

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
August 19, 2023
Brother Juniper Room

I. Call to Order/Attendance/Opening Prayer: The meeting was called to order at 9:30AM.

- **Members Present** – Fr. Jim Scullion, OFM (Pastor), Dan Sullivan (Chair), Tony Mercogiano (Recorder), Joe Burns, John Cipparone, Mary Beth Keenan, Clarence Neason, Rory Quinn, Ryan Steenberge.
- **Other Attendees:** Dr. Sally Nicholson - Principal SFA School, Sheila Noble - Director of Faith Formation, and John Enzmann - Vice Chair of Finance Committee (Representing the SFA Business Manager).
- **Members Not Present** – Christine Arroyo - Vice-Chair, Cecilia Fellner, and Tom Wood.
- **Opening Prayer** - Fr. Jim led us all in an opening prayer.

II. Pastor's Remarks:

- **New SFA School Principal** – Dr. Sally Nicholson, our new principal who has been on-board since mid-June was welcomed to her first Pastoral Council meeting.
- **Friar Staff** – With the departure of Fr. John, there are now three Friars assigned to SFA Parish (Fr. Jim, Fr. George, and Fr. Chris). Since six of the seven US OFM provinces will be merging into one in October of this year, 2023-24 is expected to be a year of transition with no additional Friars expected. Also, Fr. Lawrence Hayes, OFM, currently Vicar Provincial of Holy Name Province was named as Provincial Minister (Elect) on the new US Our Lady of Guadalupe Province.
- **Comments by the Bishop** – During his visit celebrating mass and installing Fr. Jim as our new pastor, Bishop Michael Burbidge remarked how impressed he was by parish members' participation in the liturgy and the warm welcome he received at the reception afterwards.
- **Visiting SF School and Faith Formation Classes** – As the school year begins, Fr. Jim will be visiting each class on a regular basis as well as scheduling similar visits by Fr. George and Fr. Chris.
- **Maintenance Committee** – The parish will be forming a Maintenance Committee to help plan and prioritize maintenance projects for the parish campus.

III. Chair's Remarks - Approval of Minutes - A motion was made and seconded to approve the July 15, 2023, Minutes. The motion unanimously carried.

IV. Financial Update / Overview – Finance Council Vice-Chair, John Enzmann provided the following:

- **2023 Close-Out/2024 Budget** - Our new Parish and School Business Manager and Bookkeeper (Lisa Bongiorno and Jessica Ulsenheimer respectively) have successfully closed out the 2022-23 fiscal year books and completed the Annual Parish Financial Report for the Diocese. Lisa also prepared the 2023-24 Budget which was approved by the Finance Council at their August meeting.
- **2023 Results** - The 2022-23 financial results were positive. We reached 87% of our income goal while expenses were just 83% of plan.
- **Electronic Giving** - Due to the success of the Our Sunday Visitor (OSV) Enhanced Offertory Program, 40% of our weekly offertory income is now received electronically. This fall OSV will be giving SFA financial leadership a presentation on follow-up services which can be provided to improve the financial position of the parish.
- **Parish Updates** -The Finance Council is finalizing format and content (subject to Fr. Jim's approval) for periodic reports in the parish bulletin and e-News on how our weekly collections compare to our budget.

V. School Update - Dr. Nicholson provided the following on the upcoming school year:

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- **Start Date/ Enrollment** - Wednesday, 23 August - 264 students.
- **Back to School Nights** – scheduled - August 28 (6th to 8th Grade); August 29th (K to 5th Grade).
- **Theme for 2023-24** - “Be A Peacemaker”.
- **Design For Excellence Five Year Plan** - The faculty and staff will continue working on this project which involves the school’s accreditation visit and report.
- **Staff and Faculty Meetings** - September 15th meeting will be on the topic of “Active Shooter Training”.
- **Spiritual Life** - Will continue to feature daily faculty and staff morning prayer, weekly mass, monthly rosary, and add monthly visits by Friars to each class.

VI. Faith Formation - Sheila Noble, Director of Faith Formation reported:

- **Children’s Faith Formation (CFF)** - classes will start in mid-September. We currently have 350 students enrolled and expect this number to increase as we get closer to the Labor Day weekend. Last year we had 430 students enrolled in the CFF program. Rory Quinn suggested we advertise our CFF program to Catholic families assigned to MCB Quantico.
- **Adult Faith Formation** – Monday morning Bible Study featuring Fr. Jim will resume in September. We will be continuing monthly Adult Education sessions after the 9:30 Sunday mass in the Parish Center. Specific information on dates and topics will be provided in the weekly bulletin, the e-News and on our website.
- **The Bible - One Book- At -A Time** – Starting in September, Fr. George will be offering a weekly program featuring an overview of each book of the Bible (via ZOOM and live on one week each month). Details are available in the weekly bulletin, e-News, and our website.

VII. Old Business

- **AED/CPR Training and Blood Drive** – AED/CPR training was successfully completed on Saturday, August 5th. Based on the response from attendees we look to schedule future training sessions. Unfortunately, circumstances prevented the Blood Drive from taking place this year.
- **Francis Fest Update** – An update on the planned Sunday, October 8th event was provided for all in attendance. *See details in Attachment 1 of these minutes.*

VIII. New Business

- **Pastoral Council Elections** – Tony Mercogliano, Ryan Steenberge, Mary Beth Keenan (graphic art support) and Dan Sullivan volunteered to serve as the Election Committee. *See details in Attachment 2 to these minutes.*
- **2023-28 SFA Strategic Plan** – Fr. Jim requested some time to review the plan and provide guidance on its future announcement to the parish and development of a plan for implementation.
- **Parish Marketing Plan** – Ryan Steenberge volunteered to work with Fr. Jim and Fr. George in developing a marketing/publicity plan for the parish.

