

ST. BRENDAN PASTORAL COUNCIL – MINUTES OF SEPTEMBER 3, 2026

PRESENT: Fr. Mark Betti, Fr. Dass, Stephen Candela, Kenneth Conn, Madeline Dubas, Ginny Grant, Gerald Greco, Bob Houser, Laura Kniaz, Celeste Korpon, Bob McGahran, Bert McGoff, Charles McShane, Sandra Nelson, Carol Rowane, Vincent Russo, Paul Schaefer, Michael Schmid

ABSENT: Steve Bonawitz, Jean Briese, Ada Flores, Thomas Ocasio

1. Ginny Grant welcomed home Fr. Dass from his summer assignment, as well as the Council Members.

2. Fr. Mark opened the meeting at 9:35 am with a prayer.

3. Minutes of the May meeting were approved as written. The meeting on June 4 had been cancelled on June 1.

4. **FINANCE:** We presently have \$608,250.50 in our general checking account plus \$257,695.37 in our savings/reserve account. We have funds to cover expected bills; including the final payment for the camera and locking system and for the approximately \$50,000 needed for the bullet resistant glass in the sanctuary. We have made the equivalent of 50 of the 180 scheduled payments needed to pay off the “15 year” land purchase loan. At the current payment rate, we should have the loan paid off in March, 2030 or in 3-1/3 years from now. We continue to be quite stable financially through the generosity of our parishioners.

5. OLD BUSINESS:

a. UPDATE ON GSMA PRAYER SERVICES:

Our GSMA Prayer Service on July 1 was well attended by over 200 participants. September 11 Prayer Service will be hosted by St. Luke's Lutheran Church beginning at 11:00 am. St. James Episcopal will host the November Service the Wednesday before Thanksgiving..

b. UPDATE ON AI ENABLED ELECTRONIC SURVEILLANCE & LOCK SYSTEM:

In Tom Ocasio's absence, **please see attached report.**

c. UPDATE ON 2026 PARISH COMMUNITY ANNUAL REPORT:

Committee met on August 21 to modify/simplify means of collecting data. Google sheets and forms have been developed to spread retrieval of data over entire year rather than during the last months of the year. Currently the report is based on calendar year. However, the Diocese' calendar year is based on their fiscal year July 1 thru June 30. Fr. asked if the Annual Summary could be changed to fiscal year to coincide with data already being reported to the Diocese. Charlie indicated it was possible. **Please see attached report for more detail.**

6. NEW BUSINESS:

a. **SUGGESTIONS FOR UPCOMING COUNCIL YEAR:** None presented.

b. **THE 2026 PASTORAL VISION PLAN UPDATES:** Tabled until January 2027.

c. TIMELINE AND PROCEDURE FOR PASTORAL COUNCIL ELECTION:

This year's election will be held on Saturday/Sunday, December 5/6 at all Masses. The updated Procedure, schedules, bulletin announcements and application forms were distributed to all members. In lieu of verbal presentations before Masses, a special Bulletin announcement - “SPOTLIGHT ON MINISTRY-The Pastoral Council” will instead showcase the Council and bring awareness to it and the upcoming election. All announcements will be inserted in both printed and blast bulletins. It was noted that four Council members will complete their three-year terms on December 31. They are Stephen Bonawitz, Jean Briese, Celeste Korpon and Vincent Russo. **Please see attached election schedule and materials.**

d. **ROUNDTABLE INPUT and AGENDA ITEMS FOR NEXT MEETING:** None presented.

8. COMMITTEE REPORTS:

BUILDING AND GROUNDS: See attached report. It was noted that the additional parking project has been delayed due to tax jurisdiction of the two properties. Church is located in Shallotte but the lot is in Brunswick County.

ST. MICHAEL MINISTRY: See attached report.

KNIGHTS OF COLUMBUS: See attached report.

COLUMBIETTE: See attached report.

