

# **St. Francis of Assisi Parish – Triangle, VA**

## **Pastoral Council Meeting Minutes**

12 August 2020 7:30 PM – 8:30 PM

### **I. Call to Order & Attendance – Virtual Meeting on Zoom.**

- a. Members participating 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, Pequitte Schwerin, Angelica Silva, Dan Sullivan, Ulli Vaerst, Dr Tricia Barber (Principal), Marv Floom (Chair, Finance Council), Sheila Noble (RE).
- b. Michelle Nicolai and Marianne Hayes (RE) were not present.

### **II. Opening Prayer - Fr. John O'Connor, OFM**

**III. Approval of Minutes** - A motion was made and seconded to approve the 22 July 2020 minutes including a final correction for the date of the next meeting. The chair approved and the minutes will be forwarded for posting on the Parish website.

### **IV. Update on School Opening Fall 2020**

- a. Dr. Barber noted that the budget for the 2020 year was built on enrollment of 220, and enrollment currently stands at 237.
- b. The temporary air conditioning system has been installed and is working.
- c. COVID-19 training is available on tape at the school office for Pastoral Council members.
- d. Title 1 services will be provided for 2 students at a time.
- e. Dr. Barber briefly covered updates on a Diocesan virtual learning program that was developed. At this time St. Francis will be in person, and not have a need for the virtual learning program.
- f. The school has prepared a COVID-19 handbook that covers both staff and student issues.
- g. Fr. John noted that there is a continued media focus on bad news for school opening.

### **V. Pastor's Report**

- a. Fr. John noted live stream Mass continues to be well received with up to 1,300 views per week, representing between 2,000 and 3,000 people. Some computer upgrades

are in progress, but the current system is taxed and will require more upgrades as time goes on and funding needs are resolved.

- b. Onsite Masses are also going well, but there have been a couple of individuals who have removed masks during Mass. People will be asked to leave if they do not comply to protect the safety of other Mass participants.
- c. Due to the positivity rate (a measure of how many people have the virus as a percentage of those tested) reaches a lower level, no additional masses will be added at this time.
- d. The current in person Mass process requires a number of volunteers to scan foreheads, check tickets, and seat those coming to Mass. Volunteers have been spotty, and at 11:00 Mass there is a real shortage, making the process difficult and time consuming. The Council was asked for volunteers to assist if possible. If you are willing to commit contact Chanel Marquis or Friar Henry.
- e. The parish will spend \$4,000 to purchase a disinfectant spray unit to facilitate sanitizing of interior spaces.
- f. The outdoor camera installations were completed based on a Diocese requirement after an evaluation of the facilities.
- g. Fr. John suggested identifying the school with a sign, as it is not clear to some that a school exists when they enter the parish grounds for the first time.
- h. St. Francis is doing well compared to many parishes; however, some challenges still exist.
- i. Fr. John completed the Confirmations for this year and is working on completing the sacrament of First Holy Communion. Due to the physical distancing required, several dates are necessary to accomplish conferring the sacrament for all the participants.

## **VI. Finance Council Report – Marv Floom**

- a. The fiscal 2020 Church Year compared favorably to the prior year by an increase of \$27,000. This was composed of the following items:
  - 1. A reduction in donation income (\$84,000)
  - 2. Savings of \$51,000 on musicians and cantor expenses.
  - 3. The Diocese assessment suspension saved \$28,000.
  - 4. General and administrative expenses were down \$32,000.
- b. The fiscal 2020 School Year compared favorably to the prior year by an increase of \$32,000. This was composed of the following items:
  - 1. A reduction in daycare income of (\$37,000).
  - 2. Reduced compensation and benefit savings of \$50,000.

3. General and administrative expenses decreased by \$19,000.
- c. Marv cautioned that income from collections and donations are trending down for the three months ending July 31, when compared to the prior year. Collections were down by \$35,000 and donations were down by \$12,000.
- d. The new school HVAC installation was delayed until late September delivery and installation, due to production issues from the equipment manufacturer. The cost is \$178,500. A temporary HVAC system was installed at a cost of \$40,500 to operate for the two months until the project is completed.
- e. Additional COVID-19 cleaning, sanitation supplies and remodeling expenses (shields, signs, door security) to start the school year are estimated to be \$35,000-\$50,000.

**VII. Holy Name Province Update – Fr. John**

- a. The province re-elected the current Very Rev. Kevin Mullen, OFM as the Provincial. The Provincial staff has only minor changes.
- b. Meetings were in progress on Friar Assignments, and Fr. John expects to hear during the week of 19 August.

**VIII. St. Francis House update – Angelica Silva**

- a. The Prince William Food Bank has been making deliveries, including perishables. This has been very well received by the needy.
- b. St. Francis House is providing 100 to 115 bags of food per week.
- c. Evictions of some clients are on hold, but the need for help with utility payments has increased.

**IX. Religious Education update – Shelia Noble**

- a. The current number of students registered is 170. Registration is still in process, and reminders are being sent.

**X. Upcoming events**

- a. A virtual conference "*Contemplative Prayer: Theory and Practice*" will take place on Thursday August 27<sup>th</sup> at 7:30 PM. The parish is distributing registration information online.
- b. A virtual Parish Town Hall meeting will take place on August 29<sup>th</sup> at 10:00 AM. Registration information has been distributed, and people are beginning to register.

There will be a Spanish speaker in attendance. Questions can be submitted in advance to stfrancisqa614@gmail.com.

**XI. Next Meeting** – The next meeting was set for September 19<sup>th</sup> at 9:30 AM.

**XII. Closing Prayer** – The closing prayer was offered by Clarence Neason.

**XIII. Adjournment** – The meeting was adjourned at 8:30 PM.