

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
April 20, 2024
Brother Juniper Room

I. Call to Order/Attendance: The meeting was called to order at 9:35AM.

Members present:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Christine Arroyo (chair) | <input checked="" type="checkbox"/> John Cipparone | <input checked="" type="checkbox"/> Maria Soledad Villavicencio |
| <input checked="" type="checkbox"/> Ryan Steenberge (vice-chair) | <input checked="" type="checkbox"/> Blair Dolinger | <input checked="" type="checkbox"/> Tom Wood |
| <input checked="" type="checkbox"/> Joe Burns (recorder) | <input checked="" type="checkbox"/> Jean Jamrisko | <input checked="" type="checkbox"/> Mary Beth Keenan |
| <input type="checkbox"/> James Casey | <input checked="" type="checkbox"/> Kristi Phelps | <input type="checkbox"/> Cecilia Fellner |

Other Attendees:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Sheila Noble - Faith Formation | <input type="checkbox"/> Mary Mahler - Finance Com | <input checked="" type="checkbox"/> Eduardo Torres – Hisp. Min. |
| <input checked="" type="checkbox"/> John Enzmann - Finance Com | <input type="checkbox"/> Lisa Bongiorno – Bus. Man. | <input type="checkbox"/> Sally Nicholson - School Formation |

II. Opening Prayer and Remarks:

- Fr. Jim led us in an opening prayer.
- The annual Bishop’s Lenten Appeal is ongoing. The parish is currently at 98% of its goal.
- Fr. Jim departed to perform scheduled baptisms in the church to return later in the meeting.

III. Chair Remarks

- Approval of Meeting Minutes – The March 2024 meeting minutes were unanimously approved.

IV. New Business

There has been a suggestion to bring back the Children’s Mass. Before COVID, there was a mass where the children would come up front before mass and during the homily would depart the church for their own kids program and then come back into mass. This was done before during the 0930 mass. This was a volunteer run effort and after COVID the volunteer pool seemed to dry up. Faith Formation is looking at bringing back the Children’s Mass. Faith Formation is looking at possible staffing and will be having further discussions in the June meeting of the Council.

A member of the Council has been ill and is currently in Richmond recuperating. There is a “Go Fund” me page for this member and a calendar sign up to assist.

The chair noted that the Council, which is referenced as the Parish Council, is actually the Pastoral Council in official documents.

V. Subcommittee Reports

Strategic Plan: The plan was sent to the ministries with a survey for them to complete. Also, Parish Palooza information was sent for ministry support. The survey requests their support, comments and survey question responses. More to come.

- **Couples/Activity Ministry:** Trying to coordinate something the Palooza event. Focusing on a first event this summer and then trying for 1 event per month.
- **Spring event:** Parish Palooza will occur on May 17, 2024 from approximately 530pm to 830pm. Pastoral Council Members will be greeting at the entrance. Communications have gone out to the ministries. An announcement will go out in the bulletin to parishioners the week after the Council meeting for parishioners to RSVP. Knights of Columbus will be making a monetary donation.
- **Constitution:** Vice chair previously sent out recommended items out to discuss in the April meeting. The items under consideration are as follows:
 - Remove “Sunday” from beginning where it references “Sunday Eucharist”

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- Correct 4 years to 3 years
- Adjust constitution date or keep original date and add amended date in some fashion
- Recommend the Pastoral Council has a standing committee on communications and a communications officer. This officer would interface with the various groups and the staff who do the weekly bulletin
- Codify that there is an annual agenda from the vision committee and agreed upon topics for the Pastoral Council to discuss at the beginning of the Pastoral Year
- Add a suggestion box for feedback that is checked monthly and responsibilities for responding. It is important for input to be received from parishioners. This could be a function of the communications committee. Box will be both online and physical. (Side Note: A Council member is working on a bulletin announcement advertng the online suggestion box.)
- Add non-voting member(s) from the youth group. Have under 18 members of the youth group attend Council meetings. Perhaps have them come in pairs.
- Ensure a member of the Council is a member of the Hispanic community. If not elected, one will be appointed by the Pastor
- No more than 2 consecutive 3 year terms for any Council member. They would have to take a 1 year break before running again.

VI. Old Business:

- Email address with parish domain – All set to get login and take the next steps. Working with Father George. One person, the Council Chair, will get access to the email address.
- Welcoming session for new parishioners. Looking at doing in the spring and fall (2x per year). Planning for the fall.