FAITH FORMATION: See attached report.

LITURGY: See attached report.

HISPANICS: No Report.

9. NEXT MEETING WILL BE HELD ON OCTOBER 1, 2026, FOLLOWING THE 9:00 AM MASS.

10. Fr. Mark closed the meeting with a prayer at 10:40 am

COMMITTEE REPORTS

Facilities Management Report

September 2026

HVAC: Minor work completed all covered under Maintenance agreement
Janitorial: Nothing new to report
Plumbing: Nothing new to report
General: Work continues repairing kneelers and pews that are damaged and misc. repairs around the campus as they arise.

Parish Inventory:

Electrical: Minor repairs and replacement of exterior light on Brigid Hall

Roads & Grounds: Mowing has begun on the new Land Parcel.

Roof: Nothing new to report

Misc.:

- All Fire Marshall inspections are currently up to date with no deficiencies
- Replaced Door closers on all doors in Main Sanctuary

Fire Alarm / Sprinkler System: All inspections are currently up to date

Facilities Look Ahead

- Continuing with Preventative Maintenance of all mechanical systems.
- Install window coverings in Conference Room # 2 in MJMPC
- Monthly set up in Parsh Hall for Faith Formation will begin the first week in October
- Obtaining pricing for carpet replacement Gather Space

September shut down week of September 14-18

- Pew cleaning and Polishing
- Deep clean carpeting in MJMPC
- Service all HVAC units in MJMPC
- Replace LVT at entrance vestibule Knock Center
- Buff and polish floor in Brigid Hall
- Hi Dusting Main Sanctuary
- Clean interior and exterior windows Main Sanctuary
- Power wash stained areas on walls Main church & MJMPC

Saint Michaels' Ministry (SMM) Monthly Report - September 2025

The SSM monthly leadership meeting was held on September 10, 2025. Key areas of discussion were as follows: Progress report on integrated security system installation. Possible installation of ballistic film and/or ballistic glass in the sanctuary and gathering space areas. Father Mark's presentation on the new property acquisition and possible church expansion options.

Medical / Security Incidents

One security incident was reported in September as follows:

On September 15, 2025, Jeanne Miller, Co-chair of SMM received a call at 3:15am from the St. Brendan's security alarm monitoring company. The dispatcher reported that one of the sanctuary doors had been left unlocked. Upon routine inspection by the Brunswick County Sheriff's Department, the unlocked door was opened by one of the officers, triggering the alarm. Jeanne Miller responded to the church, meeting the sheriff's officers at 3:45am. Upon verification by the sheriff's officers that the building was unoccupied and secure, all doors were checked and locked, and the security alarm system was reset.

Integrated Security System

Project installation has continued on-schedule. Parameters for system testing are being developed and will begin as surveillance and electronic locking systems are activated.

Membership

A discussion was held in reference to continued training for SMM ministers. All ministers will be notified of the mandatory training. A standard curriculum will be developed for these classes with class scheduling to begin in January 2026.

New Business

As a result of the security incident on September 15, 2025, it has been decided that SSM will secure the church and activate the alarm system after the last mass on Sundays. The church will be checked, all doors locked, and the alarm system activated at approximately 1:00pm, unless a later event is scheduled for a particular Sunday afternoon. This duty will continue until activation of the new Integrated Security System, at which time this task will be accomplished remotely. A schedule of ministers will be developed to ensure coverage.

A discussion about installation of bullet resistant film and/or bullet proof glass in the sanctuary and gathering space was conducted. All attending ministers agreed that additional security measures to protect against an active shooter scenario at the St. Brendan's complex are necessary. The areas of concern were identified and quotes for window protection options were conducted. A short presentation to the PAC council members is scheduled for the PAC meeting on October 2, 2025.

QUESTIONS GENERATED AFTER MEETING:

Question 1: Can you verify that the cameras do not record audio?

Answer: Audio is turned off on all cameras.

