

**St. Francis of Assisi Parish – Triangle, VA**  
**Pastoral Council Meeting Minutes**  
**August 17, 2019 9:30 AM – 11:30 AM**

**I. Call to Order & Attendance** - 9:30AM in the Brother Juniper Room.

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

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

**III. Welcome New Member** – Chuck O'Hern will be joining the Pastoral Council. He will be replacing Barbara Hammond who moved out of the area.

**IV.** Minutes of the 15 June 2019 meeting were approved. These were forwarded to Chanel Marquis for posting.

**V. Feedback from July Homeless Shelter Dinner** – Pequitte

There were between 16 and 20 people at dinner that evening. The Pastoral Council provided an American Dinner. Thank you to Dan for coordinating this.

**VI. Pastor's Report**

- Collections are currently flat. They are usually down during the summer.
- Capital Repairs:
  - The parking lot has been repaired, resurfaced, and repainted. However, not all the work is complete.
  - New concrete steps at the friary
  - Replaced air conditioning in the offices. Repairs were done to the church and school air conditioning. Hopefully, we can get one more year out of these systems.
- We need to be thinking about a Capital Campaign focused on the air conditioning system, paying down debt, and building a small addition on the back of the school to provide additional meeting space.
- Fr. John distributed a copy of the Bishop's letter to Holy Name Province.

- Francis Fest – We need to rebuild the committee that plans the event. Francis Fest will be cancelled this year. It was suggested that long-time members of the Francis Fest committee work with the Pastoral Council recruit others to take over leadership for next year. Francis Fest is not a fundraiser. We lost approximately \$5,000 on the event last year.
- Proposal to rent the Dining Facility for parish wedding receptions (for parishioners only): Fr. John has spoken to Darlene about the possibility of holding larger events, such as wedding receptions, in the Dining Facility. Terry motioned that the Pastoral Council accepts the proposal to move forward on investigating the steps in providing the service of renting the Dining Facility. Clarence seconded the motion, and it passed unanimously. Fr. John will work with Darlene and staff to get details regarding things like insurance, contracts, and rental fee.
- Immigration Series – There will be a series in the bulletin on immigration. The links and information will be from the US Conference of Catholic Bishops.
- The Diocesan Peace and Justice Conference will take place on March 14, 2020. Terry will send out information via email.
- The school currently has 235 students enrolled. Dr. Barber was interviewed by the Herald for an upcoming article, and the school is poised to be recognized as a Blue Ribbon School by the Department of Education. It was suggested that a metric be kept to track students that are starting in the RE program, then enrolling in the school.
- Labor Day Picnic – Mary Batista is taking the lead on this; sign-ups this weekend.

**VII. Finance Council Report – Marv**

Marv distributed a proposal, drafted by Tom Gray, outlining the Finance Council’s plan to fundraise for scholarships for St. Francis School. The rationale is that the school is being subsidized from the budget of the Parish. The scholarship program would allow church subsidies to a) be fundraised through parishioners interested in providing funding for low-income students and b) “put a student in a seat” – if we are providing funds to the school, it’s a better practice for it to be through tuition payments. Concerns were raised about competing fundraising (Capital Campaign, HNP appeal, BLA). This would need to be an annual commitment to ensure that students’ costs are covered for more than one school year. Marv will bring the feedback from the Pastoral Council to the Finance Council at the next meeting.

**VIII. Parish Voter Registration Drive/Upcoming Census – Terry/Fr. John**

Fr. John has been asked to get word out to our community about the importance of participating in the upcoming census. Terry distributed “How to Conduct Voter Registration Drives” developed by the Virginia Catholic Conference. St. Francis VOICE and the Pastoral Council will team up to hold a nonpartisan Get Out the Vote campaign. Terry will find out which weekend works best.

**IX. Proposed Revisions to Constitution**

a) The revisions to the Constitution were reviewed by the Pastoral Council members, via email, during the month of July. No comments or corrections regarding the revisions were received.

b) Terry distributed proposed changes to the mission and vision statements (previously shared via email). An additional change of replacing “shut-ins” with “homebound” was agreed upon unanimously.

c) The proposed changes will be voted on at the September meeting. A two-thirds majority of voting members is required for approval.

**X. New Business**

- Eucharistic Adoration

Terry received a phone call from a parishioner requesting Eucharistic adoration be held on the first Fridays of the month. Fr. John will discuss the request with the friars and at the next staff meeting.

- Engaging Parishioners

Michelle made a few suggestions to try to interest more parishioners and new parishioners to become involved with our ministries. More of an effort could be made to highlight the good work that is being done in our many ministries. This could be done via the bulletin. We could also have ministries to sign up to have a table after mass to explain the work they are doing as people leave mass.

**XI. Next Meeting:** September meeting will be held at 9:30 AM, Saturday, September 21, in the Br. Juniper Room.

**XII. Closing Prayer:** Pequitte led the group in a closing prayer.

**XIII. Adjournment:** The meeting was adjourned at 11:30 AM.

**Respectfully submitted by Michelle Nicolai**

**Voted as approved on by the Pastoral Council**