

St. Francis of Assisi Parish – Triangle, Virginia
Pastoral Council Meeting Minutes
August 17, 2024
Brother Juniper Room

I. Call to Order/Attendance: The meeting was called to order at 9:31AM.

Members present:

<input checked="" type="checkbox"/> Christine Arroyo (chair)	<input checked="" type="checkbox"/> John Cipparone	<input 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 type="checkbox"/> Joe Burns (recorder)	<input checked="" type="checkbox"/> Jean Jamrisko	<input checked="" type="checkbox"/> Mary Beth Keenan
<input checked="" type="checkbox"/> James Casey	<input type="checkbox"/> Kristi Phelps	<input type="checkbox"/> Cecilia Fellner

Other Attendees:

<input checked="" type="checkbox"/> Sheila Noble - Faith Formation	<input type="checkbox"/> Angelica Silva – Faith Formation	<input checked="" type="checkbox"/> Sally Nicholson - School
<input checked="" type="checkbox"/> Mary Mahler - Finance Com	<input type="checkbox"/> Eduardo Torres – Hisp. Min.	

II. Opening Prayer and Remarks:

- Fr. Jim led us in an opening prayer.
- School starts on Wednesday. Children’s Faith Formation is starting up as well.
- Provincial Meetings are coming up, friars will travel, Fr. Chris will be gone in October, Fr. George will be gone in January. January meeting will include some lay people from parish. Fr. Jim trying to get away 2d Week in September.
- Diocese going through transition. Diocesan Tribunal process is slow, Fr. George has noted this is improving with the transitions.
- Nicki, Director of Music, resigned. Next Sunday is her last Sunday. Wants to continue as a cantor and musician. Colleen will take over as Director of Music.
- October 13 @ 1030 first welcome session for new parishioners.
- Security cameras around property. Police drive through a few times a day.
- Directives from the audit are being implemented. Were able to get a few more counters. Evaluations are going to start. Fr. Jim recommends Pastoral Council evaluate him, process will be developed.
- Fr. Jim is going to get some dental work done. He will be getting dentures, so it may take some adjustment to speaking.
- Only one application for Youth Minister. Parish will likely increase search area.

III. Chair Remarks

- Approval of Meeting Minutes – Need to remove Blair from being in attendance. The June 2024 meeting minutes were unanimously approved as amended. Mary and Fr. Jim did not receive the minutes, Chris will work on how to ensure they receive in the future.
- Supported Hilda Barg shelter in July. They really liked our dinner.
- Communications Chair: Mary Beth accepted appointment. Publicity for Pastoral Council events, bulletin announcement, monitor Pastoral Council email. Mary Beth will be developing more details on the position.

IV. New Business

- **Pastoral Council elections:** We have a full council at this point. No terms ending this year. Current bylaws state every 2 years. Mary recommended using next year as a time to adjust the election plan to best support the council. Discussion about having an election every year in order to provide the opportunity for the Parish to remain engaged and influence the Pastoral Council. Council decided to not conduct an election this year.

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- **Francis Fest:** Blair and Sheila are leading the planning. So far, plans/leaders include: Wine Wheel/Columbiettes, Cake Wheel/School, Face Painter and Children’s Games/Sheila, Bounce Houses and Rock Wall/Chanel, Baskets for raffle/Ministries, Ice Cream Bar/Pastoral Council, Fire trucks/Tom.
The Fest will be on **Saturday**, October 5 and will start after the blessing of the animals (approximately 12:30 to 4). This year, we aren’t doing food trucks and various communities including Hispanic and Philippine Communities, are willing to provide food. We will supplement with Hamburgers/Hotdogs courtesy of the Knights. The question of offering the communities reimbursement for supplies was raised and discussed but we did not determine a way forward or method. Further discussion at September meeting. Chris will request band/music from Hispanic ministry. Fest will serve as fall ministry Fair. Pastoral Council Basket theme: “Fall.” Ticket sales two weeks before the event. \$1 per ticket, 6 for \$5, 25 for \$20. Security, no need for anything additional. Chris will set up a signup to sell tickets after mass.
- **Future meeting dates and topics.** Upcoming event dates. Chris requests everyone review the details, and they will be discussed in more detail in a couple months.
 - Council meeting:
 - 2024
 - September, 21st – council elections; Francis Fest; welcoming session in October
 - October, 19th – Advent activities; Francis Fest after action;
 - November, 16th – Annual Plan; new officers selection
 - 2025
 - January, 25th (changing due to MLK holiday on 18th) – Visioning Committee report
 - February, 8th (changing due to President's Day on 8th) – Lenten activities; another Blood Drive; next welcoming session in March/April
 - March, 15th – Parish Palooza; Visioning Committee activities
 - April, 12th (changed due to Easter) – Parish Palooza
 - May, 17th -
 - June, 21st –
 - August 16th – Francis Fest 2025; next welcoming session in September/October; next Blood Drive
 - September 20th – Francis Fest; Council elections for members leaving who were elected in 2022
 - October 18th - Advent activities; Francis Fest after action; election results
 - November 15th – Annual Plan; selection of new officers
 - Events:
 - 5 October – Francis Fest
 - 13 October - Welcoming session: Chris and Blair will attend.
 - 3 November - Blood Drive: More details to come: (8:30 to 12:30) sign-ups online prior to. There will be other type of donations. Need volunteers to sign people in. Walk-ins will be accepted if space is available.
 - 16 May – Parish Palooza
 - 4 October 2025 – Francis Fest
- V. Subcommittee Reports**
 - **Strategic Plan:** Ministry inputs are still being received.
 - **Let’s Go Out Activity Ministry:** Blair and Mary Beth will discuss but hoping to do an event on a Sunday in September. Between masses on Sunday, Crow’s Nest.
 - **Constitution:** Review Next Year. Sheila will talk to Fr. Jim about the youth members.