Question 2: Has the lock box with key for the police been installed?

Answer: Police lock boxes have been installed.

Question 3: Do we have any liability coverage for our security ministers?

Answer: Currently being researched.

Question 4: Are we charged by the police department for the various false alarms?

Answer: We can be charged but do not think they do unless the false alarms get out of hand.

KNIGHTS OF COLUMBUS:

- Busy summer, the Knights prayed the rosary prior to Mass in July and August First Fridays, etc. and will pray the rosary on September 4 at 8:00 am.
- We will be selling Meatloaf dinners on September 19 from 2:00 pm until we sell out.
- On September 14, the Knights will be helping repaint the Gathering Space.
- As the Church will be closed from 9/14- 9/18, we will hold our Council and assembly meetings on 9/21 starting at 5:30 pm.
- On September 23, at the Duffers Restaurant in Shallotte, we are holding a fundraising event from 5 pm to 9:00 pm to benefit the St. Brendan's Food Pantry! 15% of your bill will be donated back to us for Loaves and Fishes.

- Members will staff Ministry Fair tables on September 12 and 13 after the 4:00 p.m., 8:00 a.m., and 9:30 a.m. Masses in St. Brigid Hall.
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COLUMBIETTES

- Members shopped for and provided back-to-school supplies, clothing, and shoes to support students in the Brunswick Family Assistance Program.
 - Our Board met in July to prepare for the upcoming year.
 - Our auxiliary received the MMJM Award for the 16th consecutive year; it was presented at the Supreme Convention in August.
 - Several members attended the Columbiette Supreme Convention in Georgia in August.
 - On September 13, members will attend the KOC and Columbiette Communion Mass and Breakfast.
 - Members will staff Ministry Fair tables on September 12 and 13 after the 4:00 p.m., 8:00 a.m., and 9:30 a.m. Masses in St. Brigid Hall.
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LITURGY

09/02/26

1. Opening Prayer & Comments – Father Mark – the Ministry Fair was discussed. The church will be closed during the week of September 14-18th for repairs/cleaning. There is an event in the Hall on 10/24 therefore the Contemporary Choir will rehearse in the church before Mass. He also shared with us that there may be a new permanent Deacon moving into the area in October who may be joining St. Brendan. (Further information will be shared if and when it becomes available.)

2. Committee Reports

Ø Music/Cantors – Sandy Payne – The summer went well.

Ø Choir – Sandy Gemach – The choirs return on September 8th and September 9th. Their first performance will be on Saturday, September 12th at 4pm. Sandy thanked Father for the “new” piano.

ü She informed everyone that there will be an Advent Concert on December 19th.

ü She reminded everyone that there will be a 4pm and 6pm Mass on Christmas Eve and that the choir will sing during the 6pm Mass.

ü Father reminded everyone that the December 25th Masses will be on the same schedule as the regular Sunday Masses.

ü Sandy concluded with the choir schedules for 2027.

Ø Deacons – expressed concerns about the volume of the organ during cantor performances. They were insured that the concern would be addressed.

Ø Enhancement Committee – Sandy Nelson - the Ministry Fair was reviewed and ideas for Christmas discussed.

3. Date for next meeting – November 19, 2026

4. Closing Prayer – Father Mark

FAMILY CENTERED FAITH FORMATION:

On August 16th and 23rd we had a successful two days of Registration for Children’s Faith Formation, First Communion and Confirmation students. We expect additional students to register when classes begin. We welcome all!

Our session for Children's Faith Formation begins on October 4th. We have two new Catechists joining our team and two new Adult helpers.

First Communion classes begin on September 13th with one new Catechist. The date for First Communion is April 24th.

We are ready to display information for Children's Faith Formation, First Communion and Confirmation at the Ministry Fair on the weekend of September 12th and September 13th at St. Brendan's.

