

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 17, 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) Joe Burns, John Cipparone, Cecilia Fellner, Clarence Neason, Rory Quinn, 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** – Mary Beth Keenan and Tom Woods
- Fr. John led us all in an opening prayer.

II. Pastor's Opening Remarks

- **New Assignment** - Fr. John announced he will be leaving St. Francis as Pastor after over 25 years of combined service. He has accepted to the position as Guardian (Superior) of the Franciscan Friary at St. Bonaventure University which consists of 17 friars as well as several Friars working in individual ministries in upstate New York. Fr. Jim Scullion, OFM has been nominated as his successor as Pastor and as of this date awaiting formal confirmation from Bishop Burbidge. At this time no additional Friar has been identified to join the parish.
- **New School Principal** – Fr. John announced Dr. Sally Nicholson has been offered and accepted the position as the new SFA School Principal replacing Dr. Tricia Barber, who will be retiring on June 30th after over 28 years of leadership at St. Francis. Dr. Nicholson is coming to us from Kansas City but has extensive experience in the Catholic School system in the Diocese of Arlington. Her most recent assignment here being three years as Principal of St. Patrick's School in Fredericksburg, VA.
- **Diocesan Capital Campaign** – Fr. John reported that in conjunction with its 50th anniversary, the diocese would be sponsoring a Capital Campaign (probably this fall). It is hoped that a percentage of the funds pledged would be made available to the parish for local need capital improvements.
- **Facilities Update** – Fr. John reported there is still an issue obtaining final release from Prince William County of the security bond required to construct the parish parking lot. The parish is working with the Diocese to resolve this issue.

III. Chair Remarks

- **Approval of Minutes** - A motion was made and seconded to approve the April 15, 2023 Minutes. The motion unanimously carried.
- **Welcome to New Member** – Rory Quinn was welcomed as a new member of the council. He replaces Ivan Nazario who has moved from the area.

IV. Financial Update- Mary Mahler provided the following:

- **Collections vs. Expenses** – Thru May (the 11th month of our fiscal year) actual offerings were 88% of forecasted budgeted amount while actual expenses were just 83% of forecasted budgeted amounts. This has resulted in overall positive financial results for 2022-23.

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 17, 2023
Brother Juniper Room

- **On-Line Giving** – As a result of the fall's Enhanced Offering Campaign over 40% of our weekly offerings come to us electronically.
- **2023-24 Budgets** – Work is underway to finalize both the schools and parishes budgets for the upcoming year.
- **Diocesan Audit** – While the 2022-23 Financial Audit has been completed, we have yet to receive the final report. We were verbally advised of positive results, with no major discrepancies noted.
- **Help With Weekly Collections** – We are in need for volunteer parishioners to help with counting of weekend mass offerings. This work is normally done one Monday mornings after the 8:45 mass and takes about an hour.

V. SFA School Update

- **Preparing for the 2023-24 School Year** - Dr. Barber reported she is in process of filling the final faculty vacancy. She will be working closely with Dr. Nicholson to achieve a smooth turnover of leadership responsibilities during the next few weeks.

VI. Hispanic Ministry Update – Due to the departure of Ivan Nazario there is a vacancy in the Council's Hispanic Ministry liaison position. The Chair solicited volunteers to fill this position.

VII. Group Reports:

- **Faith Formation** – Sheila report great success with Fr. George's six-week seminar of the Reformation. The Wednesday evenings in-person sessions attracted between 30 and 50 parishioners. She also reported that Fr. Jim would be continuing his Monday morning course on the Bible in the fall.
- **Religious Education** – Angelica reported there would time change for the Sunday morning RE program starting this fall (9:15am to 10:45am). This change is being made to reduce drop-off/pick-up traffic congestion. There will be no change in the Thursday evening schedule. Also, based on the potential increase in participants a second Sunday session (11:15am to 12:30pm) may be scheduled.
- **Strategic Plan Update** – The draft of the updated Strategic Plan was presented to the council requesting it be approved. The following comments were recorded:
 - Sheila Noble had questions on the implementation section (Page 7) of the plan.
 - Ryan Steenberge suggested more specific references to St. Francis School was needed in the plan a long with addressing how the administrative support functions (Finance Council, Facilities, etc.) of the parish fit into the plan.
 - Clarence Neason and Ulli Vaerst mentioned the Seculars were spiritually committed lay Order of the Franciscans rather than a Group as listed in page 10.
 - Each of these valid comments will be addressed in an updated in the next draft of the plan.
 - It was also clarified this document was a "first step" framework. The next step being to present it to our new pastor Fr. Jim for his comments/feedback/approval and recommendations on "next steps" – how to implement
 - Once this feedback has been received a committee will be formed to make recommendations on implementation.
 - With all this said, a motion was made and seconded to approve the draft updated Strategic Plan was made. The motion unanimously carried.

