

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
May 18, 2024
Brother Juniper Room

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

Members present:

- | | | |
|--|--|---|
| <input 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 type="checkbox"/> Mary Beth Keenan |
| <input checked="" 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 checked="" type="checkbox"/> Sally Nicholson - School |
| | | <input type="checkbox"/> Angelica Silva – Faith Formation |

II. Opening Prayer and Remarks:

- The Vice Chair led the opening prayer. Father was conducting a baptism.
- Remarks from Father Jim were postponed until he arrived.
- The annual Bishop’s Lenten Appeal is ongoing. The parish is currently at 108% of its goal.
- The death of Dr. Barber was announced along with a tentative funeral date. Father John and the Bishop are expected to be in attendance. The family has requested privacy at this time.
- Brendan, the Youth Minister, is retiring at the end of the year.
- The e-Newsletter is being dropped. It essentially replicates what is in the bulletin and you can sign up to get a weekly email of the bulletin.

III. Chair Remarks

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

IV. Old Business

- **Constitution:** The proposed amendments that were discussed in the April meeting were voted on with the results as follows:
 1. Remove the word Sunday: 8-0 in favor
 2. Change term length from 4 years to 3 years: 7-1 in favor
 3. Communications Officers as an elected position in the Council: 8-0 in favor
 4. Council managing a physical and virtual feedback system: 7-0 with 1 abstain
 5. Council provides input to parish communications strategy: 8-0 in favor
 6. Vice Chair automatically becomes the Chair: 8-0 in favor
 7. Term limits. Members cannot serve more than 2 consecutive terms: 8-0 in favor
 8. One member of the Council will be from the Hispanic Ministry: 8-0 in favor
 9. Two youth parishioners will be youth advisors to the Council: 8-0 in favor
 10. Annual report submission from ministries: 8-0 in favor
 11. At beginning of pastoral year, annual meeting plan for the Council: 8-0 in favor
 12. Regular review of constitution every 5 years: 8-0 in favor
- **Email Address with Parish Domain:** Skipped due to member absence
- **Pastoral Council Outreach and Communications:** Skipped due to member absence
- **Let’s Go Out Activity Ministry:** Looking at events such as hikes for families, hikes for adults and other activities

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- **Parish Welcoming Session:** Council will invite church staff member Chanel to June meeting. Go over the history of past welcoming plans and look at how best to move forward.
- **Parish Palooza:** Great event with the Hispanic ministry providing food, music, fellowship and dancing. Knights of Columbus cooked hamburgers and hot dogs. Overall the event was described as a wonderful event with great fellowship. There were 112 people that signed up with approximately 200 in attendance. The face painting was VERY popular with the children. A zoom call meeting will be set up for data collection and an after action report. This meeting will go over what worked, what did not work and a report will be completed. Leftover items such as food and other items were to be donated for Vacation Bible School and the leftover watermelon was immediately donated to the shelter. Lastly, the event came in under the projected budget.

V. Old Business:

- **Strategic Plan Feedback-** Thus far, only feedback from 6 of the 30 ministries that were sent the plan. Council will email to extend the deadline to respond. Responses so far have been helpful.
- **Visioning Committee** – Required by the constitution. This committee will be working on the strategic plan specifics and will consist of committee members and parish staff members. During the June meeting, more discussion will be held on this committee and its potential members.
- **St. Francis Fest Day Weekend-** This will be held the first weekend in October. The parishioners buy their own food/drinks and it is held in the middle of the day on Sunday. There is a blessing of the animals on Saturday. It was well attended last year. Looking at making the focus on the whole week. Tickets to the bounce house and climbing wall are sold to offset the cost of renting these items. A suggestion was made to get sponsors (from back of bulletin) to help pay for the bounce house and climbing wall in return for festival advertising. Looking at having the ministry fair at the Francis Fest and also have the ministries involved in the planning. There will also need to be a staff liaison.
- **Gifts to Altar-** A question was asked about parishioners bringing gifts to the altar during mass. The response was it is still being discussed.
- **Parish Historian-** Question was raised should there be a parish historian? Should it be a staff member or a council member filling this role? This will be looked at and discussed in the future.

VI. Subcommittee Reports

Strategic Plan: see notes under **Old Business**

VII. Financial Update/Overview: N/A

VIII. School Update:

The Principal provided the following written report:

- Enrollment is 259
- Calendar:
 - May 24- Baccalaureate Mass
 - May 27 No School
 - May 28 Band Concert

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- May 29 Talent Show
 - May 30 Drama Production
 - May 30 MS Dance
 - June 3 8th Grade Graduation
 - June 7 Last Day of School for Students
- Updates:
- Emergency Drills- This month we are conducting the following emergency drills: fire, lockdown
 - Monthly virtue for May- Zeal
 - Step Up Day for PK and 5th Grade students. They get to experience the next grade
 - PTO- The newly elected PTO Executive Board members will be meeting a second time to draft the bylaws and begin planning for the 2024-2025 school year.

IX. Hispanic Ministry Update

The shirts that were worn by Hispanic Ministry members at the Palooza were very popular. The band and food were also a very big success. The Hispanic Ministry was happy to collaborate on the Parish Palooza and it was nice to join in.

X. Faith Formation

Planning for next year. Sacrament classes are done. Confirmation dates are being submitted to the bishop for next year. There was a Diocesan faith formation meeting the previous week and they were impressed with St. Francis' adult faith formation. Father Jim (at the time of this meeting) had one more bible study session. VBS is set for June 17-21 from 9am to noon. There will be three groups between K-5th grades. Registration opens on May 18th with a June 7 deadline. The three groups will be K-1, 2-3, and 4-5. Due to a backlog, volunteers have to already by Virtus cleared to work for VBS.

XI. Next Meeting – June 15, 2024.

XII. Closing Prayer was led by Father Jim to 10:30am.

Respectfully Submitted by:

Approved: _____

Joseph Burns