Children's Faith Formation is a special Ministry and we look forward to another successful, faith-filled year with the Children. We plant the "faith seeds" and watch the children grow!

Update on 2026 Parish Community Annual Summary – Charles McShane

- o Met with Jean Briesse on August 21st to discuss 2026 Parish Summary
 - o Meeting followed several lead up communications regarding process improvements
 - o Will expand our working committee to include: Matt Kelly, Celeste Korpon and Mike Schmid with continued support from Madeline Dubas
 - o Objective is to modify and simplify data and collection processes
 - o Determine useful and actionable information to support needs of Pastor and parish organization leaders
 - o Jean has developed Google Forms and Google Sheet prototypes to support simple sustainable reporting process
 - o Begin to brainstorm about needs in coming years in terms of direction for structural expansion of parish community. What data will be beneficial to collect understand and leverage
 - o Discuss with Father about support from Lisa. Eliminate any redundant collection of info that maybe already collected elsewhere as well as new paths we may need to explore.
 - o Begin a transition away from a 30 day focus from early December to early January and make data collection more automated and "on-going throughout the year". Less of an event and more of tool to be referenced as needed by those that can use the data. With focus on needs of pastor and his team.
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2026 PASTORAL COUNCIL ELECTION TO BE HELD THE WEEKEND OF DECEMBER 5-6, 2

ST. BRENDAN THE NAVIGATOR CATHOLIC CHURCH PASTORAL COUNCIL PROCEDURES FOR ELECTION TO PASTORAL COUNCIL

The Council consists of two groups of parishioners. Those appointed by the Pastor and twelve members who are elected to the Council by the parish community on a rotating annual basis. Those elected serve a three-year term with a two-term limit. Those who are appointed have no designated time frame to serve but can be relieved of their appointment at any time. The Finance Council President is a permanent member of the Council.

In the event an elected member of the Council does not complete the three-year term for which he/she was elected, the remainder of their term shall be completed by the next applicant garnering the most votes from that election year.

The Council will elect a President, Vice President and Secretary from the membership in January of each year. All members of the Council cast votes for officers.

The purpose of the Council is to act as an advisory panel only to the Pastor. In addition, their role is to bring feedback to the Pastor on the various needs and requests of the parishioners. As such, they are expected to represent the Council at various church functions. Members are expected to attend monthly meetings as scheduled by the Pastor. Meetings are generally held on the first Thursday of each month.

Schedule of elections should be determined to allow sufficient time for posting of the notice of elections in the weekly bulletin for a minimum of two weekends and two weekly email blasts, posting of applicants to serve in the bulletin, and time to prepare the bi-lingual ballot. The Diocese of Raleigh has designated that the annual election be held during the Advent season. Four members will be elected (replaced) each year. Current elected members of the Council may seek reelection at the end of their three-year commitment by going through the election process again.

Documents required for each election include:

- Bulletin Announcement to announce upcoming election and prerequisites
- Pastoral Council Candidate Application
- Bulletin announcement of candidates seeking election (English Only)
- Bulletin announcement of candidates with pictures (bilingual)
- Email blast announcement with online application
- Email blast with candidates with pictures (bi-lingual)
- Two-sided ballots with pictures (bi-lingual)

Election Day

- Ballots are to be distributed before Mass to each registered parishioner over 18 by the Ushers and members of the St. Michael Ministry
- Ballots will be picked up by the Ushers following the Offertory collection and secured

Monday following election

- Ballots will be counted by Members of the Election Committee
- Results of the election will be reported to the Pastor in writing by the Chairman of the Election Committee
- The Pastor will personally notify the four candidates garnering the most votes of their successful election as well as those who ran but were not elected
- The Chairman of the Election Committee will prepare a bulletin announcement congratulating the winners (names only) and thanking all those who submitted applications. Insertion should be at first opportunity.

