

ST. BRENDAN PASTORAL COUNCIL MEETING

MINUTES OF FEBRUARY 1, 2024

ATTENDEES: Fr. Mark, Kimberly Antolini, Stephen Bonawitz, Madeline Dubas, Sandy Esparza, Ada Flores, Ginny Grant, Ronald Hickson, Celeste Korpon, Tom Kuncewitch, Bob McGahran, Charles McShane, Sandy Nelson, Vincent Russo, Jack Semanko. **GUEST:** Matt Kelly, Facilities Manager

EXCUSED ABSENT: Fr. Anit, Pat McLaughlin

1. Fr. Mark opened the meeting with a prayer at 10:37 am.
2. Minutes of the January 4, 2024, meeting previously emailed to members were approved.
3. **FINANCE:** Bills are being met. New rectory on target for completion possibly by Good Friday. Current rectory being inventoried to determine what can be reused and what needs to be replaced. At the April meeting of the Finance Committee, the 2025 budget will be developed. With an additional priest adding approximately \$100,000 to the budget, it will be tight.
4. **ST. MICHAEL MINISTRY:** See report attached. An Incident Report form has been developed. Diocese has a full time Director of Security and has requested copies of all incident reports filed. Annual Risk Assessment is being scheduled.
5. **BUILDING AND GROUNDS:** We thank Maury Paslick for his dedication to this Council and to St. Brendan. With his resignation, we welcome Matt Kelly to the Council. Matt is the current Facilities Manager. Matt provided information on the 2024 Parish Inventory Project. This project will inventory each item of equipment and supplies owned by the Church. This will aid in scheduling future replacement needs and assist in budgeting for their replacement. Submission of inventory reports by committees, department heads due by February 12. This inventory will eliminate duplicate purchases, allow for informed decisions and forecast budgetary needs thru 2037, as well as estimating the value of property. Pictures and videos are being taken of assets. Church attic is being cleaned out; items will now be stored in the McGivney Center. Experiencing electrical problems and HVAC failures at the church. Many units over life span requiring vigilant maintenance. Parking lot is compromised by sand; repair deferred to 2025. Water leak in the sanctuary has been identified and will be corrected.
6. **KNIGHTS OF COLUMBUS:** See report attached.
7. **COLUMBIETES:** See report attached. Will join the Knights of Columbus with their membership drive after masses on February 10 and 11. Columbiettes will organize the retreat for Confirmation students with the Parish underwriting the cost.
8. **FAITH FORMATION:** See report attached.
9. **LITURGY:** See report attached.
10. **NEWS FROM OUR SPANISH COMMUNITY:** The next John XXIII retreats will be held on March 15-17, 2024, May 17-19, 2024, August 16-18, 2024 and October 18-20, 2024.

OLD BUSINESS:

- Update on PCAS 2023. See attached report. Charlie McShane would like to form a committee to assist in continuing this report on an annual basis.
- Update on Presentations from Lower Cape Fear Life Care. See attached report. Meeting scheduled for March 13. Follow up meeting to be scheduled in April. Charlie McShane is looking for help with registrations.
- Update on purchase of AED units. See St. Michael Ministry.

- Update on New Rectory. See Finance.
- Recap of Our Lady of Guadalupe event on held on 12/10/23. Meeting will be held on February 1, 2024.
- Stations of the Cross on the Beach. Scheduled for February 23, 2024 on Ocean Isle Beach. Kim Antolini will contact Ocean Isle to determine requirements.

NEW BUSINESS:

- August Resignation of B&G Chair. See Buildings and Grounds.
- Review Constitution and By Laws. Minor changes were made. Madeline will update . Copy will be posted on the website. With minor changes only, not necessary to submit to the Diocese.
- Review of Pastoral Plan for 2023-2024. Time did not permit. Review will be held at March meeting. All reports will be in writing ONLY to allow sufficient time for review.
- Fr. Mark appointed Celeste Korpon and Sandy Nelson to the Pastoral Election Committee with Madeline added.
- Blessing of the Throats will be done during all masses on February 3 and 4.

Next meeting will be held on March 7, 2024, after the 9:00 am Mass. Meeting will be held in McGivney Center. Subsequent meetings will be held on April 11, and May 2, 2024. No meetings in June or July.

Father adjourned with a prayer at 11:37 am. Future meetings will open with the prayer to St. Brendan and close with the prayer to Our Lady of LaSalette.

