

## **JANUARY 2019 PARISH PASTORAL COUNCIL MINUTES**

**Members Present:** Father Frank, Lawton Blandford, Clare Charzewski, Michelle Curnow, Jerry Gardner, Keith McGuinness, Scott Phillips, Juan Saiz, Scott Spanbauer, and Colleen Sutton.

**Members Absent:** Theresa Eze and Matt Gibbons

### **1. Opening Prayer – Lawton Blandford**

### **2. Minutes – Colleen**

Colleen read Novembers' 2018 minutes. Changes and/or corrections were made and the minutes were approved and accepted.

### **3. Financial Presentation to The Pastoral Council – Charlie Boyd**

#### **2018/2019 Mid-Year Financial Report updates as follows:**

1. Offertory for the first six months of the 18-19 FY was 1.6% greater than the same time period last FY. This result is disappointing, however, because our average growth over the past six years has been approximately 5% per year. Going forward, improvement in this area will be emphasized through our **Stewardship Campaign**.
2. Expense management continues to be a strength (which resulted in positive cash flow of \$25.9k).
3. The combined shortfall for DSA and The Priest Retirement Campaign for 2018 was \$17,429, even though the collections were the highest ever at Queen of The Apostles. To meet our goals, we need better participation in both campaigns.

#### **Building a Home for All Financial Plan updates as follows:**

1. At the start of construction, Queen of the Apostles has \$2.9M in savings available to pay for our new church (which includes \$193,216 already paid for architect and other fees). In addition, we anticipate that another \$440,000 in saving will be received during construction, bringing our total savings to \$3.34M by the end of the project.

2. The estimated cost to build our new church, including furnishings, is presently \$4.15M. The level of contingency in the estimate is \$100,000 (which is significantly lower than desired).
3. After our savings are spent, we will obtain a construction loan to finish the project (which will become our mortgage debt at the end of the project). Based on the estimated cost of our new church and our projected future savings, we expect approximately an \$810,000 mortgage.

#### **What Can We Do?**

1. Make our pledge payments. There are still approximately \$250,000 in payments yet to be received.
2. Make a direct gift to our Building Fund if you have not yet participated. Make an additional gift if you are able to contribute again.
3. Support our Fundraising Projects such as our Annual Golf Tournament, BBQ Dinner and other fundraisers for the purpose of paying for the new church furnishing. To date, we have raised \$111,504 through our fundraising activities. Your continued support of these projects is essential.

**See attached documents for Catholic Diocese of Charlotte Capital Project Request Schedule 1 and New Church Budget Recap/Summary.**

#### **4. Parish Emergency Safety Plan Review – Deacon Zeke**

- a. See attached copy of the 8 page Emergency Action Plan.

The plan is the parish's first attempt at creating a more comprehensive emergency action plan. The committee which worked on this during 2018 consisted of Michelle Curnow, Steve Epperson, Roger Fenlon, Jerry Gardner and Deacon John "Zeke" Panzica. The committee received assistance from members of the Belmont and Gastonia Police Departments.

## **5. Building Update – Father Frank**

- a. Pre-Construction plans were approved by the City of Belmont and Gaston County on Wednesday, January 16<sup>th</sup>, 2019.
- b. The construction company will start to install a silt fence Friday, January 18<sup>th</sup>, 2019.
- c. Ground breaking is scheduled for either the last week of January 2019 or first week of February 2019.
- d. All documentation has been signed by The Diocese of Charlotte.
- e. The construction company will be installing cameras at the site for not only security purposes, but also the possibility of a live stream for parishioners to follow along with the construction.
- f. One of the 250lb wooden doors has been completed and will be on display in the Narthex for all to view. There are 5 more to be completed. These doors are a gift to the parish.
- g. The sanctuary furniture is being built and donated to us by Chronicle Millworks in Gastonia.
- h. During this construction phase, different types of events will take place to help provide ownership of the construction of the new church to parish members.

