

MEMORANDUM FOR RECORD

**SUBJECT: Minutes of the Parish Pastoral Council Meeting - 6:30PM, 10/22/2025
St. Mary Parish Hall**

1. Attendance

A. Parish Pastoral Council: Father Ongen, JoAnn Farabaugh, Chriss Miller, Shari Fetterman, Drew Fedorich, Rick Hallenback, Kerry Holmes, Allen Kriskowski, Tory Bishop

B. Absent and excused: JoAnne Burgardt

C. Committee chair members: Lauren Kahoe, Elaine Reyes, Jordan Graf, Julie Francis, Mike Bibbo, Geralyn Byrne, Pam Garcia, Tillie Rivenbark, Andrew Graf, Cathy Van Wassen

2. Minutes

A. The meeting was called to order at 6:30PM with an opening prayer by Father Ongen.

B. Old Business

- **MINISTRY FAIR:**
- -JoAnn F: we will need 4-5 tables; each Ministry will set up on ½ of a table; Ministry Heads will be setting up November 1st before 5PM Mass and November 2nd before 10AM Mass
- -Chriss M: volunteered to help with set up at 3:45 November 1st; Tory B volunteered to help also
- **CALENDAR MEETING**
- -JoAnn F: do we need to set up a calendar meeting for Jan-June 2026 events?
- -Kerry H: suggested people write their Ministry events on a paper copy of calendar at Ministry Fair, rather than have a meeting
- -Andrew G: Ministry Fair is to greet and focus on people who have questions about your Ministry; suggested writing on a physical calendar NOT be done when trying to recruit help for each Ministry
- -Mike B: reminded people that the 2026 event calendar, through August 2026, is on the Website
- -JoAnn F: suggested Ministry Heads look on Website to see if a “needed date” is available to add to calendar, then call/e-mail Kim in Parish Office to place on calendar; in person meeting will NOT be held

C. New Business

- **RESIGNATION:**
- JoAnn F: Michael McCarrier resigned from Pastoral Parish Council

- **RECYCLE OR NOT RECYCLE TRASH:**
- -Allen K: there is confusion as to what should be in recycle bin versus non-recycle bin; plates with food scraps should not go in recycle bin; boxes are not broken down, thus bins fill up very

quickly; who will take trash bins out every Tuesday for Wednesday pick-up, and do we want to continue with recycling?

- -Mike B: suggested that Ministry that has last event (typically Tuesday eve) should take out trash for Wednesday pick-up; we have paid for bins so each cannot be taken back if not used: cost is \$80-90/each bin
- -Chriss M: suggested that we do not recycle, return blue bin or exchange for a another non-recycle bin if city will let us
- -JoAnn F: took a vote and the vote was NOT to recycle; Allen K is to seek out information for returning the blue trash bin, or exchanging for another non-recycle bin
- -Jordan G: Adult Faith Formation meets most Tuesday evenings: they will take out trash to be picked up Wednesdays; suggested whomever is present, to bring bins back in after pick up

- **HOLY WATER FONT:**
- -JoAnn F: no font at entrance to Parish Hall
- -Mike B: there is a font at side entrance of church, at base of step and at front entrance
- -Father Ongen: fonts should only be where people enter for Mass (front and side of church)

D. Open Mic:

- **Women's Club (Cathy Van Wassen)**
- -at "kick off" meeting 29 women attended; older group of women
- -survey was given to answer question: "Why are you attending Women's Club meeting?" Number 1 answer was "for fellowship"
- -we are planning more group activities to promote fellowship: starting with November 15th, an Elder Care Lawyer, Emily Martin, will be coming to speak on *Financial Navigation for Caregivers*; attending a Handbell Consort December 20th, a Christmas party, and helping the Virginia Senior Group of Southeast Virginia
- -Cathy reminded group of "Wish List" for needs of other Ministries

- **Religious Education (Julie Francis)**
- -the change in class schedule from weekends to Monday evenings has been a success
- -All Saints' Party is October 27th: children to dress as a saint; time is 6PM; need a helium tank
- -Fall Service Project is October 27th; items will be given to ForKids Organization
- -First Communion: have 8 people

