

## ST. BRENDAN PASTORAL COUNCIL MEETING Minutes of 2 March 2023

**ATTENDEES:** Fr. Mark, Bob Blanchette, Dee Bumbera, Madeline Dubas, Ginny Grant, Bob McGahran, Pat McLaughlin, Charles McShane, Sandra Nelson, Jack Semanko. **EXCUSED:** Maury Paslick. **ABSENT:** Ada Flora

1. Father Mark opened the meeting at 9:30 am with a Prayer.
2. Ginny Grant requested a motion to accept the meeting minutes of 2 February 2023. Minutes had been approved by email vote of members.
3. **Finance** – Jack Semanko reported that all was well. In addition to regular mortgage payment in March, an additional three principal payments were made. Ash Wednesday collection equaled \$7,220. There was a parking problem on Ash Wednesday due to the number of parishioners attending. It was determined that this problem would exist at all holiday Masses due to increased membership. Resolution was obtained: Knights of Columbus will direct parking traffic at these events. This will be in addition to police directing entry and exit from the parking lot. Father indicated that the soccer field could also be used for parking but only in dry conditions. Materials of incorporation have been received. More information will be forthcoming later this month. Bob Hack will be retiring and is to be replaced by Dave Lurix. Sprinklers being replaced the Friday after Easter. Church will be closed the entire week after Easter for cleaning as well as the parking lot is being resealed. There will be no funerals scheduled for the week after Easter. All activities need to be rescheduled.
4. **Building and Grounds**—In his absence, Maury submitted a report (attached). Addendum to his report: He and Matt Kelly will be starting the Reserve Study in the next couple of weeks. The sketches and zoning application are ready for the replacement shed behind the Knock Center. Once Diane Beears indicates that the project is going forward, he will submit them to the Town of Shallotte and Brunswick County.
5. **St. Michael Ministry**—No report.
6. **Knights of Columbus**—Tickets for the St. Patrick's Day dinner will be sold after Masses this weekend. Capped at 250, they are almost already sold out. Request was made to obtain brass name plates for under the stained-glass windows so people could identify who they were. Father indicated that the current Guide to the Stained Glass Windows will be reprinted once the final four windows are in place. Other members indicated that visitors to the church can be seen looking at the windows but cannot identify the subject. Father is agreeable to whatever works. The bread machines are being sold. The attendance at the Rosary on First Fridays is starting to exceed the space in the library. Moving it into the church would conflict with Morning Prayer (Liturgy of the Hours) before Mass.
7. **Columbiettes**—220 attended the Scholarship Tea. Total proceeds not yet accounted but enough to provide for five \$1,000 scholarships this year as well as contributing \$1,433 to the Building Fund. This brings the total to \$8,433 fiscal year.
8. **Faith Formation**—Report attached.
9. **Liturgy Committee**—No report. Members congratulated Sandy on the Altar enhancements for Lent.

### Old Business

1. **Review of the Constitution and Bylaws** –It was determined that no changes are necessary. Dates will be changed.
2. **Review of Pastoral Plan**—Changes are necessary to bring it up to date. 1<sup>st</sup> revision draft is attached.
3. **PAC Name Tags**--Distributed
4. **Knock Center**—Is now fully operational. Grocery carts may need to go.
5. **Recycle Bins Recap**—All bins are now in place and labeled.
6. **Recap of Men's Retreat**—No report.

### New Business

1. **Fellowship after Funerals**—Pat McLaughlin was asked to not schedule fellowship on Tuesday's and Thursday's as it interferes with Brown Baggers and Creative Spirit. Father will discuss with the leaders of these groups. Fellowship will be scheduled, as necessary, Monday thru Friday.
2. **Educational Session**—Charlie McShane presented information on a program recently given at River's Edge entitled Normal Aging versus Not Normal Aging presented by Lower Cape Fear LifeCare. Due to age demographics of St. Brendan, this program would be of value to many of our parishioners. Charlie will coordinate making it happen and Ginny Grant will assist.

**Closing Prayers and Meeting Adjourned at 10:17 am.**

**Next Meeting**—Thursday, March 30 following the 9:00 am Mass.

## BUILDING AND GROUNDS REPORT

March 2, 2021

### Existing Projects Status

Furniture for McGivney Center – Firm prices received for office furniture, office chairs, and conference room chairs. Bids submitted to Finance Council for approval. Due to cost (over \$10,000), approval from the Diocese is also required.

Knock Outreach Center – Estimated pricing developed for:

- Moving Loaves and Fishes to the Knock Center.
- Removal of old carpet and installation of new flooring.
- Miscellaneous materials for repair/replacement of painting, wood trim, light fixtures, asphalt patch, as well as purchase of cleaning supplies.

HVAC Repairs

- Firm pricing received for replacing a rooftop air-conditioning unit for the Parish Hall.
- Firm pricing received to replace an electrical disconnect switch at rooftop unit over the Gathering Space.
- Bid solicited for replacement of HVAC unit serving the Sanctuary. Estimated to be in same cost range as the unit for the Parish Hall.
- Bids and estimates submitted to Finance Council for review and approval. HVAC unit replacement will also be submitted to Diocese for approval.

Electrical Repairs and Upgrades

- Awaiting final pricing for adding receptacles in the altar area.
- Awaiting final pricing for adding power for “hymn boards.”
- Estimated price developed for relamping light fixtures in the Sanctuary. (Plan to perform this work when a lift is on-site. Lift will be required for sprinkler repair/replacement work.)

Pending Projects

Sprinkler Replacement – Dry-type sprinkler heads in several areas of the church and sanctuary must be replaced. “Firm pricing” has been received for this work, but final pricing may be more depending on “hidden conditions.” To facilitate the work, some pews (up to 23 pews) may be removed to clear the floor area for access using a lift. Estimates for pew removal and repair of flooring and paint due to the work have been developed. Cost estimates submitted to the Finance Council and to the Diocese.

Roof Repairs

- Estimates have been developed for repairs to the church roof. Before authorizing the work, warranty issues are being resolved.
- Estimates are being developed for repairs to the Bell Tower. There are possible issues with water ingress through louvers. Brick joints may require repair and/or caulking.

Parking Lots – The parking lot has joints and cracks that must be sealed. Curbs need to be repainted. This work is part of annual maintenance.

Looking Ahead

Work on a Reserve Study for the Parish’s assets will begin. The Reserve Study will list the main equipment, systems, and categories of assets considering age, condition, and replacement costs. The Reserve Study will assist in planning for future funding needs to support the existing Parish facilities. Meeting with Facilities Coordinator to discuss approach and items to include in the study is tentatively scheduled the week of March 6<sup>th</sup>.

Garden Storage Shed – Awaiting approval/go ahead from garden group to submit plans for replacement shed to Town of Shallotte for zoning approval and to Brunswick County for building permit.

Submitted by:

Maury Paslick

Building and Grounds Committee

February 27, 2023

February 27, 2023 Family-Centered Faith Formation—2022-2023 School Year:

The last session of Children's Faith Formation was February 5, 2023. 126 students from Pre-K to Grade 8 attended and 10 helpers assisted the Catechists. We appreciate their help. We had 3 students interested in becoming Altar Servers. I emailed the names to Ellen Lehrer. Flyers were attached to the children's handouts announcing a "Food Drive" for the Food Pantry. The nonperishable food will be collected at our next Faith Formation session on March 5. Each year during Lent, we do this to emphasize to the children the importance of giving to those in need. We are still getting phone calls from new parishioners wanting to enroll their children in the program....this is WONDERFUL!