



**Pastoral Council Meeting Minutes**  
**Father Peter Grace, CP**  
**Monday, November 20, 2023**

**Members:** Father Peter Grace, Karen Blair, Laci Conrad, Francisco Cucue-Campos, Hatciri Lopez, George Lozano, Anne Miller, Dean Penny, Kevin Pilotte, Stephanie Satkowiak, Ruth Silva, DJ Venne, Marina Guerrero, Nick Petro, Chris Vozdik, Lisette Uriostegui

**Members Excused:** DJ Venne, Anne Miller

**Members Absent:**

**Guests:** Father Dass, Father Clemente, Emmy Ortiz, Gerry Confreda, Lupe Villa, Alejandra Aguilar, Peter Aspesi

**Recording Secretary:** Laci Conrad

**Opening Prayer:** Chris Vozdik

**Approval of  
(October 2023)**

**Minutes:** Motion to approve the October 2023 meeting minutes was made by Laci Conrad and seconded by George Lozano.

**Staff Reports:**

**Edmee “Emmy” Ortiz, Pastor’s Assistant**

Emmy has assumed several duties in addition to her duties as pastor’s assistant. Emmy’s additional duties include coverage and setup for all pastoral office affairs including special masses (sacramental requests, weddings, funerals) and all phone calls related to special masses/requests.

**Gerry Confreda, Business Operations Manager**

Gerry started three weeks ago in his role and is deep diving into everyone’s work, especially on the financial side. His first goal is to focus on the financials, followed by budget season, and the Growing with Grace campaign. Gerry was instrumental in getting the annual report over the finish line. He has also completed a lot of the duties that had been placed on hold due to lack of staffing.

**Lupe Villa, Faith Formation Director**

Lupe provided an update on the faith formation program. Currently, there are 765 children in the program including Confirmation candidates. The classes are large, and a little higher than in past years. Lupe is currently preparing for the catechist Christmas party for ~65 catechists. Father Clemente has been assisting with developing a structure for attendance and holding parents/students accountable for weekly attendance. The council members asked about a waitlist that has been brought to their attention for families interested in enrolling in Faith Formation. Lupe is working on a case-by-case basis with new enrollments and noted that the only children that are on a waitlist for faith formation are those that had a late enrollment after classes had started. An important reminder was made that faith formation classes are only in session until April and late enrollment causes students to miss important lessons. George asked about catechist training and Lupe stated there was a training session at the beginning of the year and there are virtual sessions on the Formed website for all catechists.

**George Lozano, Music Ministries Coordinator**

There are currently seven English musicians and four Spanish musicians. The musicians are still using the Journey book and projectors. George is working on training all musicians to use the projector at each mass. The ministry is transitioning



to more contemporary music as there is increased participation from all masses when this type of music is played. The ministry is still looking for more musicians if anyone is interested in volunteering. Thursday, December 14<sup>th</sup> is a bi-lingual concert for EFAM.

**Alejandra Aguilar, Faith Formation Assistant**

There will be a transition in the software used for the Safe Environment training as follows.

EApps DB prepares to close, and we transition to a new Safe Environment learning/data storage system (Compass).

MONDAY, DECEMBER 4 at 5:00 EApps DB will close. There will be no new entries from this point until the new system opens on January 10, 2024

- Please get all screenings needed before January submitted by December 4<sup>th</sup>.
- Contact John Pendergrass at 984-900-3112 if you have any questions or need clarification.

The Site Admins will be able to do everything that they do now EXCEPT add or change data until December 21st.

- Consider what reports you would like to run from the “compliance report” tab before the system closes.
- Eapps will close 12/21/2023 and Compass will open for site administrator preview on 1/3/2024.

New background screening may be submitted in the COMPASS SYSTEM starting January 10, 2024, at 10:00 am

- All existing personnel will be copied to the new system by 1/10/2024.
- All new entries may be entered directly into the system by the applicant starting 1/10/2024.
- You may still enter applications for those who prefer “low tech.”

TRAINING ON HOW TO OPERATE THE NEW SYSTEM WILL BE AVAILABLE. The training will be posted on the Diocesan Event Calendar ([dioceseofraleigh.org](http://dioceseofraleigh.org)) starting 11/17/2023.

INITIAL SAFE ENVIRONMENT TRAINING will remain the same – face to face session or via webinar.

- Renewal will begin annually starting July 2024
- Renewal training will be online 24/7
- Renewal training will be annual, 30 minutes long, and may be completed on a smartphone.
- There will be ways to renew for those who prefer not to renew via technology.

**Storage Facility**

**Update:** Peter Aspesi, Chair – Storage Building Committee

The storage building committee was asked to develop a plan for various ministries to occupy the storage unit as well as operating guidelines. There will be 9 units in the storage building. There are five large spaces, approximately 270 sq ft and 4 small spaces approximately 142 sq ft.

Tentatively they will have the following groups lined up to use the building:

- The food pantry will have 1 large unit and 1 small unit.
- The IFF, maintenance, Hispanic groups, and migrant ministry will all get large units.
- Smaller units will be assigned as follows:
  - 1- The Knights of Columbus
  - 2- Youth group ministry and Vacation Bible school (shared unit)
  - 3- Kitchen and parish miscellaneous (shared unit)

The Ladies Guild will take over the currently shared space with the IFF and VBS/youth groups in the Parish center.