- **Liturgical Music Director (Julie Francis)**
- -Tammy will be resigning Dec 2025
- -2 job descriptions for *Liturgical Musician* (volunteer weekends) and *Cantor/Digital Piano Recorder Operator* (compensation is being considered for *Recorder Operator* position)
- Virtus Training: Dioceses informed me that some people are not in compliance; look for e-mails from Julie regarding getting in compliance

- **Pastoral Care (Tillie Rivenbark)**
- -Lake Prince Mass is monthly
- -Needs: people to do linens and take Communion to the sick

- **Green Team (Allen Kriskowski)**
- -the busy season is coming to an end; ready for Fall where work load is less

- **Parish Life (Lauren Kahoe and Elaine Reyes)**
- -activities include upcoming Ministry Fair, still doing *Coffee and Donuts* every other week, Celebration for Veteran's Day (potential biscuits and gravy), Thanksgiving Dinner (November 23rd), Simbang Gabi upcoming date will be set
- -sponsorship for donuts is good till January; 9 dozen donuts are needed per event; cost is \$66
- -need money for drinking water for Parish Life events: Lauren R will be using the Wish List supplied by Women's Club to help with water needs (Mike B. mentioned that the water fountain in hallway will become operational again soon)

- **Order of Christian Initiation of Adults (Geraldyn Byrne)**
- -we have 14 members

- **Youth Ministry (Jordan Graf)**
- -beginning *One can CAN* October through November 23rd; donations go to Genieve Shelter
- -DYC: event is February 20th – February 26th; 3 are registered; \$250/person
- -Youth Group includes 9th-12th grades
- -we do not have a youth representative for PPC meetings yet

- **Widow and Widowers' Ministry (Pam Garcia)**
- -Lunch is December 12th
- -Holiday Lunch is February 16th, 2026

- **Liturgy Committee (Andrew Graf)**
- -we finally have a full team at 8:00AM Mass
- -people are in training for 10:00AM Mass
- -Advent is starting soon: we will begin church decorating

- **Buildings and Grounds (Mike Bibbo)**

- -sidewalk concrete work will begin next week with the pouring of concrete; cost is \$15,000
- -will be selling current sidewalk stone

- **Finance Council (Mike Bibbo)**

- -checking account: doing well; church is taxed to support the Diocese; each new church member has a tax associated with them; we owe approximately \$8,000
- -*Catholic Virginian*: tax will be going up
- -getting an estimate from *Johnson Controls* for alarm monitoring
- -getting an estimate for copier
- -donation envelopes: if you do not use them, call Kim to let her know; cost of envelopes is going up
- -if a credit card is used for donations on line, the cost is 3%; this expense does not go to our parish
- -JoAnn F: mentioned *I Give Catholic*: one can donate for a particular project on a certain date; Mike B mentioned St Mary's has an account to do this; money is not taxed by Diocese; St Mary's date, he thinks, is December 2nd, 2025
- -info on sidewalk outside of church will go on website; sidewalk will be ADA compliant; we cannot do anything about city sidewalks

- **Additional Information**

- JoAnn F: Women's Club: gift card order forms will be distributed beginning Nov 1st and 2nd; last day to place an order is Nov 9th; cards will be distributed the following 2 weekends, in time for "Black Friday"; order forms will be accepted again starting Nov 29th and 30th; last day to have forms returned will be Dec 7th
- Andrew G: Father Ongen has a list of parish members to be asked to become a member of Pastoral Parish Council to fill vacated spot
- Andrew G: SAFETY: lock church doors if in a meeting in church; watch children/elderly/each other as each walk to car after meetings; send community members asking for help to CAPS; there is a cover on the light switch at side door of church so light cannot be switched off
- Mike B: SAFETY: there is a safety protocol during Masses; 1 door is unlocked
- Kerry H: Saturday, October 25th: need volunteers to help clean up cemetery behind Municipal Building on Market Street

E. Father's Floor:

- No comments other than what is mentioned in body of Minutes

3. Next meeting is on January 28th, 2026 at 6:30PM.

4. Ended meeting at 7:53 PM with closing prayer by Father Ongen.

5. These minutes are approved by the Council Chair and attested to by the Council Secretary.

//SIGNED//

JoAnne Farabaugh

Chair, Parish Pastoral Council

A handwritten signature in black ink that reads "Tory Bishop". The signature is written in a cursive, flowing style.

Tory Bishop

Secretary, Parish Pastoral Council