

## ST. BRENDAN PASTORAL COUNCIL MEETING Minutes of 30 March 2023

**ATTENDEES:** Father Mark, Deirdre Bumbera, Madeline Dubas, Ada Flores, Ginny Grant, Ron Hickson, Bob McGahran, Pat McLaughlin, Charles McShane, Sandra Nelson, Maury Paslick, Jack Semanko

Excused Absent: Bob Blanchette

1. Fr. Mark opened the meeting with a prayer at 9:35.
2. Ginny Grant requested a motion to accept the minutes of March 2. Minutes had been approved by email vote of the members.
3. **FINANCE**— On Monday, March 27, a meeting was held regarding incorporation. Bishop still 1<sup>st</sup> level of Management, 2<sup>nd</sup> level is Fr. Mark as President, the Vicar General as Vice President, 3<sup>rd</sup> level is officers and 4<sup>th</sup> level is Pastoral Council and Finance. No real change in operation. Currently developing budget for fiscal year 2023 -2024. Fiscal year is July 1 thru June 30. Officers are fully insured by the Diocese. Fr. Mark presented the report: “Parish Finances – Glossary of Terms” in order to better educate the Council on the manner in which the parish finances are administered and the reasons for it. He also clarified what our responsibilities are to the Diocese. The report is not attached due to changes made to the initial report following discussion. Fr. will redo the report to incorporate the changes. Purpose of this report was to eliminate misunderstandings on how monies are collected are distributed. This report will ultimately be disseminated to the entire parish so that they are also aware. Parish finances are reported quarterly and are available in the mail slot near the parish hall. Over 2300 families are currently registered—75-80% identified donations.
4. **BUILDING AND GROUNDS**—Report of activity attached. It was noted that there may be temporary seating in church the 2<sup>nd</sup> Sunday of Easter if the scheduled sprinkler repairs are not completed on time. 14 lights in parking lot were out and have been replaced.
4. **ST. MICHAEL MINISTRY**—Currently identifying weaknesses with risk assessment report due in one week. Coordinator Ron Hickson has been networking with Knights of Columbus, Columbiettes, and other parish groups and staff. Emphasis on situational awareness—See Something, Say Something. Preparing bulletin announcements for St. Michael Ministry and for the two CPR/AED sessions to be offered April 19 and 25. Personal alarms were given to members. Report attached.
5. **KNIGHTS OF COLUMBUS**—No report.
6. **COLUMBIETTES**— April meeting date changed to April 20 due to church closure. Columbiettes will support St. Brendan’s Parish Festival which will be held on Sunday 7 May.
7. **FAITH FORMATION**—Report attached.
8. **LITURGY COMMITTEE**—Report attached.

### OLD BUSINESS

1. Parish Pastoral Plan for 2023-2024 is approved as amended at March 2, 2023 meeting. Attached.
2. Aging Talks by Lower Cape Fear Life Center tentatively scheduled for May 18. This will be a 45-minute presentation by Candy Lee with a 15-minute Q &A session. Ideal schedule would be after 9:00 am Mass with potential for evening presentation.

### NEW BUSINESS

1. Vandalism at McGivney Pastoral Center—Resulted in over \$7,000 in damage. Repairs are scheduled. Insurance will cover cost. Vandal was not able to get into the building. Sheriff’s and Shallotte police, as well as State Troopers responded.

2. Next meeting will be held as scheduled following the 9:00 am Mass on May 4 with Ginny Grant and Maury Paslick absent. June meeting is still scheduled for Thursday 1 June following the 9:00 am Mass. Meeting adjourned at 10:37 am with closing prayers.

## **Liturgy Committee 03/16/23 Meeting Minutes**

### **Ash Wednesday Recap:**

- The overflow of people at the 9am mass, were placed in the Parish Hall. Direction, and arranging for Ushers and EMS were coordinated by Pat McLaughlin. The 7pm mass did not require the “hall”.
- We need to experiment with possibly adding a “*Cross Aisle*” amongst the pews to eliminate any future *people jams* that may occur after the ashes are distributed.
- Other ideas were discussed regarding this concern.

### **Holy Week:**

- Palm Sunday – no processional; same as a regular Sunday Mass
- Holy Thursday – Easter Flowers will arrive around 10 am.
  - 4 p.m. Tenebrae service
  - 4:45-5:00p.m. Silence
  - 5 p.m. Mass – Foot Washing will take place.
- Good Friday – 12 noon - Instrumental music will be played during the Adoration of the Cross. We will sing “*Were You There*” (*acapella*) later on during the mass.
- Holy Saturday – Easter Vigil; 3<sup>rd</sup> reading: Exodus; RICA will receive confirmation (no baptism).
- Easter Sunday – Renewal of baptismal promises.

### **Communal Penance Service 2024:**

- From 11-12 noon
- 10 priests are needed
- Instrumental music during confessions

### **Weekday Reader (and other ministries)**

- Should be scheduled for major feast days
- Should be added to Sunday schedule sign up

### **2024**

- Exploring the possibility of singing the “Gloria” during Ordinary Time
- Exploring the possibility of singing the Mass parts during Advent/Lent

**Next Meeting – Thursday May 11<sup>th</sup> at 9:30am**

Submitted by Sandy Nelson

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## Columbiettes

Columbiettes supported the successful Knights of Columbus St. Patrick's Day Dinner.

