

## ST. BRENDAN PASTORAL COUNCIL – MINUTES OF SEPTEMBER 4, 2025

**PRESENT:** Fr. Mark Betti, Fr. Dass, Jean Brieze, Ken Conn, Madeline Dubas, Ginny Grant, Gerald Greco, Bob Houser, Celeste Korpon, John LeFebvre, Lisa McCann, Bob McGahran, Bert McGoff, Pat McLaughlin, Charles McShane, Sandra Nelson, Thomas Ocasio, Carol Rowane, Vincent Russo, Michael Schmid

**EXCUSED:** Ada Flores, Laura Kniaz

1. Ginny Grant welcomed the members and introduced new members Jean Brieze, Jerry Greco, and Carol Rowane. Fr. Mark opened the meeting at 9:35 am with a prayer.
2. **FINANCE:** We presently have about \$515,000 in checking with \$340,000 in general checking for operational use. We have just over \$108,000 in savings. We are tracking on budget for the first two months of the fiscal year. We have sufficient funds to pay off the remaining \$28,000 for the large HVAC unit still to be installed (\$30,000 already paid as deposit to order unit). Additionally, there are funds available to pay off the SMM's Electronic Security system of approximately \$100,000. Parish is financially solvent.
3. **PASTOR'S REPORT.**
  - Purchase of 12 acres of land will be closed today. This combined with our existing 18 acres will make St. Brenden the largest church campus in Brunswick County.
  - Fr. Mark is in the process of reviewing options for use of additional acreage with parish groups. We need additional parking spaces; but we have exceeded the amount of impervious surface. With tremendous growth in our County, we need to increase seating capacity of the Church. Simply adding additional Masses is not an option in light of the future likelihood of fewer priests in our Deanery from 15 in 2024 to 13 in 2025 and 12 by 2026. While no course of action has been definitively decided yet, some of the options currently being considered are:
    - Build a new Parish Hall on the new property and convert the existing hall into more class and meeting rooms. (*This is the original Long-Range Plan of our parish from 2016.*)
    - Investigate the possibility of expanding the seating capacity of the current church.
    - Build a new church (of at least 2,000 seats) on the new acreage which would incorporate from its onset the security measures necessary to safeguard parishioners.
    - The ten-year \$1.4M loan on the McGivney Center and new rectory was paid off in 3 years. We now have a ten-year loan of \$1.8M for the new acreage which Fr. Mark hopes to be paid off in 3-4 years. No additional loans (for construction) can be issued until this loan is repaid.
    - Current Master Site Plan is now outdated; cannot consider all of the various options until we obtain a new Master Site Plan from our architect.
    - Considering the recent church shooting, a new protective clear film is being researched for installation on the stained-glass windows in church to prevent shattering in the event of a shooting. Suggestion: For added safety, have SMM lock all doors at start of Mass or at start Liturgy of the Word.
4. **OLD BUSINESS:**
  - AI enabled Electronic Surveillance and Lock System on schedule for 10/31 completion. Provides added visibility, faster response time and AI can provide gun detection. Cameras are monitored during Mass. Provides additional time for response from Sheriff.
  - PAC member Vinnie Russo questioned training completed by those carrying and offered to provide this. Fr. Mark and Vinnie are to discuss this wonderful opportunity.
  - Spotlight on Ministry deleted from future PAC Agendas.
  - Farewell reception for Leonardo Espinosa was well received. Leo was most grateful.
  - St. Brendan Senior Resource Fair scheduled for October 25/26. Charlie McShane is working with Kathleen Brandenburg. Seven invitations sent with one decline (Arbor Landing). Cape

Fear Life will provide support. Fair will be open thru 11.00 AM Mass. Matt Kelly and Celeste Korpon will assist. Needs volunteers. An evaluation sheet will be posted.

- Cancer Ministry is being organized by the Legion of Mary. Annual budget is being developed. Scheduled to begin in January 2026.