The group has also established some guidelines for the units. Each group will be responsible for providing their own shelving. No shelving will be attached to the walls or ceiling. There will be no flammable liquids/materials stored in the storage units.

# ST. ANN CATHOLIC CHURCH



Cathy Penny of the food pantry was able to obtain over \$100,000 in grants for the building. This allowed site work, pouring the cement salad and the farming work to be done. The finance council recently released funds to shingle the roof and install windows and doors. These materials have been ordered and should be installed by Christmas.

Additional funds are needed to fully complete the building, including insulation, wallboard, electrical and HVAC systems. This will be discussed further in January 2024. To that end, the committee will be having several fundraisers to help complete the building.

The first fundraiser will be a food sale between the masses on the weekend of December 2<sup>nd</sup>/3<sup>rd</sup>. They are also planning a calendar type raffle for early next year. This will be similar to the calendar raffles held by the IFF. Currently, they are exploring further ideas to raise additional funds to help complete the Storage building.

There will also be an outdoor storage area for the various supplies that cannot be stored inside.

All current sheds need to be removed before the parish can be approved for zoning of the church/parking expansion.

**Financial Update:** Dean Penny

St Ann Catholic Church Budget vs Actuals July - October, 2023						
	MTD			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Offertory	\$ 98,646	\$ 107,333	\$ (8,687.05)	\$ 348,808	\$429,333	\$ (80,525.28)
Total Revenue	\$204,489	\$ 157,375	\$ 47,114.34	\$ 771,418	\$629,500	\$ 141,918.19
Expenditures						
Total Expenditures	\$169,562	\$ 147,169	\$ 22,393.45	\$ 587,881	\$588,675	\$ (794.09)
Net Revenue	\$ 34,927	\$ 10,206	\$ 24,720.89	\$ 183,251	\$ 40,825	\$ 142,426.01

**Parish Growth Project:** Dean Penny

### Growing with Grace Campaign

The goal is to meet with all families which includes small group receptions and larger receptions, culminating in May 2024.

**Did you know:**

- 765 children in Faith Formation
  - Requiring Faith Formation classes to be held on Saturday evening, twice on Sunday and Wednesday evenings.
- 9:30 a.m., 11 a.m., and 12:30 p.m. Sunday masses are overflowing into Parish Hall
- Parking on Sunday is overflowing
- We added 157 new families in September

**New/Expanded Facilities Needed:**

- Land
- Parking
- Larger Church
- Day Chapel
- School Classroom Bldg



- **Larger Social Hall**
- **Office Space**
- **Playground**
- **Outdoor Recreation**

**\*Top priorities**

- 100% of GWG proceeds will go to support Capital Building Projects at St. Ann.
- The campaign will focus top priority on funds for the church and parking expansions.
- Growing with Grace Campaign Prayers are being added to the Prayers of the Faithful.
- A Growing with Grace Prayer card will be added to the pews for the parish to pray together.
- We need YOU to be ambassadors for this campaign!
- There are 1-2B Catholics in the world. Only a small % of those ever get the chance to help build a church.
  
- Gerry would like to setup procedures to track inflows and outflows to allow for transparency into the fundraising process.
  
- Spanish community (reported by Lissette): She is working on fundraising events to support the GWG campaign including bringing new leaders into the church community and having monthly bake sales.

**Update on Staffing**

**Positions:** Stephanie Satkowiak

There are two parish positions open which are currently being recruited for:

1. Development position: Diocelin Vega has accepted a position with the diocese.
2. Sacramental position

**Vote on Name Badges**

The pastoral council agreed to move forward with purchasing name badges. George will develop a prototype. These badges will be worn by pastoral council members when they are on the church campus for visibility and outreach to the parishioners.

**Individuals in need on our church campus**

If you encounter individuals that need support on our campus in between the masses or at other times (in the parking lot or outside of the church), please give them a bulletin and encourage them to call the parish office to explore various assistance options.

**Trailblazers** (Christian group for young males)

This group needs male volunteers. They meet on Mondays 5:30-8:30 as well as other weekend dates for camping trips.

**December Meeting Reminder**

Pastoral council social gathering is scheduled for 12/18, please bring a dish to pass.

**Migrant Ministry**

Most have gone home or to Florida. Ruth continues to support the workers in a variety of ways.

**Second Collection – this weekend (11/25-11/26)**

\$1 per money donation for turkeys for the food pantry

**Father Clemente**

Father was introduced to the council members and Emmy assisted with translating. Father is a Passionist in the province of Mexico. He is working to connect with the English parishioners as he does not speak English well, but he is trying. He supports the Hispanic community at St. Ann's. He visits Faith Formation classes and supports several ministries.

November 20, 2023

## ST. ANN CATHOLIC CHURCH



### ***Closing Remarks***

***Closing Prayer:*** Father Peter Grace

This Christmas season will be short as the fourth Sunday of Lent is Christmas Eve. Father reminded us that Christmas started small with a baby and we can also take small steps to encourage and support each other. Father thanked the council for all they do for our church and our own family.

***Next meeting is Monday, December 18th at 7 p.m. in the Rectory.***

Meeting was adjourned at 8:36 p.m.

Respectfully submitted by Laci Conrad