Columbiettes were honored to be included in the special St. Patrick's Day Benefactors Mass in the McGivney Center's St. Patrick Chapel.

Next meeting: Thursday, April 20, 2023, 7:00 pm (This meeting date is a change due to the church being closed on April 13, 2023. Ordinarily, Columbiettes meet on the second Thursday of the month. This change has been coordinated with the parish office.)

Columbiettes will support St. Brendan's Parish Festival with a hot dog stand on Sunday 7 May 2023.

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### Family-Centered Faith Formation—2022-2023 School Year:

1. The last session of Children's Faith Formation was March 5, 2023. Deacon John Baffa was the guest speaker in the adult session.
  2. 124 students attended from Pre-K to Grade 8
  3. We had a Food Drive and the children did a great job donating food for the Food Pantry. Jane DeJoie was very pleased with the total number of bags of food that were received.
  4. Our next session is on Sunday, April 2. Eileen Brown and the Creative Spirit Ladies have crocheted mini-Easter Baskets filled with treats for the children. We appreciate their thoughtfulness to the children of St. Brendan's.
  5. On May 7<sup>th</sup> (Children's Faith Formation Sunday), we will have the crowning of the Blessed Mother at the 11 AM Mass.... more info to come.
  6. An Upcoming event: Catalino Olmedo and a group of parishioners from the Hispanic Community are going to prepare a "Breakfast Celebration" for the children of Faith Formation on June 4<sup>th</sup>.... more info to come.
  7. We feel so blessed and thankful to the Catechists, High School Helpers, Substitute Catechists, and parishioners that help to make this ministry so special.
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### Saint Michael Ministry Report, Saint Brendan Parish, Pastoral Council Meeting - 30 March 2023

Activity since last meeting. Significant achievements with the planning process with the assistance of our capable staff members, parishioners, and emergency responders.

#### FEBRUARY

- met with all staff at monthly meeting presenting concept of new St Michael Ministry
- parishioner called me to report potential scam email. It was a scam.
- spoke with leadership of Knights of Columbus and Columbiettes: will be excellent volunteers for our SM

## Ministry

- spoke with two parishioners who are interested in volunteering. One is retired law enforcement and other is current Brunswick Co Sheriff officer. Recruiting is ongoing.

## MARCH

- met with Detective T K Nowell at Brunswick Co Sheriff's Office in Bolivia. She participated in previous Risk Assessment at St Brendan and will conduct another.
- discussion with Usher Coordinator Jack Dumbaugh regarding how Ushers can work together with St Michael ministers
- met with Sister Rosanne and discussed resuming CPR training sessions - agreed
- met with Shallotte Police Officer Woody Dunn - he agreed to conduct a risk assessment
- attended Knights of Columbus meeting and met two Knights who will be SM Ministers
- met with our Facilities Manager Matt Kelly and reviewed Security Assessment and walked grounds
- met with Rusty Joy - reviewed Risk Assessment and Fire Protection Assessment
- Two-hour Security Risk Assessment with County and Local Law Enforcement staff
- Presented overview of Safety/Security initiative and progress to date
- Second 2-hour Security Risk Assessment conducted by Sheriff and Local Police including all interior/exterior of all buildings. Will send written Recommendations.
- preparing Bulletin announcement for new St Michael Ministry and second announcement for upcoming CPR and defibrillator (AED) training sessions. Submitted by Ron Hickson, Coordinator - St Michael Ministry

## **BUILDING AND GROUNDS REPORT**

30 March 2023

### Existing Projects Status

Furniture for McGivney Center – Much of the furniture has been purchased. Some items still being considered (conference room chairs).

#### Knock Outreach Center

- Loaves and Fishes moved to the Knock Center.
- Removal of old carpet and installation of new flooring completed.
- Miscellaneous materials for repair/replacement of painting, wood trim, light fixtures, asphalt patch, as well as purchase of cleaning supplies.
- Submitting for zoning and building permit for new garden equipment shed.

#### 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.
- HVAC unit serving the Sanctuary repaired.

#### Electrical Repairs and Upgrades

- Hymn boards installed.
- Relamping light fixtures in the Sanctuary scheduled for when a lift is on-site during the sprinkler repair/replacement work.

#### Sprinkler Head Work

- Dry-type sprinkler heads in several areas of the church and sanctuary must be replaced.
- Work scheduled to begin Easter Monday. Several pews must be removed to provide access to sprinklers heads using a lift. Temporary seating will be in place for weekend masses, if needed.
- Scaffolding is required for access to some of the sprinkler heads. The scaffolding will be erected starting Easter Monday.
- Sprinkler and relamping work to be completed around April 19<sup>th</sup>.

- Pews to be reinstalled by Friday, April 21<sup>st</sup>.
- Final cleanup work should be completed the following week.

#### Pending Projects

##### 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

Met with the Facilities Coordinator on March 13<sup>th</sup> to discuss developing a Reserve Study for the Parish's assets. 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. Working on a draft list of equipment, systems, and items to include in the Reserve Study. Will review with the Facilities Coordinator and then gather data.

Submitted by: Maury Paslick, Building and Grounds Committee