5. **NEW BUSINESS:**

- Suggestions for upcoming year – tabled.
- Procedures For Election to Pastoral Council and election materials to be used this year were distributed to members with schedule. On discussion it was determined that the poster in the Gathering Space of candidates was unnecessary and will not be used.  
In addition to bulletin and blast communications, members of Council will speak at each Mass during announcements. Four members of Council will complete their terms on December 31.
- A reception celebrating Fr. Dass' 25<sup>th</sup> anniversary of ordination will be held after the 4:00 PM Mass on Saturday 27 December and after the 11:00 AM Mass on 28 December.
- Reminder: The Parish campus will be closed September 15-19 due to annual priests retreat.
- Time did not permit recap of Fr. Mark's recent trip.

6. **COMMITTEE REPORTS:**

- St. Michael Ministry – See attached report.
- Buildings and Grounds – See attached report.
- Knights of Columbus – See attached report
- Columbiettes – No report. Donated 4 outfits, 4 pairs of shoes and 4 backpacks to a family in support of the BFA.
- Faith Formation – See attached report.
- Liturgy Committee – See attached report.
- Hispanics – No report.

7. **NEXT MEETING WILL BE HELD ON Thursday, October 2, after the 9:00 MASS. Location: McGivney Room in Parish Hall.**

8. Meeting adjourned with a prayer at 10:25 AM

## **COMMITTEE REPORTS**

### **Saint Michael Ministry (SMM)– Monthly Report – July / August 2025**

The SMM monthly meeting was held on July 9, 2025. Due to several members being out of town, no meeting was held in August 2025. Key areas of discussion were as follows: Statusreport on Integrated Security System. Update on Liability Insurance for SMM Ministers. Departure of Matt Kelly as Facilities Coordinator. Review of any Incidents at St. Brendan's, as well as other policies and procedures for discussion with SMM members.

#### **Medical / Security Incidents**

I am very happy to report there were no Medical or Security incidents for the month of July. On August 17, 2025, prior to the beginning of the 8:00am mass, the following incident was reported:  
An older female parishioner fell on the sidewalk while walking on the parish hall side of the main entrance to the gathering space. This incident was observed by one of the SMM Security Ministers. A call was immediately made over our walkie-talkie system to our on-duty SMM Medical Ministers, requesting assistance at the gathering space front entrance. At the same time the older female was able to return to her feet unassisted. Upon examination by medical staff and confirmation by the female who fell, no further medical assistance was required. The female continued to mass with no further assistance required

#### **Electronic Security System**

All areas of the campus have been tested and now have ample internet connection. The project Kick-Off meeting with our vendor TEMS, was held on July 10, 2025. As of the filing of this report, the project installation status is as follows:

\*All exterior trenching has been completed

\*All exterior poles for camera installation have been set in place and all conduit has been installed in the trenches.

\*Camera installation has begun in several areas of the campus and will continue until project completion. Project installation is being closely monitored by SMM Ministers. All components of the project are ahead of, or on schedule currently. A system testing plan has been established and will be conducted as new system components are brought online.

### **Membership**

The recruiting of new SMM Ministers will continue with hopes of obtaining our goal of 100 Ministers. New Minister training will continue to ensure all members are aware of all policies and procedures. This training will bring all SSM members together as one cohesive team, providing medical and security assistance to all St Brendan's staff, parishioners and visitors.

### **SMM Members Liability Insurance Coverage**

Medical ministers are covered under the Good Samaritan Act. Diocese insurance plans cover SSM activities, however insurers can choose whether to cover with no guarantee of representation. Most levels of private insurance for individuals with conceal-carry permits do not provide coverage while providing security services in church. Further investigations will need to be conducted to identify a viable option for insurance coverage of conceal-carry ministers. A list of current SSM members with conceal-carry or other law enforcement certification will be conducted to determine how many individuals would require coverage.

### **New Business**

A discussion was held identifying the need for the development of a parish evacuation plan, should a major incident occur. Further discussions will take place resulting in a comprehensive evacuation plan tailored to the specific types of incidents taking place.

A review of SMM medical policies will be conducted to ensure compliance with current AHA/ Child CPR, as well as compliance with other EMS procedures.

With the departure of Matt Kelly, the possibility of his previous duty of after-hours emergency on-call contact person may be transferred to Saint Michael's Ministry. Further discussions will need to take place to establish a schedule of on-call staff to provide continuing coverage should this transition occur.

Future minister training will be conducted to include (Scenario-Type) demonstrations of common events, focusing on communication skills, location identification and coordinated response by all staff involved.