VII. Financial Update / Overview

From the notes provided:

1. The offertory collections (including holidays) are 12% below budget or (\$183,000). The Easter collection will be reflected in the April financials since it was deposited in April. The Easter collection was budgeting for \$35,000.
2. The one time gifts from the enhanced offertory campaign are approximately \$83,000. These funds were not budgeted
3. The total expenses are 98.7% of the budget. The shortfall of expenses is \$25,000. This is a good thing
4. Overall, now it looks like the Parish is holding its own
5. The overall school income is 104% of its budget. Tuition is collected on a regular basis throughout the year and the day care income is higher then budgeted.
6. The school expenses are running at 99.5% of their budget
7. The gates in the parking lot were installed during the school's Easter break. The cost was \$14,000. The gates meet the Diocesan requirements to keep the children safe from vehicular traffic. Parents have commented that they are pleased to see them.

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8. The second set of doors to the school will be installed during the summer. They will be inside the lobby area of the school. The expected cost is \$24,000. Additional costs will be required for the buzzers or doorbells. NOTE: school will pay for the doors.
9. The parish still needs to be building a cash reserve to complete some repairs and deferred maintenance on the campus. The Diocese will be having a contractor look at the facilities and prepare a “reserve study” or maintenance plan for the complex. The plan would be like those in homeowner associations or commercial buildings. There will be a cost to the parish, but we do not know what that will be
10. Contracts for teachers for the next school year have been distributed to the staff. A few teachers are retiring.
11. There will be an announcement in the bulletin on the Offertory Enhancement results in late April or early May.

VIII. School Update

The Principal provided the following written report:

- Enrollment is 261
- Calendar:
 - 4/23-24 ACRE Testing in Grades 5 and 8
 - 4/24/24 Administrative Professionals Day
 - 4/26/24 Auction
 - 5/1/24 Substitute Appreciation Day
 - 5/4/24 Confirmation
 - 5/6-10 Teacher Appreciation Week
 - 5/7/24 8th Grade Vocations Mass with the Bishop
 - 5/8/24 School Nurse Appreciation Day
 - 5/9/24 8th Grade World Language Exam
 - 5/10/24 Kings Dominion Music Festival (Choir)
 - 5/11/24 First Holy Communion
- Updates:
 - o Emergency Drills- This month we are conducting the following emergency drills: fire, lockdown and tornado
 - o Monthly virtue for April- Justice
 - o PTO- The newly elected PTO Executive Board members will be meeting next week as we make preparations for 2/24-2025. We are currently working on finalizing the 2024-2025 school calendar, schedule and staffing.
 - o School Safety- Pipe gates were installed over spring break, offering safety for our students in the parking lot and playground areas during school hours. We will be installing a set of double doors inside the existing school front doors over the summer to offer a double door entry.

IX. Hispanic Ministry Update

Busy month for the Hispanic community. Way of the Cross as very successful. On Easter Sunday, there was a family picnic as a community at a park in Stafford, VA. There were 250-300 people in attendance. The Hispanic community will be participating in the Parish Palooza. Also, the Hispanic community is looking to add Hispanic activities to both bulletins. The strategic plan survey was sent via email to the Hispanic community. It was noted that they have a holy hour once a month.

X. Faith Formation

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Special Olympics athletes are coming Sunday afternoon at 2pm. The 7th and 8th grade basketball players combine with the Special Olympic players on teams. Year one confirmation students are in the stands cheering. There will be boys and girls teams. Confirmation is May 4th with 107 persons being confirmed. First Communion is May 11th with 122 children making their First Communion. Faith Formation is looking for religious education to start after Labor Day and finish in April next year. The women's group is finishing a book. Women of the parish will be having dinner nights and movie nights. Father Jim's Monday morning session had 40 attendees. On Sunday May 5th, he will lead a Sunday talk after the 0930 mass. Vacation Bible School is returning to St. Francis this summer. Before registration opens for children, they are seeking volunteers to help with VBS. The volunteer staffing will determine how many children can register. Looking at June 17-21, 2024. Age range of either K-5/6 or PK-5/6. Looking at getting junior high and above youth volunteers as well.

XI. Next Meeting – May 18, 2024. A volunteer schedule will be sent to Council members. It was reiterated that Council members will greet people from 5-6pm at the Palooza.

XII. Closing Prayer was led by Father Jim at 11:15am.

Respectfully Submitted by:

Approved: _____

Joseph Burns