

St. Francis of Assisi Parish – Triangle, VA

Pastoral Council Meeting Minutes

20 June 2020 9:30 AM – 11:00 AM

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, Michelle Nicolai, Pequitte Schwerin, Angelica Silva, Dan Sullivan, Ulli Vaerst, Dr Tricia Barber (Principal), Marv Floom (Chair, Finance Council), Marianne Hayes (RE Director).
- b. No members were absent.

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

III. **Approval of Minutes** - A motion was made by and seconded to approve the 27 May 2020 minutes with one correction. The chair approved and the minutes will be forwarded for posting on the Parish website.

IV. **Presentation - Eagle Scout Project** – A proposal was presented by Eagle Scout candidate Sean Allorro. His presentation was very complete and well prepared. He proposed placing a total of 6 bird houses along the parish periphery. He satisfactorily answered all questions. He was asking for no funding from the parish or to raise funds on parish grounds. His proposal was approved. A PDF version of the slides is being sent with these minutes.

V. Pastor's Report

a. Parish Reopening

1. Parish capacity for in-person Mass under our current model is a 160 attendees per Mass. We currently have fewer than that number attending.
2. The process, and software are working well, but is labor intensive and requires a significant number of volunteers for each Mass. Therefore, we will need more volunteers as we progress to afford more involvement by parishioners.
3. Several issues exist: some people arrive too late for the start of mass; one or two disputes occurred because on an individual not being allowed in due to elevated temperature of a family member.
4. Because attendance is within capacity at present there is no immediate plan to expand the numbers of Masses. If more Masses were required, the next addition would be a Sunday 5:30 PM Mass.

5. The reservation process will continue using Eventbrite.
6. The priests are not distributing communion, because if one of the Friars becomes infected, the in person Mass will have to be discontinued.
7. Planning is underway for managing weddings and funerals. Officiating at these events will be shared among the Friars at St. Francis.
8. There was some discussion of Virginia Phase 3 reopening changes, but it is not clearly defined enough to begin making plans.

b. Parish Town Hall - Plans are being made for a virtual Parish Town Hall. Topics may include issues relating to racism and discrimination, as well as issues pertaining to the pandemic. Fr John is also interested in touching base with families to ascertain their well-being.

c. In a future meeting with Bishop Burbidge, Fr. John will initiate a proposal about the implementation of regional schools.

d. Confirmation will take place on July 31st, followed by 8th grade graduation.

e. COVID testing will take place at the Parish on July 8th from 4 to 6 PM. Sentara Healthcare will do the actual screening. There is a request for Parish volunteers to help. Please let Chanel know if you can support this.

f. The Holy Name Province will have regional chapter meetings on 23 and 24 August in Hyattsville, MD. They will elect a new administration, who in turn will develop the Friars assignments.

g. Fr. John is very concerned about potential financial support needed by families who receive help from Francis House. Fundraising may be a solution to help.

VI. Finance Council Report - Chair Marv Floom presented the report. There will be a July Finance Committee meeting to review end of year financials and the path ahead. Informative for all.

a. A contract was awarded to Trimark Corporation for \$178,000 to install the new school HVAC. Completion of the project is scheduled for 15 August.

b. The Parish was awarded and received the Small Business Administration Paycheck Protection Program funds totaling \$521,000. The expectation is to convert this to a grant by September - meaning funds will not have to be paid back.

c. Installation of 3 security cameras covering the grounds behind the school will take place per a recommendation from the Diocese. Estimated cost \$10,000.

- d. The Diocese canceled the May and June Parish Assessments, garnering a \$25,000 cost avoidance for the Parish.
- e. The Bishop's Lenten Appeal collected \$186,000 from St. Francis parishioners which exceeded our Diocesan goal by \$13,000.
- f. Permanent safety glass shields are being installed in several areas to protect receptionists from exposure to the virus.
- g. Currently collections are \$10,000 more than last year but could be \$20,000 less than budget needs. Total donations are meeting budget needs and should offset the budgeted collection shortfall.

VII. School Update – Dr. Barber (Principal) covered a list of changes that in combination, affords sound academic program for the upcoming school year, creatively manages the challenges of the Corona virus, and offers parents an attractive educational model that cannot be matched by public schools.

- a. Pre-K 4 will be discontinued as not cost effective, and it will provide space for dividing classes into smaller groups.
- b. By creatively utilizing space and moving some specialized teaching from a dedicated room to a roving cart, St. Francis will be able to offer five full day, in person classes.
- c. Before and after school care will be conducted in the Gymnasium for physical distancing.
- d. Current enrollment for the 20-21 School year stands at 215.
- e. This plan supports parents who must return to work, works within the Parish footprint, manages physical distancing, and provides a good student/teacher ratio.
- f. The CARE grant of \$21,000 will be used to provide medical supplies, such as masks, gloves, thermometers, and some Chromebooks. The School was able to meet the grant submission deadline.
- g. The Parish IT support company obtained some donated computers via Toys for Tots which will be incorporated into school use as upgrades for the Spanish and music teachers.
- h. In person tours have brought in several promising candidates for enrollment in the school.
- i. Graded report cards were issued on June 12th.

- j. Dr. Barber noted that the HVAC repairs need to meet the 15 August deadline so teachers can prepare for the start of classes.

VIII. Pastoral Council Elections – The chair noted preparations normally begin now for election of six new Pastoral Council members in the fall. After some discussion, due to the Corona virus issues, and the fact that there are other Parish concerns at this time, Fr. John will delay the elections out to next year.

IX. Francis House Report – Angelica Silva provided a report on Francis House and the challenges ahead.

- a. Francis House is providing 100 bags of food per week, at times as many as 130. This has been possible because of the generous donations from parishioners. In May 450 bags of 22 pounds each were distributed to 170 families (600 individuals) for a total of 9,000 pounds. Pantry items most in need at the present time are canned fruit and canned vegetables. Diapers and formula are welcomed since they are always in demand.
- b. The Prince William County food bank has been delivering milk and fresh vegetables which has supplemented the normal donations and has been greatly appreciated by the recipients.
- c. They have been serving the Bill Mehr Shelter weekly with 50 breakfasts and Lunches.
- d. NOVEC reports the upcoming possible utility cutoffs will be significant, creating further hardships for our families.
- e. The eviction notices that have been suspended for nonpayment of rent will end in July and will also likely create large bills for many people who have been out of work.
- f. Currently Prince William County ACTS is the only agency offering financial support for utilities and has been overwhelmed with requests.
- g. James Pearlstein, northern Virginia VOICE director, has been in discussion with government officials to grant extension of the rent payment waivers. He invited Fr. John O'Connor and several other pastors to a Zoom conference to deliberate strategy.

X. Next Meeting – The next meeting was set for 9:30 AM on July 18th.

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

XIII. Adjournment – The meeting was adjourned at 11:00 AM.