## **6. Goals of the parish for the next 3-5 years – All**

Suggestions as follows:

- a. Deal with the current Church Crisis
- b. Paying on the mortgage for the new church
- c. New Pastor
- d. Hispanic Community
- e. Multi-cultural Involvement
- f. Stewardship – Charity – Internal Ministry
- g. Continued growth of the parish and how to handle it
- h. Growing our Faith Formation Program
- i. Discipleship
- j. Evangelization
- k. Strategy for Social Media outlets
- l. Internship from Belmont Abbey
- m. Staying true to our mission

## **7. New Council Members – All**

- a. Currently the Pastoral Council has 4 available slots that need to be filled. Please think about who within our parish would make a great candidate(s) to fill these slots. Encourage their involvement and if need be, invite them to a council meeting. To obtain a Parish Pastoral Council profile questionnaire, please contact Mary Jo Stiles, our church secretary.

## **8. Pastoral Council Officers**

At February 2019's meeting a nomination and election for new officers will take place.

## **9. Holiday Events – All**

Thanksgiving served 314 meals.

Christmas Eve Masses again a success with an increase number of attendees. Parking went well, with no glitches.

10. Closing Prayer – Keith McGuinness

CATHOLIC DIOCESE OF CHARLOTTE  
CAPITAL PROJECT REQUEST

Schedule I

Parish: Queen of the Apostles Date prepared: January 12, 2019

**Description of project:**  
  
New Church.

**Financial requirements:**

	Guideline%	Guideline	Church Plan	Variance
1. Total cost per project budget (Sch. 11, line 30)		4,143,012	<b>4,143,012</b>	n/a
2. Cash earmarked for project at project commencement (Sch II, line 1)	50%	2,071,506	2,705,203	633,697
3. Net pledges receivable - amount due before project completion (Sch II, line 2)		0	210,000	n/a
4. Net pledges receivable - amount due after project completion (Sch II, line 3)		0	226,201	n/a
5. Allowance for uncollectible pledges (Sch II, line 5)		0	{156,934}	n/a
6. Expected Direct Contributions to Building Fund thru 12-31-2019			130,000	
7. Expected Operating Savings thru 12-31-2019		0	<b>50,000</b>	
8. Expected Fundraising thru 12-31-2019 (including Memorial Gifts)		0	'50,000	
9. Architect / Other Fees paid thru 12/31/2018 (before start of project)		0	193,216	
<b>10</b> Total cash plus net pledges receivable	<b>80%</b>	3,314,410	3,407,686	93,276
11 Debt	20%	<b>828,602</b>	735,326	93,276
12 Cash balance to be maintained in parish accounts throughout project			100,000	
13 Planned debt repayment <b>period (15 years requested)</b>			15	
14 Projected interest rate on debt			<b>4.5%</b>	
<b>15</b> Projected monthly debt service payment <b>(assume \$800,000 mortgage)</b>			6,120	
16 Projected annual debt service			73,440	

**Explanatory comments and explanation of variances noted above:**

Item#	Comments

**Identify any concerns about the viability of this project:**

1 With only \$100,000 available for contingency, Q of A will conduct a Debt Reduction Campaign starting by mid-year of 2019.

Based on a detailed review of our FFHL payment data, we feel that an overall goal of \$500,000 is reasonable. This will enable us to obtain a reasonable margin of contingency (or pay down our mortgage).

**Finance Council Chairperson:** \_\_\_\_\_ **Pastor:** \_\_\_\_\_

**Queen of the Apostles, Belmont, NC  
New Church Budget Recap / Summary**

	<b>10/10/18 Cost Estimate</b>
<b>Soft Costs</b>	
Architect/ Engineer - Professional A&E Fees	\$240,635
1) Cost estimate excludes \$51,000 previously paid for Schematics/ Master Planning	
2) \$176,938 of the estimated \$240,635 fees have been paid as of 10/10/2018.	
<b>Soft Costs - Sub Total</b>	<b>\$240,635</b>
<b>Hard Costs</b>	
General Contractor estimate / refer to pages 3 - 5	\$3,717,502
<b>Construction Sub Total</b>	<b>\$3,717,502</b>
Construction Contingency	\$100,000
Construction Loan Interest Expense	\$15,000
Estimated Sales Tax Credit {3% of construction costs)	\$111,525
<b>Total Construction Cost</b>	<b>\$3,720,977</b>
<b>Furniture / Fixtures &amp; Equip. (FF&amp;E)</b>	
Furniture / refer to page 6	<b>\$181,400</b>
Kitchen Equipment	\$0
<b>Total Project Cost</b>	<b>\$4,143,012</b>
<b>Project Budget</b>	<b>\$4,150,000</b>
<b>Over / Under Budget</b>	<b>\$6,988</b>