COMMITTEE REPORTS

ST. Michael Ministry - February 1, 2024

- Our Medical Response Team Leader, Peggy Dotson, has completed her research for three new AED's and has submitted her recommendation to our Leadership Team. Her detailed report includes all necessary supplies, contract, execution process, a maintenance agreement and a discounted cost within the budget. We expect to order AED's next week.
- Our Leadership Team is creating our St Michael Ministry five year Strategic Plan. It will include, in part, our goals and objectives, team duties and responsibilities, threat assessment reviews and budget requests for needed supplies and equipment.
- We are conducting three training sessions for our 55 Ministers in mid February and have plans for sessions for all parishioners.

- Our Leadership Team is currently seeking a dedicated volunteer to assist with basic group communications. This position on our Team is a crucial need for our Ministry to assist in getting our messages out to our members and parish community in a clear, timely and professional manner.

Respectfully, Ron Hickson

BUILDING AND GROUNDS:

FACILITIES MANAGEMENT REPORT

Category	Description	Firm Price	Estimated Price	Notes	Risk
Audio Visual ON HOLD	Install monitors in MJMPC conference rooms.		\$1,000	10/17/23 Sourced a potential solution, however funding has been suspended. Will implement when funding becomes available.	Faith Formation classes are taught with white boards, which limits the dissemination of information. A relatively inexpensive, technology based solution should be implemented to enhance the learning experience.
Sub Total					\$1,000
Building/Misc.	Sliding Door Install	\$19,760		10/30/23 Complete PIF Parts from doors that are being replaced will be used to repair other doors. Bell tower crash bars installed in September.	Existing perimeter doors are old and locking mechanisms do not always function properly creating a security risk.
	Pew modifications	\$4,362		11/6/23 Complete PIF (\$868 + \$3,494) 9/26/23 Two pews were modified and installed. Kneeler install pending	Additional seating capacity needed in church.
	Paint several areas in the church and parish hall.		\$500	This will be an ongoing maintenance activity to be completed with a mixture of in-house and volunteer resources.	Cracks, bubbling paint, etc. has created an unsightly appearance in several areas.

	Freezer for Loaves & Fishes	\$3,840		10/19/23 Complete PIF (Pd by L&F) Purchase of additional freezer to support increased capacity for Loaves & Fishes	Demand has doubled for Loaves & Fishes, freezer needed to support additional needs.
	Rectory Inspection & Repair	\$1,104		11/9/23 Complete PIF Home inspection completed along with necessary electrical repairs.	Inspection needed to identify major items that would improve/detract from potential home sale.
Sub Total					\$29,566
Electrical	Rooftop disconnect	\$2,200		10/18/23 Complete PIF 10/17/23 ~ \$1,065 paid for part, install scheduled for 10/18/23.	Electrical disconnect not reliable and is difficult to reset.
Sub Total					\$2,200
Fire/Life Safety	Preventive Maintenance	\$2,233		Inspections and repairs complete PIF. Fire alarm, sprinkler systems, fire extinguisher and hood systems all passed inspection. Minor deficiencies corrected, no pending issues.	Inadequate protection in the event of a fire.
Sub Total					\$2,233
HVAC	Parish Hall new A/C unit	\$20,978		10/30/23 Complete (PIF \$4,978 + \$16,000) 9/24/23 unit installed. Paid for equipment (\$16,500), labor expense pending. Two estimates received from contractors.	We will have inadequate capacity to cool the parish hall during hot days at full capacity. Unit has been down for over a year.
	Knock compressor replacement.	\$3,045		Compressor failed for one of the three units that serve the Knock. Repairs complete PIF	Inadequate climate control will create uncomfortable working conditions.
	Church HVAC controls repairs		\$3,200	A/C unit froze up during due to component failure. Repairs complete 1/19/24	

