

MEMORANDUM FOR RECORD

SUBJECT: Minutes of the Parish Pastoral Council Meeting, 6:45 PM, March 22, 2022  
St. Mary Parish Hall

1. Attendance

A. Parish Pastoral Council: Father Emmanuel, Christopher Francis, Andrew Graf, Emily Concienne, Chriss Miller, Jerry Byrne, Tory Bishop, JoAnne Burgardt, JR Sweet, Kerry Holmes (new member), Joann Farabaugh (new member)

B. Julie Francis, Mike Bibbo, Craig Musolino, Paul Fletcher

2. Minutes

A. The meeting was called to order at 6:45 PM with an opening prayer by Father Emmanuel. The first two items were new business in order to accommodate the guest speakers:

I. CAPS (Coalition Against Poverty in Suffolk) Information Briefing by Mary Sue Rawls

a. CAPS started in 2012 as a collaboration between 25 churches to help those in need in the community. They offer many programs, the two most notable being Bill Assistance and Night Stay.

b. Along with donations, CAPS receives American Rescue Act funds. These funds are used to alleviate needs caused by recent crises.

c. CAPS has a goal of building a permanent homeless shelter.

d. Church membership is nominally \$3/church member. Membership gives that church one vote on the CAPS Board. The CAPS Board is losing three members and is looking for volunteers.

e. They are also looking for someone to help provide financial counselling to those in the community.

II. Land Acquisition Planning

a. Father invited parishioner Jessica Drake to speak to the official start of the parish looking for land for the future.

b. Ms. Drake emphasized that this effort is to lay the groundwork for acquiring land in the future. There are numerous factors in the process, to include geographic limits set by the diocese (to prevent incursion into other parish territories).

- c. Father established a Land Acquisition Committee consisting of: Jessica Drake, JR Sweet, Mike Bibbo, Kerry Holmes, Richard Burgardt, John Graf, and Randy Carter.
- d. The committee will consult the Diocese of Richmond for a checklist of items/procedures for the process.
- e. Mike Bibbo emphasized that the all must understand that the church is not moving in the near future; this is a long process.
- f. Chris Francis noted that in order to build the parish's future, we must energize the parish now.

## B. OLD BUSINESS

### I. Parish Communications (Chris Francis)

#### a. Priorities for the near-term:

- Facebook page: a new Facebook page needs to be established that is solely controlled by the parish. This will be done before the next Parish Council meeting.
- Once the new Facebook page is established, that will be linked with the parish Instagram account currently administered by Julie Francis (saintmaryofthepresentation).
- Implementation of ParishCast, the parish-wide communication tool: this is an add-on to the parish's existing ParishSoft software suite.
  - The estimated initial cost is set between \$300-\$600.
  - This will give us the ability to instantly notify parishioners of events/changes/news via text and email.
  - This requires a focused effort to ensure all parish members have ParishSoft accounts (access is available via the parish website) and that their contact information is up to date.

#### b. A Town Hall will be scheduled for after Easter; stand by for details.

### II. Update on the sanctuary and parish hall repairs (Mike Bibbo)

- a. Sanctuary: the Diocese is requiring three estimates and the hiring of a structural engineer, which is causing the delay in progress. No ETA for start of the work is currently available.
- b. Parish Hall: the Knights of Columbus will be refurbishing the parish hall over the coming weeks

C. NEW BUSINESS

I. Parish Clean-up Day: look for a Parish Clean-up Day to be scheduled for June or July

- a. Associated with this, John Graf has begun church grounds maintenance for the summer. Any and all help is appreciated.

II. Adult Faith Formation/Education

- a. Chris Francis noted the increased interest in Adult Faith Formation/Education, especially in the wake of last fall's Consecration to St. Joseph.
- b. Father noted that he has formed an Adult Faith Formation committee consisting of Ann Sweet, Jordan Graf, Mike Gannon, and GERALYN BYRNE (new RCIA Coordinator).

III. Outreach Committee (Paul Fletcher)

- a. Paul contacted the manager of Food Lion about their gift card program; Food Lion generously donated Food Cards to the church to be used to help those in need in and out of the parish.
- b. Paul is coordinating with the Salvation Army to assist in manning the kitchen to feed the homeless. The Food Lion cards can be distributed and Food Lion reps would like to attend as well.
- c. Should we opt to continue the Food Lion gift card program, Food Lion offers a bulk discount.

D. OPEN FORUM

I. Jordan Graf (Youth Ministry):

- a. Noted that the church calendar needs to reflect that there is only one Mass on Easter Sunday, 10:00 AM.
- b. Moved that the youth receive St. Mary of the Presentation t-shirts.
- c. Asked if the Knights of Columbus were still assisting with maintenance of Oak Grove Cemetery. Mike Bibbo and Kerry Holmes affirmed that they are and informed the meeting that the organization that oversees the cemetery had received a grant.

II. Julie Francis agreed to help with the organization and sale of parish SWAG. Details to follow.

III. Craig Musolino (Business Administrator) announced that his last day as the Parish Business Administrator is April 22. Craig will be moving to Massachusetts to join a Trappist monastery, St. Joseph's.

IV. Father espoused the importance of continued prayer for all those affected by the on-going violence in Ukraine, noting that the Holy Father will be consecrating Russia to the Immaculate Heart of Mary on March 25.

AMENDMENT: this was the last Parish Council meeting for Emily Concienne as she and Jake and their family move to Jake's next Coast Guard assignment in Hawaii. Emily courageously answered the call to serve on the Parish Council and was our faithful Secretary for almost 2 years. The entire St Mary of the Presentation family will miss the Concienne family for the joy and service they brought to our parish!

3. The meeting ended with closing prayer by Father Emmanuel.
4. The next meeting will be Wednesday, April 27, 2021, at 6:45 PM in the Parish Hall.
5. These minutes are approved by the Council Chair and attested to by the acting Council Secretary.

//SIGNED//

Christopher J. Francis  
Chair, Parish Pastoral Council

//SIGNED//

Tory Bishop  
Secretary, Parish Pastoral Council  
(acting)