

**St. Francis of Assisi Parish – Triangle, Virginia**  
**Pastoral Council Meeting Minutes**  
**September 16, 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), Christine Arroyo (Vice- Chair), Tony Mercogliano (Recorder), Joe Burns, John Cipparone, Mary Beth Keenan, Rory Quinn, Ryan Steenberge, and Tom Woods
- **Other Attendees:** Angelica Silva, Coordinator of Children’s Faith Formation and Mary Mahler, Chair of Finance Committee (Representing the SFA Business Manager).
- **Members Not Present** – Dan Sullivan - Chair, Cecilia Fellner, Clarence Neason, Ulli Vaerst
- **Opening Prayer** - Fr. Jim led us all in an opening prayer.

**II. Pastor’s Opening Remarks:**

- **Getting to Know the Parish** – Fr. Jim reported has almost completed meeting one-on-one with each parish staff member to become aware of issues impacting the parish. He also is visiting each of the classes in SFA School and will soon begin similar visits to all children’s Faith Formation classes.
- **Maintenance Committee** – The parish will soon be forming a Maintenance subcommittee as part of the Finance Council to help plan and prioritize maintenance projects for the parish campus.
- **Offertory Enhancement Effort** – Starting the week of October 22<sup>nd</sup> we will be conducting a campaign to improve weekly financial commitments from parish members. This program will be similar to the very successful 2022 effort. Fr. Jim will be asking members of the Pastoral Council as well as other parish members to speak at weekend masses, witnessing in importance of the parish in their lives.
- **Capital Campaign** – As part of the 50<sup>th</sup> anniversary of its founding, the Diocese of Arlington will be conducting a Capital Donation Campaign in 2024. No specific projects or goals for this effort have been announced. More to come.
- **Announcement and Implementation of the Strategic Plan** – Fr. Jim suggested discussion of this subject be deferred until November. This will allow newly elected members of the council to participate.

**III. Chair’s Remarks - Approval of Minutes** - A motion was made and seconded to approve the August 19, 2023, Minutes. The motion unanimously carried.

**IV. Financial Update / Overview** – Finance Council Chair, Mary Mahler provided the following:

- **2023 Results** – The July to August (the first two months of the parishes fiscal year) results have been very positive. Income has been 115% of the planned budgeted amount for this period, while expenses were just 96% of plan. School tuition income is at 99.7% of plan while expenses are at 97% of plan.
- **2022 Audit** – While we were briefed several months ago there were no major findings and for the most part all minor findings have been corrected, the parish has still not received the official copy of the audit results. The reason provided by the Diocese was unanticipated administrative delay.
- **Collection Counters** – There is a need for additional help with counting weekend offertory donations. The Parish Business Manager is using word of mouth to recruit volunteers for this important and sensitive ministry. The work is done each Monday morning after mass and takes about 60 to 90 minutes.
- **Maintenance Update** – Maintenance staff is working towards emptying the temporary POD needed during the Pandemic to store chairs and other equipment not used in the school due to the social distancing requirement. Completion of this task will save the parish the over \$200 per month rental charge associated renting this unit.

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**V. School Update** - Dr. Nicholson was not available due to a requirement to attend CPR training at the school. She did provide a written report which was passed out to all in attendance (**Attachment 1**) and offered to respond to any questions by email or phone,

**VI. Faith Formation** – Angelica Silva, Coordinator of Children’s Faith Formation reported:

- **Children’s Faith Formation (CFF)** - Enrollment numbers for our Sunday and Thursday CCF program have returned to pre-COVID levels. Almost all of our teaching and classroom assistant positions are filled. We are seeing many new and younger faces with excellent CCF experience in our volunteer corps.
- **Trunk or Treat** – The second annual SFA Trunk or Treat event will take place on Saturday, October 28 in the SFA parking lot from after the 5:30 mass to 9PM. Faith Formation will be sending a FLOCKNOTES e-mail to all ministries requesting participation. Appropriate seasonal trunk and participant decorations/costumes will be encouraged. This will an excellent opportunity for individual SFA groups to publicize their ministries.