Sub Total					\$27,223
Janitorial	Baseline Services			Nothing new to report.	Inadequate maintenance will detract from the appearance of our facilities, and accelerate their deterioration. Parishioners deserve a clean, well maintained environment to pray and participate in various ministries.
Sub Total					\$0
Plumbing	Baseline Services			Nothing new to report.	Inoperable systems could result in building closure.
Sub Total					\$0
Roads & Grounds	Replace burned out parking lot lights	\$0		1/10/2024 Repair pending	Safety/security risk with light out in the parking lot and flag pole.
	Replace burned out parking lot lights	\$0		Complete 10/17/23 at no cost by BEMC	Safety/security risk with light out in the parking lot and flag pole.
	Parish sign overgrown and unkept looking	\$0		Hispanic ministry members trimmed ground cover, rebuilt retaining wall, installed plant material and landscape stone. Complete 12/23/23	Appearance detracts from image of St. Brendans
Sub Total					\$0
	Church roof			9/17/23-1/24/24 gathering space roof leak has slowed to a trickle but still exists, will continue to monitor. New leak in parish hall idebtified 11/27/24 has been repaired, also monitoring.	Roof leaks can compromise the roof, and interior ceiling creating a potential for mold growth and potential health issues.

Roof	Bell tower		<p>12/17/23 Bell tower continued to leak during heavy rain. Observed water seeping in from threshold, ceiling, and through bricks. Can likely mitigate, but not eliminate some of the leaks with modifications to the bell tower openings, seal exterior surfaces, and check water flow limits with drainage systems. 10/17/23</p> <p>Continuing to investigate problem source as the problem is intermittent. Possibility of drainage system being overloaded during heavy rains.</p>	Bell tower floods during heavy driving rains.
Sub Total				\$0
Parish Inventory Project	Overview		Objectives	
	<p>In conjunction with the Saint Michael Ministry, coordinate a parish wide inventory of assets, determine their associated value, and estimated lifecycle replacement timeline.</p>		<ul style="list-style-type: none"> • Have a single inventory of all significant church assets. • Identify the key “ministry owners/users” of our parish assets. • Avoid duplication of capital and general and administrative expenses. • Increase awareness among ministries of what assets are available for communal use. • Develop a multi-year budget forecast based on the expected lifecycle of existing assets to help ensure adequate reserves are in place. • Make informed decisions about repair, replacement and disposition of assets that are at or near the end of their useful life. • Determine what materials are no longer needed/in use that are taking up valuable space within our church campus. 	

Knights Of Columbus - Council 9039 Report –February 1, 2024

- The First Friday Rosary will be prayed on Friday February 2 at 8am in the church prior to the 9am mass.
- Thank you to Fr Mark for a moving Spiritual Reflection and Prayer on the Traveling KofC St Joseph Icon
- The Knights Helping Hands group built a ramp to assist in entering the house for one of our Knights/parishioner in Calabash
- We will hold our Annual Church membership drive at St Brendan's on Saturday Feb 10 (5pm mass) and Sunday February 11 at 8, 9:30 and 11 am masses.
- We will hold our General Council Meeting on Monday February 12th at 7pm in the McGivney room.
- The March for Life in Wilmington will be held in Wilmington Long Leaf Park at 10:30 am. There will be several prominent pro-life speakers at the event.
- The monthly KofC Council Officers meeting will be held February 19 at 6pm in the McGivney Room
- The Knights will start their annual LAMB Drive at Ace Hardware in Calabash on Saturday and Sunday February 17-18 from 9AM -3PM.
- The First Friday Rosary for March will be held March 1st at 8am.
- The Annual St Patrick's Day Dinner is scheduled for Saturday March 16 at 6pm in the Church Hall.
- Our Communion Breakfast will be held Sunday March 24 at a location to be determined.

Respectfully

Tom Kuncewitch

COLUMBIETTES-JANUARY 1, 2024

- SOUP TO GO AFTER THE 5:00 PM MASS WAS HELD EVERY WEEK THRU JANUARY
- WE PARTICIPATED IN THE MARCH FOR LIFE ON SATURDAY THE 20th
- VOTED TO DONATE \$5,000.00 FOR THE SMALL STAIN GLASS WINDOW IN THE NEW BLDG.
- INITIATED COMMITTEE TO BEGIN PLANNING OF THE TEA PARTY IN FEBURARY

- VOTED TO SUPPORT THE COATS FOR KIDS PROJECT
- VOTED TO SUPPORT THE UPCOMING BED PROJECT BY THE KNIGHTS

Sandy Esparza, President

Family-Centered Faith Formation—2023-2024 School Year:

- On January 7th, we celebrated the Feast of the 3 Kings with the Children of Faith Formation. We had 142 students attend classes on this day. The Kings from the Hispanic Community Youth group under the direction of Catalino Olmedo did an excellent job in distributing the gifts. The morning was a huge success with happy, smiling children!
- On February 4th was the next session of Children's Faith Formation. 152 children attended the session with more new students registering.
- Upcoming events: Confirmation Retreat- February 17th.
First Reconciliation- March 9th
Confirmation-March 16th
First Holy Communion- April 27th

Our next session for Family-Centered Faith Formation is March 3rd.

