

**St. Francis of Assisi Parish – Triangle, VA**  
**Interim Pastoral Council**  
**Meeting Minutes**  
**January 19, 2019**

**I. CALL TO ORDER & ATTENDANCE** - Called to order at 9:30AM in the Brother Juniper room.

- a. Members present were Fr. John O’Connor, OFM, Pastor, Phil Bongiorno, Terry Danner, Marv Floom (as acting chair of the Finance Committee), Maggie Eves, Marianne Hayes (RE Director), Barbara Hammond, and Michelle Nicolai, Clarence Neason, Dan Sullivan, Pequitte Schwerin and Ulli Vaerst.
- b. Members Absent were Fr. Ignatius Harding, OFM (Outreach representative), Angelica Salguero, Jean Allen, John Hales, and Dr. Tricia Barber.

**II. OPENING PRAYER** - Fr. John led us in an opening prayer

**III. APPROVAL OF MINUTES** - A motion was made by and seconded to approve the November 17, 2018 minutes. Motion unanimously carried.

**IV. NOMINATIONS AND ELECTIONS** – None

**V. REPORT ON HOMELESS DINNER** – A report was provided on the homeless dinner, and members were thanked for their participation in having a successful event.

**VI. PASTOR’S REPORT**

**a. *Finances***

- 1. The Annual Appeal did well, overall results were improved over the previous year, supported by a single large donation, and the auction of a donated piece of jewelry. While the dollars were larger, the number of contributors were down from the previous year. There was a large anonymous donation made to the parish.
- 2. The collection of 12 and 13 January was down significantly as the weather severely impacted attendance.
- 3. The government shutdown is impacting charitable support – Francis house is seeing substantially increased need. Fr. John is exploring an avenue for short term loan assistance.

**b. *Crisis in the Church*** – Collections have returned to previous levels, after the headlines.

**c. *Consultant*** – Fr. John provided an update on the consultant to review the financial situation of the parish and recommend steps we might take to ensure we stay on a strong financial footing. He has submitted a revised return proposal for a one person – two-day option, which would significantly reduce cost.

- d. Building Repairs** – Estimates obtained for repair of the heating, ventilation, and air conditioning system in the school are \$200,000 to address the current problems, and \$500,000 for a completely updated system. The parish will be proceeding with the least costly option.
- e. Holy Name Province Consolidation** – The review of parishes is continuing, and St. Francis will be reviewed in April 2019 (Palm Sunday weekend). The final Provincial report will be issued later in 2019. However, the consolidation of the Franciscan Provinces scheduled for 2022-2023 will likely entail another round of reviews. A goal is to provide input from the consultant report and the Parish Strategic plan to submit for review to the evaluators.
- f. School Update** – The school has initiated a full day preschool program for children 4 years old. There has been parent demand for this. The plans for the heating and cooling repairs at the school continue, and costs are still changing. However, the state of finances drives the parish to the most costly approach.
- g. John Paul the Great High School** – A follow on discussion was held on improving visibility of St. Francis within the school. Fr. John had a successful discussion with the School and is now a member of the board. He is hoping to officiate at some of the Masses at the school.
- h. New Parishioner Welcome** – Attendance remains sparse at these, and weather canceled the January one. There were discussions about how to increase participation in it.
- i. Psychological Counselor Available** – Catholic Charities is funding a psychological counselor 10-6 on Tuesdays. The counselor also serves other area parishes. There is a need based sliding price schedule, and appointments are made through the Catholic Charities office.
- j. Fr. John's Strategic Goals** – A copy of this was circulated to Pastoral Council members.
1. Fr. John noted that St. Francis is a younger parish, and continued success depends on developing programs that attract more of these people.
  2. Engaging younger people in Parish ministries and special events such as the fall festival.
    - Vacation Bible school is one such popular example
    - Advent family gathering entitled "A Night in Bethlehem"
    - Sunday enrichment programs – would like to do monthly
  3. Plan a weekend retreat for Parish council members and lay leaders
  4. Increase school enrollment

5. Conduct a capital campaign to fund some badly needed meeting and office space as demand currently exceeds supply.
6. Psychological counseling (covered earlier)
7. Continue ecumenical endeavors as led by Fr. Ignatius.
8. Recruit younger friars for the staff.
9. Recruit a younger friar to transition as pastor.

## **VII. STRATEGIC PLAN DISCUSSION**

- a. ***Timeline:*** Produce a plan before the Palm Sunday parish evaluation
- b. Define goals, objectives, and actions to be taken
- c. Start from the existing Strategic Plan
- d. Look for existing Ministry operational plans
  1. Input from the consultant would be extremely beneficial – getting it in time for integration may be challenging.
  2. The following members were solicited to support the Strategic Planning Team. Terry Danner, Ulli Vaerst, Paul Bongiorno, John Hales, Maggie Eves and Clarence Neason.

## **VIII. NEW BUSINESS**

- a. ***Pastoral Council Social*** – will be 15 February, 6 PM at the Friary. This will be for members only.
- b. ***Scheduling Eucharistic Ministers and Lectors*** – Pequitte Schwerin related the complexity and difficulty of the current manual process for this. She suggested a more automated approach and had looked at software used by another parish. A suggestion was made to look at Sign Up Genius. Pequitte will look into it and report at the next meeting if this is practical.
- c. ***Eucharistic Minister Change*** – Fr. John relayed the need to slightly modify the process for Eucharistic Ministers, this change will be relayed to them.
- d. ***Name tags*** – The suggestion to the wearing of name tags was approved, Dan Sullivan will be responsible for choosing the color and ordering them. Tags will say St. Francis of Assisi / Pastoral Council / Name. List of names to print will be circulated before ordering the name tags.
- e. ***Other discussion:*** Brief discussion of home school manuals for Religious Education – if needed these can be purchased by the parents.

**XII. NEXT MEETING:** Tentatively scheduled for Saturday, February 16<sup>th</sup> at 9:30 AM

**XIII. CLOSING PRAYER:** Marv Floom led the group in a closing prayer.

**XIV. ADJOURNMENT:** The meeting was adjourned at 11:00 AM.

**Respectfully Submitted: Dan Sullivan**

**Approved:**