# Emergency Action Plan

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## Queen of the Apostles Church

Belmont, North Carolina

11/14/2018

The following is the parish's first attempt at creating a more comprehensive emergency action plan. The committee which worked on this during 2018 consisted of Jerry Gardner, Michelle Curnow, Steve Epperson, Roger Fenlon and Den. John Panzica. This was assisted by members of the Belmont and Gastonia Police.

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# Emergency Action Plan - Queen of the Apostles

## Introduction

Although Queen of the Apostles Church takes precautions to prevent them, emergencies can and do occur. When they do, they require quick, correct and decisive responses. Staff members and members of various ministries have been informed of the church's planned response to emergency situations, and they are expected to adhere to these guidelines whenever the need arises.

The following is an explanation of our Emergency Active Plans covering the following scenarios:

- ▶ **Medical Emergencies**
- ▶ **Weather Emergencies**
- ▶ **Fire**
- ▶ **Intruder/ Disrupter/ Active Shooter**

This plan also covers all parish buildings including the church, offices, MAK center and Religious Education building. It also covers the Sacred Heart building across the road where religious education classes are held on Sundays. Please note that this plan will be updated with specific information for the new church building when it is completed.

This plan has been put together by a small committee comprised of Michelle Curnow, Jerry Gardner, Roger Fenlon, Steve Epperson and Deacon John Panzica. Other parish members have contributed to specific areas of the plan. This plan has been reviewed with the entire parish staff as well as key members of the various ministries which will have an active role in responding to any emergency.

## Medical Emergencies

Queen of the Apostles church is blessed to have a number of doctors, physician assistants, nurses, trainers and therapists as part of our congregation who can be called on to help in the event of a medical emergency. However, these people may not be in attendance when such an event occurs and others will need to know how to respond. The following guidelines are offered for staff and other ministry participants to use.

First and foremost, in the case of minor children, permission by parents or legal guardians must be obtained before any treatment commences. If the parents or legal guardians are not present, attempts should be made to contact them at once and prior to any treatment. If they cannot be reached, then 911 must be contacted and first responders should take over.

Secondly, a determination should be made if the treatment is medically necessary to be addressed immediately or if treatment can wait until the person is home or off the church campus. It is preferable to defer treatment if possible.

## Minor Incidents

Minor medical issues that occur, i.e. abrasions, burns, etc. can be treated by most people provided they have the proper materials needed for treatment. First Aid kits will be available in four separate areas: Church Narthex, MAK Family Life Center, St. Benedict Religious Ed. Center, Mercedes Hall (Holy Angels). First aid kits should contain the following items:

- o First-aid manual (Simple version)

- o Sterilized gauze
- o Antiseptic wipes
- o Antiseptic solution (i.e., hydrogen peroxide)
- o Calamine lotion
- o Latex Gloves
- o Two pairs of sterile gloves
- o CPR administering mouthpiece
- o Thermometer
- o Eye wash solution
- o Adhesive tape and bandages (various sizes)
- o Elastic bandages
- o Tourniquet kit
- o Trauma Dressings
- o Antibiotic cream
- o Hydrocortisone cream (1%)
- o Tweezers
- o Sharp scissors
- o Instant cold packs
- o Alcohol wipes
- o Hazardous waste bags (for vomit, etc.)
- o Flashlight and extra batteries
- o List of local emergency telephone numbers (laminated cards)
- o Directions for requesting emergency assistance (laminated cards)
- o Safety pins
- o Blanket (stored nearby)
- o Resuscitation equipment such as resuscitation bag, airway, or pocket mask.
- o Splint
- o Smelling salts
- o AED (in separate location) -location to be known by medical personnel

A procedure will be implemented to regularly inventory these kits to ensure that any used items have been replaced and that the kit is properly organized.