Liturgy Committee 01/10/24 Meeting Minutes

Opening Prayer

Committee Reports:

➤ Music – Judy Snopek

- ✓ Easter Vigil -3 readings will be used.
- ✓ Effective immediately, Judy is passing on her responsibilities (music, cantors, etc) to Sandy Payne
- ✓ Silence for Good Friday
- ✓ **Christ the Savior Mass** starts on Holy Thursday.

➤ Choir – Sandy Gemach

- ✓ The choir will change its one weekend off per month from the third weekend to the first weekend (**starting next year**) due to a lack of practice space.

- ✓ The candles used for Christmas will also be used for the Holy Thursday Tenebrae Service.
- ✓ If the candles are not available, the candelabras used last year will be utilized.

➤ **Enhancement Committee – Sandy Nelson**

- ✓ The Christmas Enhancements will be removed tomorrow, and everything returned to Ordinary Time.
- ✓ The Enhancement Committee is now planning for Lent.
- ✓ Ideas were discussed regarding possible Easter Enhancements.
- ✓ Sandy Nelson will contact Rusty regarding ordering the candles for the Holy Thursday Tenebrae Service.

➤ **Review Christmas/Advent**

- ✓ 9am Mass for Christmas morning worked well. We be continued in 2024.
- ✓ “Vigil Mass at Night” (Readings/Respond & Acclamation) worked well because Luke states “She gave birth to her first-born son.” Father will type up a handout stating which readings are to be used for 2024.

➤ **Other – Father Mark**

- **Ash Wednesday** is February 14th - 9 am/7pm Masses. Instrumental background is requested for the Communal Penance service (02/15 11:00 am). Deacon John has 2 CDs of the Gregorian Chants that will be played continuously. Cantor/accompanist is needed for the gathering song.
- **Holy Thursday** March 28th- 4pm Tenebrae and 5pm Mass: **“Can Remembrance”** after holy communion will be performed during Mass. Procession after Mass around the church -weather permitting – choir will sing outside as the parishioners pass by. **Discussions** continued! January 30th the choir will practice performing outside the church at 5:45 pm. The Enhancement Committee will set up the library in case of poor weather conditions.
- **Good Friday** – 12:00 service – silence; sing acapella for the two processions
- January 2025 – was discussed.
- **Stations of the Cross on the beach** Friday February 23rd 10:00 Ocean Isle Beach.

➤ **Next meeting 03/06/24 – 9:30 am Library**

➤ **Closing prayer**

Sandy Nelson

PAC Meeting Agenda for Charlie McShane – February 2024 Meeting

- PCAS 2023 was promoted in Bulletin weekend of January 6th & 7th. Finished product available on St. Brendan website “ABOUT” tab on January 14th. Gratitude to Madeline Dubas and Julianne Chiarella for all their work in final formatting and art for website post.
- At our next meeting we should discuss revisions and for 2024 and process to have data collected routinely. Suggest a PAC committee to assist in expanding and maintaining PCAS. One refinement would be a directory of names and contacts for various leaders of what is highlighted in the sections of; Spiritual Growth, Community Outreach and Parish Life Activities.
- Lower Cape Fear Life Care Program – conference call on 1/22/24 with Kathleen Brandenburg, Human Life and Dignity leader and Carrie Dunlap. Community Engagement Coordinator for LCFLC. Kathleen and Carrie will jointly present our program on Hospice & Palliative Care. The focus will be on services available. Kathleen has a very strong background as a nurse practitioner making this a good complimentary team.
- There was a conflict on the March 19th date selected. We are now focused on Wednesday, March 13th. Hall is available and reserved.
- Bulletin announcement needed February 24 / 25, March 2 / 3 & March 9 / 10
- Registration at stewardship desk and via e-mail. Looking for volunteer to coordinate registration
- Health Care Directives will be introduced at this meeting with a followup meeting in April for those parishioners needing help in this area or would like to complete a directive. Carrie and Kathleen are versed in this topic. Carrie is a notary and has the needed forms.

Parish Community Annual Summary 2023 was previously distributed to Council members and uploaded to the Parish website.