SCHEDULE FOR 2026 ELECTION PASTORAL COUNCIL

“SPOTLIGHT ON MINISTRY” – PASTORAL COUNCIL:

- BULLETIN: OCTOBER 10-11
- BLAST: OCTOBER 12

ANNOUNCEMENT OF ELECTION:

- BULLETIN: OCTOBER 24-25 AND OCTOBER 31-NOVEMBER 1

APPLICATIONS ON GATHERING SPACE DESK:

- OCTOBER 24

ONLINE ANNOUNCEMENT AND APPLICATION:

- BLAST: OCTOBER 26 AND NOVEMBER 2

FRS. MARK AND DASS ANNOUNCE FROM PULPIT AT ALL MASSES:

- OCTOBER 24-25, OCTOBER 31-NOVEMBER 1, AND NOVEMBER 7 (ONLY)

DEADLINE FOR SUBMISSION OF APPLICATIONS:

- NOVEMBER 8

CANDIDATE LIST (NAMES AND BIOS ONLY):

- BULLETIN: NOVEMBER 21-22
- BLAST: NOVEMBER 23

CANDIDATE NAMES, PICTURES & BIOS – BILINGUAL:

- BULLETIN: NOVEMBER 28-29
- BLAST: NOVEMBER 30

BALLOTS FOR PRINTING – BILINGUAL:

- DECEMBER 1

ELECTION:

BALLOTS WITH PICTURES (BILINGUAL) TO CHURCH

- DECEMBER 4

BALLOTS DISTRIBUTED BY USHERS & SMM BEFORE MASS

- DECEMBER 5-6

BALLOTS COLLECTED BY USHERS AT OFFERTORY

- DECEMBER 5-6

COUNTING OF BALLOTS WITH RESULTS TO FR. MARK:

- DECEMBER 7 (AFTER 9:00 AM Mass)

ELECTION RESULTS:

- BLAST: DECEMBER 14
- BULLETIN: DECEMBER 19-20

Bulletin and Blast Article and Announcement



St. Brendan the Navigator Catholic Church
SPOTLIGHT ON MINISTRIES

THE PASTORAL COUNCIL

Did you know that St. Brendan's has over fifty ministries which serve our congregation ranging from various music groups, spiritual growth, faith formation, as well as social groups. These ministries are open to all parishioners and are listed on our website under "Ministries". Hopefully, you were able to stop in at the Ministry Fair which was held after all Masses on September 12 and 13 to learn firsthand about the Ministries available to you.

One ministry, the Pastoral Council, is listed under "About" on the website and lists the names of those currently serving. Members of this Council are either appointed by the Pastor or are elected to the Council by the parishioners during an annual election. The Council is comprised of 22 members of which ten members are appointed and 12 members are elected. Appointed members have no specific term limits. Elected members serve three-year terms on a rotating basis. Elections are held annually in early Advent to either elect or re-elect four candidates. Current members whose terms are expiring may seek reelection by going through the election process again with a two-term maximum.

The purpose of the Council is to act as an **ADVISORY PANEL ONLY** to the Pastor. In addition, their role is to bring feedback to the Pastor on the various needs, suggestions and requests of our parishioners. As such, they are expected to represent the Council at various Church functions. Members are expected to attend monthly meetings as scheduled by the Pastor, typically on the 1st or 2nd Thursday of the month, immediately following the 9:00 am Mass.

It is an honor to serve on the Council as a representative of our parish. This year's Pastoral Council election will be held on December 5 and 6. Please prayerfully consider becoming a member of the Pastoral Council. More information will be contained in future bulletins.



Big changes are starting to happen at St. Brendan the Navigator Catholic Church and you could be an integral part of those changes. As a member of the Pastoral Council, you would serve as a sounding board for our Pastor in an advisory capacity. Four members of the existing Council will be replaced in this year's Pastoral Council Election. Take the first step to becoming a member—complete the **PASTORAL COUNCIL CANDIDATE APPLICATION**.