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 17, 2023
Brother Juniper Room

- During discussion on this topic, Cecilia Fellner suggested all members of the Pastoral Counsel adopt the practice of wearing their name tags and act as greeters before and after parish events they attend. This would increase the visibility of the counsel to parish members. John Cipparone also suggested that information on Pastoral Council activities and projects be highlighted in weekly parish bulletin and e-News.
- Fr. John also asked for one of members of the Council to compare our newly revised plan for continuity with the Strategic Plan of Diocese of Arlington. Rory Quinn volunteered to take this task on.

VIII. Old Business:

- **Blood Drive** – Still in planning stage. We need someone to coordinate!
- **AED/CPR Training** – Will take place on Saturday August 5th at 9:30 in the Knights of Columbus Hall. While this training is primarily for the Usher Ministry, it will be opened up to all parishioners. Upcoming bulletins, the weekly e-News and the parish website will provide details on how to register for the training.
- **Francis Fest 2023** – Is scheduled for Sunday October 8th from 12:30 to 4PM. While much of the planning has been accomplished many, many details need to be ironed-out/confirmed. More information is contained in the attachment to these minutes

IX. New Business:

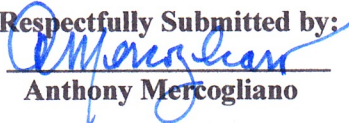
- **Homeless Shelter Dinner** – The Pastoral Council will sponsor dinner for the residents of the Hilda Brag Homeless Shelter on Monday, July 17th. The Chair will be providing details and requesting volunteers for specific task via a FLOCKNOTES e-mail later this week.
- **Farewell Celebrations For Father John**
 - **Saturday/Sunday - July 15th – 16th** - For all Parishioners - After all the Masses in Parish Dining Facility/ Gym
 - **Friday – July 21st** – Pastoral, Parish Staff, and Ministry Leads - Time TBD, in Parish Dining Facility

X. Next Meeting – Saturday, July 15 2023 – 9:30AM – Bro. Juniper Room

XI. Closing Prayer- Fr. John led us in a closing prayer.

XII. Adjournment - The meeting adjourned at 11:20am

Respectfully Submitted by:


Anthony Mercogliano

Approved: July 15, 2023

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 17, 2023
Brother Juniper Room

Francis Fest 2023-June Update (Attachment - Revised)

Ticket sales: Need volunteers, may have to process credit cards to buy tickets as few people carry much cash. Will sell tickets for a few weeks ahead of the event.

Food: Food trucks only, People pay the trucks directly (Thank you Courtney Faucett)

- Hispanic
- BBQ
- Sno Balls

Beverages:

- No sodas – will have free bottled water
- Will have event ABC license (Thank you Chanel for arranging)
- Beer truck (POC ?)

Attractions:

- 2 Bounce Houses (Thank you Chanel for arranging)
- 1 Climbing wall

Administration: Christine Arroyo offered to put together a spreadsheet with activities and volunteers needed

Events:

- Wine Wheel of Sign-ups – Columbiettes volunteered first
- Cake Wheel - Dr. Barber indicated that the school would be responsible for the cake wheel and for supplying the baked goods necessary for it.
- Basket Raffles - Sheila Noble has a list of ministry lead contacts used for last year's Trunk or Treat and will reach out to them for basket donations
- Face Painting/children's games – Sheila Noble and Brandon Jubar will take for action
- Piñata event - (Thank you Francia)
- Youth Volunteers – Sheila Noble and Brandon Jubar will coordinate youth volunteers for the children's games and for other needs as we receive that information

What's out: Rummage sale and on-site cooking (hot dogs, burgers, sausages, etc.)

Donations needed:

- Pinatas (5 total, does not have to be one person to do them all)
- Cakes, cupcakes or like
- Wine