

**St. Francis of Assisi Parish – Triangle, VA**  
**Interim Pastoral Council**  
**Meeting Minutes**  
March 25, 2017

**I. CALL TO ORDER & ATTENDANCE**

The meeting was called to order at 9:30AM in the Brother Juniper Room. Members present: Fr. John O'Connor, OFM, Parochial Administrator, Greg Krauss, Chair, Mary Battista, Maureen Britt, Paul Camarca, Jim Casey, Betty Chimento, Maureen Deutermann, Antonio Mayorga, Tony Mercogliano, Joe Mitcho, Rich Payant, Clarence Thompson and Anne Tunney. Absent: John Habel.

**II. OPENING PRAYER**

Fr. John led us in an opening prayer.

**III. APPROVAL OF MINUTES**

A motion was made by Joe Mitcho and seconded by Clarence Thompson to approve the February 25<sup>th</sup> minutes. Motion unanimously carried.

**IV. PAROCHIAL ADMINISTRATORS REPORT**

***a. Pastor Issue Update*** – An official announcement from the provincial administration to the parishioners of St. Francis is expected in a week or so.

***c. Financial Update*** – Collections at the masses since Religious Education classes have returned to Sunday mornings have approximately equaled those for the same period last year. Our year-to-date deficit had been reduced by significant donations from members of the parish. We are hopeful this trend will continue.

**VI. NEW BUSINESS**

***a. Child Protection and Compliance*** – Chanel Marquis SFA Protecting God's Children/Compliance Coordinator provided a very informative briefing on her duties and responsibilities for the diocesan **VIRTUS** Program. A significant part of her presentation involved explaining the importance of this program and its evolving and increasing scope.

***b. Diocesan Ethics Program/EthicsPoint Hotline*** - Greg Krauss and Clarence Thompson provided information on EthicsPoint. This diocesan program is a toll-free fraud hotline available in both English and Spanish which provides a confidential method of reporting financial, accounting and administrative concerns, as well as employee misconduct. All reports are taken seriously and promptly investigated and when requested, anonymity is provided. This hotline is an important additional safeguard in our management of resources. They encouraged all who perceive possible misuse of Church assets or unethical practices to report such concerns in an effort to build a culture of stewardship and fiscal accountability.

**c. Strategic and Financial Planning** – Father John reported the Finance Committee would be issuing the 2017/2018 budget call to the heads of all ministries at SFA in early April. Included in the call will be a request for each respondent to list their current duties and responsibilities as staff members. Once the Finance Committee receives the requested data they will develop a proposed budget which will be presented to the Interim Pastoral Council for review in late spring. The parishes new fiscal year begins on July 1, 2017.

**d. Immigration Support (Do you know your rights?)**– Joe Mitcho and Anne Tunney reported the parish would be beginning an ongoing program this Sunday (March 26<sup>th</sup>), to help immigrants prepare for the significant changes the new administration is implementing with regard to enforcement of US immigration policy. Assistance will be provided in the areas of being aware of individual rights, obtaining copies of necessary documentation on status (birth certificates, visas, etc.) and legal advice.

**e. Theology-on-Tap** – Father John invited all to come to a very special presentation on Christian-Islam Relations at the March 27th Theology on Tap meeting which has been opened up to adults of all ages for a very special talk from a renowned expert in Islam— Christian relations, Fr. Michael Calabria, O.F.M., PhD. Please join him at the Ornerly Beer Company, located in Woodbridge, VA. More information can be found in the parish bulletin and on the website.

**f. Traffic Problem-** Fr. John reported that with the return of religious education classes to Sunday mornings the traffic problem on Fuller Heights Road had also returned. He suggested we review alternatives to alleviate this problem at our next meeting. He indicated he would invite representatives of the religious education and music ministries to be present at this meeting to provide input on this topic.

**g. Future Event Planning-** Fr. John also suggested the Interim Pastoral Council review the 2017/2018 Parish Calendar for potential conflicts (major events being scheduled on the same or proximate days).

**VII. NEXT MEETING:** Saturday, April 29, 2017 9:30 AM

**VIII. CLOSING PRAYER:** Father John led the group in a closing prayer.

**IX. ADJOURNMENT:** The meeting was adjourned at 11:20 AM.

**Respectfully Submitted:**  
**Anthony Mercogliano**

**Approved:**  
**4/29/17**