Prerequisites

- Must be at least 18 years old.
- Must be a registered parishioner of St. Brendan the Navigator Catholic Church, Shallotte, NC.
- Must be a Catholic in good standing. (Examples: active/practicing member of the Catholic church, minimally attends Mass weekly, if married, married in the Catholic church).
- Please review the **Pastoral Council Constitution and Bylaws** found on parish website for more information.

Commitment

- This is a **THREE-YEAR** term.
- Attend monthly meetings (usually 1st or 2nd Thursday of each month) immediately following the 9:00 am Mass.
- Represent the parish at various parish functions.
- Present parishioners' suggestions, needs, and/or concerns at meetings.

Complete Application

- Candidate Application forms will be on the Stewardship Desk in the Gathering Space beginning on October 24. Applications will also be sent out via email blasts on October 26 and November 2.
- Complete and return the completed application with photo attached (headshot preferred) to the basket on the Stewardship Desk by November 8; **OR**.
Submit your completed application with photo (headshot preferred) by emailing them to mkdubas43@gmail.com.

Timeline

- Deadline for submitting your application and photo is Sunday, November 8.
- Election will be held on December 5 and 6 during all Masses.

BLAST APPLICATION

PASTORAL COUNCIL CANDIDATE APPLICATION

Please return this completed form and provide a photo/headshot to mkdubas43@gmail.com by Sunday, November 8, 2026. Completed applications may also be returned to the box in the Gathering Space by November 8, 2026.

*Indicates required question

Timeline

- November 8, 2026 – Application and photo due. December 5-6, 2026 -- Elections
Due to publishing constraints, applications received after November 8 cannot be considered.

Prerequisites

- Must be at least 18 years old
- Must be a registered parishioner of St. Brendan the Navigator Parish, Shallotte, NC
- Must be a Catholic in good standing (Examples: Active practicing member of the Catholic Church. Minimally attends Mass weekly). If married, married in the Catholic Church.)

Commitment

- **THREE YEAR TERM**
- Attend monthly meetings (usually 1st or 2nd Thursday of each month immediately following the 9:00 am Mass)
- Represent the Parish at various Parish functions
- Represent parishioners' ideas, needs and/or concerns at meetings

1. Name* _____

2. Address* _____

3. Email* _____

4. Phone* _____

5. What motivated you to run for the Pastoral Council? (Answer will be published.)

6. How would your skills, strengths, and experiences contribute value to the Pastoral Council? (Answer will be published.)

7. What changes would you like to see implemented to improve your Parish? (Answer will be published.)



ST. BRENDAN THE NAVIGATOR CATHOLIC CHURCH Pastoral Council Candidate Application

Please return this completed form to the Stewardship Desk in the Gathering Space and email a photo/headshot to mkdubas43@gmail.com by Sunday, November 8. (Due to publishing constraints, applications received after November 8, cannot be considered.)

Name:* _____

Address:* _____

Email:* _____

Telephone:* _____

*Indicates required question

Prerequisites:

- Must be at least 18 years of age
- Must be a registered parishioner of St. Brendan the Navigator, Shallotte, NC.
- Must be a Catholic in good standing. (Examples: active/ practicing member of the Catholic church, minimally attends Mass weekly. If married, married in the Catholic church.)

Commitment:

- THREE-YEAR term
- Attend monthly meetings (usually 1st or 2nd Thursday of each month immediately following the 9:00 am Mass),
- Represent the parish at various parish functions.
- Represent parishioners' ideas, needs, And/or concerns at meetings.

Timeline:

- Deadline for submitting your application and photo is Sunday, November 8.
- Election will be held on December 5 and 6 during all Masses.

(See Over)

1. What motivated you to run for the Pastoral Council? (Answer will be published.)

2. How would your skills, strengths, and experiences contribute value to the Pastoral Council? (Answer will be published.)

3. What changes would you like to see implemented to improve your Parish? (Answer will be published.)
