keenan (Assistant)
- DJ (Music) - Dr. Barber and Francia
- Pinatas – Francia
- Rentals - Climbing wall, bounce house, etc. - Contract out - TBD
- Volunteers - TBD
- Tents (In case of rain) - TBD
- Tickets – TBD

(Attachment based on PC Chair March 29th and April 19th e-mails as well as April 15th PC Meeting)