IX. Next Meeting/Closing Prayer/Adjournment – Next meeting -9/16/23 - Dan led us in a closing prayer – Meeting adjourned at 11:40AM.

Respectfully Submitted by:


Anthony Mercogliano

Approved: 

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Attachment 1
Francis Fest Update

- **Date, Location and Time** – Sunday, Oct 8th – SFA Parish Campus – After 12:30PM Liturgy – 4PM
- **Ticket Sales** – Will begin after the masses on September 16-17 and continue for the next three weekends (Sept 23-24 and Sept 30 – Oct 1. Tickets will also be sold during regular business hours in the parish office and on the day of the event.
 - In addition to accepting cash, we will be using SQUARE software via an I-Pad to accept credit cards.
 - Sheila Noble will be sending out a request for volunteers to staff the sales table after the masses and on the day of the event.
 - Training will be provided to all on how to use the SQUARE software.
 - Ticket prices will be \$1 each (6 for \$5 on purchases before October 8th).
 - The exact costs of each event (yet to be finalized) should be nominally - Children's Rides (Bounce House, Rock Climbing, etc.)- 6 tickets, Beer (furnished by K of C – 3 tickets; All other events – 1 ticket. Bottled water will be available free of charge from K of C. Commercial trucks accepting cash and electronic payments will be available for food/soda.
 - *Tony Mercogiano will coordinate this task.*
- **Publicity** – Save the Date announcements had already been included in weekly bulletin, e-News, and the parish website.
 - Once the listing of events and their costs are finalized, this information in addition to ticket sales information will be updated on the above listed publicity instruments.
 - Two large graphics (one for the church vestibule and one for the school) will be created to maximize coverage of this event.
 - Event information/reminders will be submitted for weekend after Mass announcements.
 - *Ryan Steenberge with the help of Mary Beth Keenan will coordinate this task.*
- **Finalization of Events**
 - Details on entertainment/events to be offered and where they will be located on the parish campus will be finalized by early September.
 - As of this date the following is planned (Sponsor):
 - Children's Rides – Rock -Wall /Bounce Room (Commercial)
 - Children's Games (Faith Formation/Youth Group)
 - Pinata (????)
 - Desert Wheel (SFA School)
 - Wine Wheel (SFA Columbiettes - Sue Cipparone)
 - Basket Raffle – (Ulli Vaerst)
 - Beer and Water (Knights of Columbus)
 - Food and Soda (Commercial)
 - Fire Truck Exhibit from PWC Fire Department (Tom Wood)
 - *Dan Sullivan and Christine Arroyo will coordinate this task.*

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Attachment 2

2023 Pastoral Council Elections Timeline

Month	Tasks
Aug 2023	<ul style="list-style-type: none"> • Establish Nominating Committee • Goal of Nominating Committee is to develop a slate of ten (10) candidates to fill six (6) positions.
Aug 2023	<ul style="list-style-type: none"> • Develop a PC plan/schedule for conducting election of six new PC members in October. • This year there will be six vacancies on the council - Dan Sullivan, Clarence Neason and Ulli Vaerst elected in October 2018 and Joe Burns, Tony Mercogliano and Rory Quinn appointed to fill vacancies of former members also elected in October 2018. The newly elected members will serve a three (3) year term.
Sept 2023	<ul style="list-style-type: none"> • Post Call for Candidates announcement on website, e-news, and Bulletin Board. • Begin bulletin announcements/call for candidates. • Candidate questionnaires available on website. • If necessary, PC members speak after Masses in Sep 23/24 to make a call for candidates and explain the election process. • Candidate questionnaires due by 3pm Mon, Oct 2, 2023.
Oct 2023	<ul style="list-style-type: none"> • Prepare candidate photos/edited questionnaires for display in vestibule starting weekend of Oct 7/8. • Post candidate photos / edited questionnaires to webpage and E-newsletter by the week of 9 Oct. • Prepare candidate photos/edited questionnaires as bulletin insert weekend of October 14/15. • Election (12pm Sat Oct 21 to 6:30pm Sun Oct 29) <ul style="list-style-type: none"> • Online voting 12pm Sat Oct 21 to 6:30pm Sun Oct 29. • Paper ballots and envelopes in narthex 5:30pm Sat, Oct 21 to 6:30pm Sun Oct 29. (Completed ballots placed Ballot Box on table in narthex) • PC committee and two staff members count ballots following 5:30pm Sun Oct 29 Mass. • Notify pastor and PC chair of results. • Pastor phones all candidates with results • PC chair sends a letter of congratulations to the 6 new members and invites them to their first meeting and/or orientation TBD in November
Nov 2023	<ul style="list-style-type: none"> • Newly elected PC members installed / attend 1st PC meeting
Nov 2023	<ul style="list-style-type: none"> • Elect new PC Chair, Vice-Chair, and Recorder • Graphic of PC members updated and posted on website and on bulletin board