

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 15, 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 type="checkbox"/> John Cipparone | <input checked="" type="checkbox"/> Maria Soledad Villavicencio |
| <input checked="" type="checkbox"/> Ryan Steenberge (vice-chair) | <input 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 checked="" type="checkbox"/> Mary Mahler - Finance Com | <input checked="" type="checkbox"/> Eduardo Torres – Hisp. Min. |
| <input 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:

- Fr. Jim led us in an opening prayer.
- May has been a busy month with the end of the school year. Also, Dr. Barber’s funeral was recently held. The week after the funeral there was another memorial mass held for Dr. Barber.
- Francis House received an anonymous donation of rugs, shelves, chairs, etc. Also, the lease for Francis House was just renewed with the landlord.
- There will be a group traveling from St. Francis to the sister parish on July 8th. Father Chris will be going.
- Parish staff will be taking vacations during the summer with staff staggering their leave.

III. Chair Remarks

- Approval of Meeting Minutes – The May 2024 meeting minutes were unanimously approved. Minutes will be sent to Chanel to post on the church website.

IV. New Business

- Blood Drive: One of the Council members is interested in doing a blood drive at St. Francis. It was last talked about last summer. Idea is to provide space in the fall/spring. Currently looking at having one in November 2024 to get one “in the books” and see how it goes.
- Welcoming Session Planning:
Prior to the pandemic, the parish was having welcoming sessions. Previously new parishioners were sent a welcome packet. It was later changed to a welcome letter and sessions were held on the 2nd Sunday of the month. If it was a donut Sunday, then donuts were provided on other Sundays, a catered treat was provided. At that time, a talent sheet of ministries as provided along with the electronic giving form. A bulletin announcement would announce the Welcoming Session on the 2nd Sunday in the gym. It was normally held after the 9am mass in the gym with a sign in sheet. The sessions were schedule for 50-60 minutes. In real time, sessions were normally 35-40 minutes long and 5-10 people maximum attended. There was an agenda, question and answer period and a meet/greet held afterwards.

The challenge to the Welcoming Sessions was there was no RSVP so it was not know who was coming and not many people showed up. Additionally, not all scheduled speakers from the parish

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 15, 2024
Brother Juniper Room

could come as well. During Covid, an email was sent with a welcome page and a tab to click for online giving.

Comments from Council on the above included the fact that there is nothing for the Hispanic community. Hispanic community representative said there can be a culture of not registering. It was noted that it is actually happening with a staff member helping with translation. Additionally, there are registrations forms in the vestibule and online in Spanish.

Going forward, the Welcoming Sunday should be made more personal with attendees greeted and welcomed. Father's vision is to have the session the Brother Juniper Room (versus gym) every other month. Father and a council member would be at the meeting. Quarterly sessions appear to be the best idea with light refreshments. Right now looking to possibly start in October.

- Provide Chanel with Calendar Dates for Fiscal Year
 - o Francis Fest/Ministry Fair- date set for October 5th. Asking for everything regarding space.
 - o Add Pastoral Council meeting dates.
 - o Blood Drive- set for early November
 - o Parish Palooza- hold the event again on May 16th
 - o Welcoming Sessions- Father Jim will set these dates
 - o Other- put in Pastoral Council elections and look and see whose term is ending

V. Subcommittee Reports

Strategic Plan: Thus far, 10 ministries had responded with an anticipated 13 responses by the end of the weekend.

Visioning Committee: This committee will provide input and evaluate the responses. The Visioning Committee will also proceed with the strategic plan (which is to be redone every 5 years). To set up the Visioning Committee, 2 members of the staff are needed along with the Vice Chair and 3 other council members. Staff identified were Sheila Noble and Father Chris. Council member are Ryan, Tom, Jim and Kristi.

Let's Go Out Ministry: Trying to coordinate something. Focusing on a first event this summer and then trying for 1 event per month.

Constitution: The constitution has been amended and is ready to go on the parish website. There are two actions still outstanding from the constitution. One is to fill the communications director position. The other one is select 2 youth members as non-voting members and have them show up to the August or September meeting.

VI. Old Business:

- Email address with parish domain – the Council Chair will get the credentials to log in. The address will be parishcouncil@stfrncis.org
- Discussion: Email from Tony Mercogliano about the e-news being stopped. Concerned because the e-news was a big reason for increased participation in and receipt of SFA Voice by parishioners. They want the biggest reach to reach the widest audience. Note that parishioners can go to the parish website and get the bulletin delivered electronically. The council will try to assist as best as they can and help get the message out there.
- Communications Director: Mary Beth (based on her background) will be asked to fill in this role.

VII. Financial Update / Overview

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 15, 2024
Brother Juniper Room

1. The offertory collection is at 90%, down \$185K. Income for 11 month is at 97%. Based on the enhanced offertory efforts, there as approximately \$100K in one time gifts. Additionally, there was a significant one time donation from a family. Expenses are at 97.7 %. It was noted that collections drop in June/July/August and parishioners tend to not make it up.
2. Overall school income is at 102% of the budget. Daycare income was higher than expected and expenses were at 100.8% of the budget.

VIII. School Update

The Principal provided the following written report:

- 2024-2025 Enrollment is 240
- Staffing
 - o 4 retirements
 - o 5 not returning (2 relocating, 1 health issue, 2 personal/family)
 - o Most positions are filled for 2024-2025 (qualified and experienced teachers). 1 position expected to be filled with interview scheduled for the following week.
- Summer Tasks:
 - o Handbooks
 - o PTO Bylaws and Calendar of Events
 - o Survey Feedback
 - o New Staff Onboarding
 - o New Student Files

IX. Hispanic Ministry Update

Designs shared of the insert in Spanish with their ministries, which was a 2 sided color insert. They want to integrate to the rest of the parish by translating and putting in English along with pictures of activities. The ministry prefers weekly in the bulletin but the parish will look at it from a budget perspective. It was noted that the Council Communications Director could help with this to link the two bulletins.

X. Faith Formation

Working on calendars and dates for next year. Changes are coming for faith formation for off year sacraments. They will go into their grade level classes with separate parent sessions of children receiving sacraments in an off year. Vacation Bible School (VBS) is next week. There will be 50 kids this year with volunteer support. It is a scuba themed event. Since the school dance was under the sea theme, it was a good fit and supplies were able to be re-used. Heavy planning is taking place for next year and fall registration is open with a link sent out to previously registered families.

XI. Next Meeting – August 17, 2024 @ 9:30am. No July meeting.

XII. Closing Prayer was led by Father Jim at 10:55am.

Respectfully Submitted by:

Approved: _____

Joseph Burns

**St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
June 15, 2024
Brother Juniper Room**