

St. Francis of Assisi Parish – Triangle, VA

Pastoral Council

Meeting Minutes

May 2, 2020

- I. **CALL TO ORDER & ATTENDANCE** – Called to order at 9:30 AM online using Zoom video conference.

Members present were Fr John O’Connor, OFM, Pastor, Chair Terry Danner, Jean Allen, Phil Bongiorno, Maggie Eves, Vice Chair, John Hales, Clarence Neason, Chuck O’Hern, Michelle Nicolai, Angelica Salguero, Pequitte Schwerin, Dan Sullivan, Ulli Vaerst, Dr Tricia Barber (Principal), Marv Floom (Chair, Finance Council), Marianne Hayes (RE Director)

OPENING PRAYER – Fr. John delivered an opening prayer.

- II. **APPROVAL OF MINUTES** - A motion was made by and seconded to approve the 15 Feb 2020 minutes. The chair approved and the minutes will be forwarded for posting on the web.

III. **PASTOR’S REPORT**

- a. Small Business Administration Payroll Protection Program Loan: The Parish was approved for a \$510,000 Small Business Loan. The diocese financial office suggested contacting Chain Bridge Bank to process the application. Fr. John stated all credit should go to Ed Knapp who worked hard all day to get the loan. The funds should arrive in about 10 days and will relieve some of the near term financial pressure. Depending upon how the funds are used much of it may convert to a grant and not require repayment.
- b. Parish collections have remained favorable to budget, and YTD are slightly over last year. This is due to the continuing support of parishioners, and several larger donations. The immediate outlook is good.
- c. Online Mass - Thanks to Thomas Peitler assisted by Nicki Giraldi and Colleen Wells, we are able to live stream to You Tube. Online attendance has been strong with some masses drawing as many as 4,000 viewings from 18 states and several foreign countries. Loaned equipment and volunteer labor have negated this from being a financial burden. Some parishes are paying contractors \$1,000 per mass to have them streamed.
- d. Post virus Restrictions are being worked out by the Friars in conjunction with the Diocese. Fr. John will participate in a Deanery Zoom planning meeting on this subject on May 4th. One option being considered is to broadcast on radio for cars in the parking lot, with some method of being able to walk in and receive communion (host only, to the hands only). There will be limits on the

numbers of parishioners allowed in the Church for each mass to maintain social distancing. A system to allow attendance by group (such as last names) may have to be created so that everyone gets an opportunity to attend in person Mass over time.

- e. Financial concerns include school tuition receipts. Will parents continue their tuition payments if home video classrooms vs in school education becomes the norm? – please read more on this in the Principal’s report.
- f. The Parish exceeded 100% of goal for the Bishop’s Lenten Appeal which was a welcome outcome considering the current economy.
- g. School HVAC update - The engineers and the Diocese were reviewing the drawings and would send them out for bids. "They were sharpening their pencils." Those bids were due mid-May. The expectation is that we would have the new HVAC system installed for the opening of school in August.
- h. Holy Name Province Update - The Provincial chapter meeting has been deferred until August. Typically, assignments are made after the chapter meeting. Some Friars will need to be placed, at least temporarily, prior to the chapter meeting as Diocesan priests are replacing the Friars in the parishes that are affected. The OFM US consolidation will be deferred due to the Corona virus issues and a consultant was hired to help work through the process.
- i. Two Friars passed away in nursing homes due to the corona virus.
- j. Counseling demand has increased as families and individuals struggle with the current circumstances.
- k. Other sacramental Updates related to COVID-19 – First communion has been postponed. Bishop Burbidge has given priests permission to confer Confirmation. Weddings have been postponed, baptisms and funerals continue – subject to guidelines for participation.

IV. SCHOOL UPDATE –

- a. Dr. Barber (Principal) reported that on March 13th students were sent home with textbooks for a teacher workday the following Monday. This turned out to be a very fortunate decision as the following week the Commonwealth was restricted to at-home education. The school rolled out Google Classroom, Web-Ex, and Zoom sessions to maintain contact with students. Fortunately, all students have access to devices and communications that are needed. So due to hard work and prior planning school is progressing. The school will be doing graded courses (not pass fail). The teachers have been strongly aided in these IT efforts by Jody Salley.
- b. The school auction was conducted entirely online and raised \$6,300.

- c. 213 students have already paid fees for next year. Of the 162 school families about 10 have had some kind of financial issues. Some of these are pre-K. Dr. Barber commented on several options for assistance, and she is working on setting up a virtual tour of the school for prospective students.
 - d. All teachers have signed contracts for next year.
 - e. She is working on a weeklong professional development class in Google Classroom to assist the teachers.
- V. **RELIGIOUS EDUCATION** – Marianne Hayes (RE Director) provided an update on RE classes. They are continuing to provide instruction for the 550 students using Google Classroom, Web-Ex, and Zoom. Classes will run through 17 May 2020. It was reported 95% of the RE teachers are participating in the on-line program. The other 5% of classes are being trained by the RE Director. Registration for 2020-2021 RE will start next week. Preparations for a virtual Vacation Bible School are underway, that can be sent to the parents.
- VI. **STRATEGIC PLAN** – Terry Danner. Fr. John and Maggie Eves discussed the need to reshape the developed strategic plan in light of the vast changes in the environment in the past 2 months.
- VII. **FRANCIS HOUSE** – Fr. John noted how demand at Francis House has soared. They are serving approximately 80 families each week, including some from other parts of Prince William County. Other county agencies have exhausted their local resources. Angelica noted that parishioners have been generous in providing food. It is essential that donations continue as demand will only increase as the pandemic continues. The overnight shelter and the drop-in shelter have combined, and Francis House continues to provide breakfast and lunches with an increase from 50 to 70 individuals daily. She noted particular need for Tuna, Pasta, and canned vegetables.
- VIII. **NEW BUSINESS** - None
- IX. **NEXT MEETING**: Tentative scheduled for 20 June at 9:30 A.M.
- X. **CLOSING PRAYER**: Dr. Barber led the group in a closing prayer.
- XI. **ADJOURNMENT**: The meeting was adjourned at 11:00

Minutes submitted by: Dan Sullivan

Approved by: Name