**VII. Old Business**

- **Francis Fest Update** – Provided as **Attachment 2** of these minutes.
- **Pastoral Council Elections** – Call for nominations began September 16<sup>th</sup> and will end on October 2<sup>nd</sup>. After mass announcements will continue each weekend during the month of September. Members of the pastoral council will be present after each weekend mass during the month to solicit candidates and answer questions. Elections will be held from October 21<sup>st</sup> to October 29<sup>th</sup>. Maximum use of electronic media (parish e-News, website) will be encouraged for both candidate nominations and voting.

**VIII. New Business**

- John Cipparone suggest creation of a Family-Young Adult liturgy at the 5:30pm Sunday mass and also increasing the number of “Donut Sunday” events during the month, soliciting support from SFA ministries to sponsor these events.
- Rory Quinn suggested increasing the emphasis of youth sports programs in the parish by sponsoring events which would include parents of prospective participants.
- Ryan Steenberge reported he would be working with Fr. Jim, Fr. George, and Dr. Nicholson starting in November to develop a marketing plan which would include both the SFA Parish and SFA School.
- Fr. Jim mentioned a concern regarding having Pastoral Council contact information (email/cell phone numbers) on the Parish website, in the weekly bulletin and on the vestibule bulletin board. It was suggested the parish create an email for the council (e.g., [PastoralCouncil@stfrancis.org](mailto:PastoralCouncil@stfrancis.org)) to address this issue. Ryan Steenberge agreed to follow up on this suggestion.

**IX. Next Meeting/Closing Prayer/Adjournment** – Next meeting -10/21/23 – Christine led us in a closing prayer – Meeting adjourned at 11:20AM.

**Respectfully Submitted by:**

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

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**Attachment 1**

**Pastoral Council Meeting – St. Francis School Update - September 16, 2023**

**I. Enrollment - 265**

**II. Calendar**

- Active Shooter Training (faculty and staff) – Sep. 15
- CPR/First Aid Class – Sep. 16
- Monthly Rosary – Oct. 2
- St. Francis Day in the Park – Oct. 6

**III. Updates**

- **Diocesan Policy 616** - Mrs. Griffin will be conducting our required instruction on sexual harassment (grades 6-8) and bullying/hazing during Health Class over the next two weeks.
- **DFE Five-Year Plan** - The DFE Committee is working on drafting a five-year plan based on the accreditation visit from this past Spring. The final plan will be approved by Father, and then submitted to the Office of Catholic Schools.
- **Monthly Virtue for September** - Faith.
- **Standardized Testing** - Our first standardized testing windows is open for the next three weeks. The goal is for all students to demonstrate growth over the three testing windows throughout the school year.
- **Church Bulletin Information** – Our Director of Admissions, Liz Orille, is working on a schedule for school information/celebrations to be placed in the church bulletins regularly.

**IV. Questions** - Since I am unable to attend this meeting, I would be happy to respond to any questions by email or phone.

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**Francis Fest Update**

- **Date, Location and Time** – Sunday, Oct 8<sup>th</sup> – SFA Parish Campus – After 12:30PM Liturgy – 4PM
- **Ticket Sales** - will begin at the weekend masses today and continue each weekend in September. Tickets will also be for sale in the Parish Office during normal business hours and on the day of the event (October 8<sup>th</sup>).
  - A single ticket will cost \$1. Multiple tickets will be available at a discounted price ( 6 tickets for \$5 and 25 tickets for \$20). Wrist bands for commercial children’s rides will cost \$10 each (for unlimited rides)
  - Beer will be 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.
- **Events Planned**
  - 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 (Need Coordinator)
    - Desert Wheel (SFA School)
    - Wine Wheel (SFA Columbiettes - Sue Cipparone)
    - Basket Raffle – (Ulli Vaerst)
    - Fire Truck Exhibit from PWC Fire Department (Tom Woods).
- **The following open items were discussed:**
  - **Security/Traffic Control** – Ryan Steenberge will coordinate with the Knights of Columbus to arrange for support during event.
  - **Placement of Individual Activities** – Examples – where will food trucks, commercial games, fire truck display, and other activities set up? **This item needs to be addressed before the event.**
  - **Final Coordination-** Final coordination with individual groups, points of contact ( Faith Formation/Youth Group, Pinata Sponsor, SFA School, SFA Columbiettes, Ulli Vaerst, Tom Woods to determine if they need any help in setting up or staffing their event. **This item also needs to be addressed before the event.**