

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
October 21, 2023
Brother Juniper Room

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

- **Members Present** – Fr. Jim Scullion, OFM (Pastor), Christine Arroyo (Vice- Chair), Tony Mercogliano (Recorder), Rory Quinn, Ryan Steenberge, and Clarence Neason
- **Other Attendees:** Dr. Sally Nicholson, Principal SFA School, Sheila Noble , Director of Faith Formation and Mary Mahler, Chair of Finance Committee (Representing the SFA Business Manager).
- **Members Not Present** – Dan Sullivan - Chair, Joe Burns, John Cipparone, Cecilia Fellner, Tom Wood, and Ulli Vaerst

SINCE MEMBERS PRESENT DID NOT CONSTITUTE A QUORUM NO VOTES WERE TAKEN AT THIS MEETING

II. Pastor’s Opening Prayer and Remarks:

- **Opening Prayer** - Fr. Jim lead us in an opening prayer
- **Diocesan Visit** -Very Rev. Lee R. Roos, pastor of All Saints Church in Manassas and head of the Diocese of Arlington’s Deanery V conducted his annual visit to our parish in late September. During this visit he interviewed all our Friars, key leadership members of both the parish and school and provided a positive out-brief report.
- **Capital Campaign** – Still no update on the specifics however Fr. Jim did mention the recent news that the Director of Development was leaving the Diocese may have delayed roll-out of this event.
- **“Encountering Jesus - Welcome Home “ Program** – This program (also known as the Enhanced Offertory Program) which solicits both financial and prayerful support for St. Francis parish ministries begins this weekend (October 21 and 22). In addition to a presentation at all masses, each registered parishioner will receive a brochure in the mail providing details of the program. Our goal is 100% participation.
- **Getting to Know the Parish** – Fr. Jim reported he had completed his visits to all SFA School classes and expects to soon complete visits to all Faith Formation classes.

III. Financial/Maintenance Update – Mary Mahler provided the following:

- **Q1 Financial Results** – Final figures for the parish show July through September collections were only 86% of our goal while expenses were slightly above plan. School income was above plan (primarily because many parents have chosen to pre-pay monthly tuition) and expenses were also above plan (due to many bulk purchases required to start the school year).
- **2022 Audit** – A final report is scheduled to be delivered this week. No significant discrepancies are expected. Any minor issues discovered were corrected at the time of the audit (February-March of 2023).
- **Enhanced Offertory Program** – During the Diocesan Visit, Fr. Roos mentioned that several parishes in the diocese conducted these types of appeals annually, especially ones where there was significant turnover in parish membership due to job transfers.

IV. School Update - Dr. Nicholson provided a report to the council which is included as an **Attachment** to these minutes. She also added she was in process of locating a “safe place” off the parish campus, which could safely accommodate all students and staff during a disaster such as fire.

V. Faith Formation Update – Sheila Noble provided the following:

- **Children’s Faith Formation** – Current enrollment in the program exceeds 500 children and is at the pre-COVID 19 level. Based on this good news, we expect to be offering a second Faith Formation session on Sunday’s for the 2024-25 school year.
- **Adult Faith Formation** – Both Father Jim’s Monday morning in-person Bible Study and Fr. George’s Tuesday evening ZOOM program (The Bible-One Book at a Time) have been very successful (averaging between 35 and 42 weekly participants respectively)

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- **Men’s and Woman’s Fellowship Ministry** – Both groups continue to meet separately on a monthly basis with attendance averaging between 15 and 20 participants.
- **Sunday Morning Faith Talks** – This program will begin on the first Sunday of each month after the 9:30AM liturgy in the parish dining facility. The first session (November 5th) on Franciscan Spirituality. Members of our Secular Franciscan Fraternity will share the role that Franciscan Spirituality plays in our parish and in our lives.
- **Trunk Or Treat** -The second annual event will be held Sunday, October 29th after the 5:30PM mass. Over 30 SFA Ministries have already signed-up to participate.

VII. Hispanic Ministry Update – Fr. Jim stated he will work with Fr. Chris to determine the best way to fill this vacant position.

VIII. Parish Outreach – No report was provided.

VII. Old Business

- **Francis Fest Update** – This event was an unqualified success both pastorally (bringing several hundred of our community together for a family social event for the first time in several years) and financially (the net event proceeds exceeded \$2,800). Dan Sullivan provided an excellent and detailed after action report which was sent to all under separate cover. Additional feedback/ comments/ suggestions were solicited from all present. It was suggested that we start planning for similar parish-wide events in 2024 earlier in the year. Also, that we consider holding our picnic event in the spring.
MORE TO COME
- **Pastoral Council Elections** – Nine parishioners were nominated to fill terms of six members which are ending in November. Voting starts on Saturday at noon, October 21st and closes at 6:30PM on Sunday, October 29th .

VIII. New Business

- **Youth Update** – Rory Quinn provided a summary of the excellent work he is doing and additional ideas of improving the sports program at SFA for both the school and Faith Formation youths. The goal of this work is to provide SFA families more opportunity to get involved in parish life.
- **Review of Pastoral Council Constitution** – Ryan Steenberge noted there were several inconsistencies between our current constitution and the actual way we were doing business. He suggested we review/update this document (last updated in 2019).
- **Agendas For Future Meeting** – Chris Arroyo suggested we set our future meeting agendas to help members better prepare for our monthly meetings and that we devote our next meeting to focus on the administrative issues of welcoming in our new members, electing new council member leadership and prioritizing topics to be addressed in 2024.
- **Farewell To Council Members** – Tony Mercogliano noted that of the six council terms ending in November, the three members who are not running again have faithfully served the parish since 2018 – Clarence Neason, Dan Sullivan and Ulli Vaerst. All thanked them for their service to the parish.
- **Members Illness** – Sheila Noble mentioned that council member Cecilia Fellner had been diagnosed with a serious illness and asked all to remember her in our prayers.

IX. Next Meeting/Closing Prayer/Adjournment – Next meeting -December 2, 2023 – Fr. Jim led us in a closing prayer – Meeting adjourned at 10:45AM.

Respectfully Submitted by: _____

Approved: _____

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Attachment

Pastoral Council Meeting – SFA School Update October 21, 2023

I. Enrollment: 265

II. Calendar

- Oct. 27 – Professional Development Day
- Oct. 28 – Chili Cook-Off
- Nov. 1 – All Saints Day Mass
- Nov. 7 – Pastor/Principal Diocesan Meeting
- Nov. 8-9 – Parent Teacher Conferences
- Nov. 13 – Monthly Rosary

III. Updates

- **Emergency Drills** – Our first lockdown drill was completed Sep. 27. Our earthquake drill was on Oct. 19. We continue to have monthly fire drills.

- **DFE Five-Year Plan** – The plan was approved and sent to the Office of Catholic Schools. The Plan will drive our improvement efforts over the next five years.

- **Monthly Virtue for October** – Reverence

- **Spirit Days** - The Student Council is sponsoring Spirit Days. Students may be out of uniform on these days for \$1. The money will go to a different charity each month.

- **New Teacher Support** - New teachers are supported by monthly individual meetings, and group meetings throughout the school year. The meetings focus on classroom management, parent communication, assessment, and many other topics.

- **Classroom Observations** - Formal teacher observations will begin Oct. 23.

IV. Questions