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- **Visioning Committee:** Details were sent out to committee members. The initial meeting will be the first week in September. A presentation will be provided to the Pastoral Council in January and the committee will determine an appropriate method to share information with the Parish.

VI. Old Business:

- Email address with parish domain – Mary Beth will be getting access. Will update bulletin with new email address.
- Picture at the front of church is outdated. Mary Beth will get it updated.

VII. Financial Update / Overview

Mary provided the following report:

1. Fiscal Year 2024 finished June 30. Offertory Collection 90% of budget. Short over \$200k for the year. Total income, includes other donations, 98%. Expenses 95% of budget, \$116k below.
2. Council in July approved Parish and School 2025 Budget. Offertory and Income will be the same as last year.
3. School income 105% budget, Dr. Barber’s fund and daycare higher than expected. Expense 100.3% for the year. Parish contributed \$360k to the budget and donated \$45k to the Diocese for schools.
4. \$690k Loan. 8 years remaining. Diocese is a 10 year loan but no principle payments were due during Covid.
5. Annual report submitted this past week.
6. Finance council approved a new charter. For terms, instituting 3 year terms maximum 3 terms. Now they need to implement.
7. Parish made Diocesan Lenten Appeal 103%

VIII. School Update

Sally provided the following report:

- Enrollment is 251. Sweet spot 260. Still taking applications.
- New Faculty & Staff. 13 new assignments.
- Calendar
 - o First day of School – Aug 21
 - o Back to School Night – Aug 26 (6-8), Aug 27 (K-5)
- Theme for the School Year: Hope and Rejuvenation
- Spiritual Life
 - o Switching to weekly virtues instead of monthly virtues
 - o Stations of the Cross – Three times during lent
- Monthly Faculty & Staff Meetings
 - o Active shooter – Sep 27
 - o IXL and Schoology Training
- Second front door installed
- PTO: up and running

IX. Hispanic Ministry Update

Not Updated.

X. Faith Formation

Sheila provided the following report:

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- Children’s Faith Formation. 375 enrolled currently, last year was 506. At capacity for Sunday morning due to capacity. May need to add another session on Sundays to cover sacramental prep but concerns about finding enough catechists. First classes are Sunday Sep 8 and Thursday Sep 11.
- RCIA begins Sep 11 (English) and Sep 12 (Spanish) Moving to use the United States Catechism for Adults as a text resource. Have met with 13 so far and have 2 more meetings set up this weekend.
- Fall Bible Study will focus on Revelation and begins Monday, Oct 7.
- Scripture One Book at a Time took July up and starts back up Aug 20 with the Book of Micah
- Sunday Morning Faith Talks start Oct 6 following the 9:30 Mass. Fr. Jim will give a preview of his fall study on Revelation.
- Women’s Group begins Sep 17 and meets on the 1st and 3rd Thursdays of the month. Doing a book study (My Badass Book of Saints: Courageous Women Who Showed Me How to Live). The author, Maria Johnson, joined the parish last summer.
- Investigating starting a new ministry to support caregivers. The group looks to start Oct 20 at 12pm and will meet monthly.

XI. Next Meeting – September 21, 2024.

XII. Closing Prayer was led by Chris at 11:07am.

Respectfully

Submitted by: _____
Ryan Steenberge

Approved: _____