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## **Building and Grounds—Facilities Management Report September 2025**

HVAC: Misc repairs on various units at both MJMPC and the Chapel.

The HVAC unit #1 that services the Chapel has been approved for replacement at a cost of \$58,100.00 and will be installed on September 16. Additional repairs are needed on AHU #5 in cash room and RTU #5 . Cost impact to follow.

Janitorial: Awaiting a revised proposal from A +Pro Services to address:

The Bell Tower which has a persistent water penetration.

-The work would entail a pressure washing of the entire Bell Tower, precast cornices and roof top Cross. This will be followed by applying a waterproofing sealant.

-Cleaning and sealing of approx. 10 roofing squares (each square is 10' x 10') of the adjacent roof which has algae and staining on the North Facing elevation and metal roof of the Bell Tower.

-Window cleaning both interior and exterior  
 -Commercial Interior cleaning -High dusting and related work to include but not limited to Vacuuming of vents, speakers, lights ,stations of the cross and all ledges above 6'. Follow up with wash down with Murphys Oil Soap all wood after vacuum.

Plumbing: Two commodes one in Women's Room and 1 in Men's room in the Gathering Space were leaking and needed to be serviced. The Hot Water Heater that controls both bathrooms in the Parish Hall is leaking and needs to be replaced. This should happen during the September shut down.

General: Work continues repairing kneelers that are damaged, weeding and misc. repairs around the campus as they arise.

Parish Inventory: Completed and submitted.

Roads & Grounds: The two lights at the secondary entrance /exit have been replaced. SMM will be installing a new updated security system.

Roof: Nothing to report.

Misc.: Have fully integrated the use of a preventive maintenance plan/schedule for routine maintenance activities. New bathroom fan installed in Women's room in the Parish Hall. Caolina Kitchens has performed Preventative Maintenance in Parish Hall and Knock Outreach Center.

Fire Alarm / Sprinkler System:  
 During the storm on the evening of Wednesday July 30 , the Chapel received a lightning strike that caused significant damage to the Fire Alarm System. This left the Fire Alarm Panel and associated equipment inoperable. It is being replaced now. The total cost has not yet been established but will be filed as an Insurance claim. The lightning strike also affected the Burglar alarm system, security video camera and the associated dial in modum. System is now fully operational, awaiting final cost impact. Also impacted was the Burglar alarm system and Security cameras. All systems are now back on line and fully operational.

#### Facilities Look Ahead

During the September shut down week we are looking to tackle the following projects

- Paint the interior walls in the Knock Outreach Center. I expect this would take 3-4 volunteers about 2 days (+/-) to complete this job.
- We have an L shaped sign to be installed at the McGivney Center
- We have an HVAC drain pan project to investigate that requires further investigation @ the McGivney Center. Glen has already volunteered to assist me with this, as he has some history with the building. We may need 1-2 additional individuals to assist. More to follow!
- We have a variety of fall landscape activities that will be coordinated by Marge and Bill Krug. Several individuals have expressed an interest in landscaping and can assist. I have provided your contact information to the Krug's.
- We may have some window shades to be installed
- We have some rotted facia boards to be replaced at the Knock Outreach Center.
- If you see anything around the church building and grounds that may need attention that I do not have on our list, please let me know and we can figure out a plan to tackle these items as well.
- Outside the kitchen we have a fence that needs a repair.
- We expect to close on the additional land we are acquiring by September 8. Shortly thereafter, we need to install a set of 4X4's and chain to control entry/exit from the property.

- Sept 16 – Replace RTU # 1
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### **Communications --**

- Jerry Greco, who is our new facilities manager has been added to our website, myParish app church directory, office staff email group & the roster for the PAC.
- On August 4th the Monday email blast began going out with the new Mass Schedule. myParish app push notifications will start on September 1st for the new Mass schedule & I will send out an additional message in the same week as a reminder.
- Numbers keep rising regarding parishioners joining myParish app & interacting within the app. I.E. the number of users went up 10%, the clicks on “messages, reflections & rosary” more than doubled from last month.
- From 7/21/25 till August 4th, the Bounce back emails from the email blast have gone down from 8% to 1%. I looked over the email addresses that were entered prior to myself & corrected what was incorrect & I called a lot of parishioners to get their updated email addresses.

Addendum 9/03/2025: A total of 3 push notifications will be sent out (9/1, 9/3, 9/5) in English & in Spanish for the new Mass Schedule.

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### **Knights of Columbus. Council 9039. Report. July/August, 2025**

- The Knights held Meals To Go on July 16th and August 19th at the parish hall and sold sausage and pepper heroes and Meatball heroes to parishioners with profits going to local charities.
  - On Friday, July 4, members prayed the rosary before the 9:00 am Mass.
  - On Monday, July 7, the Knights held their installation of officers for 2025-2026.
  - On August 1 and the weekend of August 30/31, the Knights prayed the rosary for life before all Masses.
  - On September 5th, the Knights will pray the rosary for life before the 9:00 am Mass.
  - On September 8th, The Knights will induct 3 new members to the Council followed by our regular monthly meeting.
  - On September 13, the Knights will be holding our Meals To Go from noon to 5:00 pm in the Parish Hall. Meatloaf dinners will be served.
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**Columbiettes**—We donated 4 outfits, 4 pairs of shoes and 4 backpacks to a family to support BFA.

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### **Family-Centered Faith Formation—2025-2026 School Year**

We had a successful 2 days of Registration for Children’s Faith Formation, First Communion and Confirmation on August 17th and 24th.

October 6th is the first day of classes for Children’s Faith Formation with a time change- 11 AM to 12:15 PM. due to the change of the Hispanic Mass. We have 5 new Catechists joining our team...and we are happy to say that 3 are from the Hispanic community.

IMPORTANT DATES:

March 21, 2026- Confirmation

April 18, 2026-First Holy Communion

We look forward to another successful, faith-filled year with the Children.

Diane and Tom Nagle

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### **Liturgy Committee—**

Liturgy Committee Mtg. Minutes

09/02/25

1. Opening Prayer – Father Mark
2. Committee Reports
  - Ø Music /Cantors – Sandy Payne (excused) – Sandy Nelson shared Sandy Panes’ report
    - ü Two keyboardists have left because of health/or scheduling concerns. One will return in October. Two other keyboardists have agreed to step in and cover the Masses.
    - ü We have a new Cantor joining us and a member of the choir has agreed to Cantor.
    - ü The hymns on the CARILLON have been changed. Fred Luckett has agreed to assume the job of programing the Carillon.
    - ü She has received no complaints regarding the Mass time changes. If anything, it is more convenient on Sunday (having back-to-back Masses).
  - Ø Father Mark
    - ü December 8 – Immaculate Conception of the Blessed Virgin Mary – Mass scheduled for 9am and 6pm.
    - ü Christmas Eve Mass – Mass scheduled for 4pm; 6pm; and 8pm (Spanish).
    - ü Christmas Day Mass – 8am and 9:30am.
    - ü Reviewed the Master Sight Plan for St. Brendan to discuss the best use for the additional land:
      - Build a bigger church - (2,000) seat.
      - Turn the current church into a Parish Hall with more classrooms.
      - Transportation concerns regarding moving from the new parish hall to the new church were discussed.
  - Ø Choir – Sandy Gemach
    - ü Sanctuary Choir begins tonight. Contemporary Choir begins tomorrow night.
    - ü Choir begins its season on September 13, 2025.
    - ü Having access to the Hall for practice time before Mass was discussed.
    - ü Advent Concert – 12/20/25 at 3pm; Mass at 4pm.
    - ü Holy Thursday – 4pm Tenebrae; 5pm Mass.
    - ü Choir will sing at the 6pm Mass on Christmas Eve.
  - Ø Enhancement Committee – Sandy Nelson – reviewed the calendar
    - ü 10/30/25 – set up for All Souls Day
    - ü 11/28/25 – set up for Advent.
    - ü 12/18/25 – set up for Christmas
  - Ø Deacon Concerns
    - ü Enhancements should be moved to the center of the Altar.
    - ü Father and Howe will select something more appropriate for the Baptismal Font.
    - ü We should consider something to enhance Ordinary Time.
    - ü Father should continue starting the procession at the “cross-over” after the ringing of the bell.
  - Ø Date for the next meeting – 11/20/25 (9:30 – Library)
  - Ø Closing Prayer – Father Mark