The following items should be kept separately in a locked kit and should be administered only under direction of medical staff:

- o Acetaminophen (i.e., Tylenol) and ibuprofen (i.e., Advil)
- o Low dose aspirin (Simg., Bayer or St. Joseph chewable)
- o Diphenhydramine (i.e., Benadryl)
- o Ipecac (1 oz. bottle)
- o Epinephrine pens

***Note: This item needs some more discussion. There is concern about parish liability and how these would be stored, maintained and administered.***

Before providing care, put on protective gloves or use a barrier between you and the victim to reduce the chance of disease transmission while assisting the injured person. Cleanse your hands thoroughly with soap and water when finished.

Consult the Guidelines for Administering First Aid which can be found in the First Aid kits.

## **Items to consider**

- o First aid kits will need to be assembled and/or completed per specification
- o Locked kits will be required for medicines
- o Need to consider if/how we identify medically trained staff who are in attendance
- o Purchase laminated cards with instructions from Amazon
- o Consider whether we need AED machines in the St. Benedict building and Mercedes Hall

## **Weather Emergencies**

### **Forecasted Weather Events**

On a regular and ongoing basis, local weather forecasts will be monitored by staff to determine if and when parish functions and building may need to be pre-emptively closed. The most common of these circumstances occurs when snow, sleet or freezing rain is predicted and it is advisable that people stay home and off the roads. Other such events may include severe thunderstorms which may trigger hailstorms or tornadoes. When these occur during the week, parish staff will communicate as broadly as possible via Email, Social Media, parish website and texting.

It is also parish policy that the church will align its closing policy with that of Gaston County Schools during the week:

- o If Gaston County schools are closed, then the parish offices will be closed for the first day and all activities scheduled for that day including morning mass are canceled. Thereafter, a decision to close will be made on a daily basis dependent on the severity of the weather and road conditions.
- o If Gaston County schools have a delayed opening (e.g. 2 hour delay) then the same will apply to the parish office. In such an instance, morning mass is cancelled. After-school and evening activities should continue as scheduled.

### **Extreme Weather Events**

Weather related emergencies which have not previously been forecasted or which have grown unpredictably in severity can occur during a time when the church buildings are in use. The most concerning of these scenarios is Tornado activity though severe thunderstorms may also require a similar response.

The following plan is recommended during weekend masses:

#### **Notification**

- o The National Weather Service informs the public of tornado watches and warnings.
- o There are weather service radios in the office. One can be used by staff at the church and one can be used by those teaching at Mercedes Hall.
- o Staff will also be encouraged to download one of the many free phone apps available for extreme weather event notification.
- o Prior to the start of each mass, staff should check weather apps to determine if there are any threats forecasted.
- o In the event of a tornado warning for the immediate Belmont area, Staff (likely the Director of Music) should calmly and promptly notify the celebrant of the situation.
- o The celebrant will then determine whether the mass should be halted and if so, would then advise parishioners to move quickly and quietly to designated shelter areas.
- o Staff and members of the Security Ministry who are attending Mass should assist in directing parishioners to Designated Shelter Areas.

## **Designated Shelter areas**

It must be noted that there is little room on the church property to shelter large numbers of people. Thus, many smaller areas will need to be used during an emergency which occurs during mass. Shelter areas in the church may include:

- o Photocopy room
- o Hallway by the church offices, avoiding areas near doors containing glass
- o MAK Center men's room, kitchen and the area where Mass overflow is set up, along the wall adjoining the kitchen and away from any windows
- o In the St. Benedict (religious ed) building, use the center hallway away from the front doors and the rest rooms
- o In Mercedes Hall, use the hallways and rest rooms

## **During the emergency**

Security Ministers and parish staff will direct people to the designated shelter areas. They will also assist handicapped, elderly and emotionally distressed persons as needed.

In general, areas subject to being hit by broken glass are to be avoided. Parishioners should be instructed to sit with heads down and covered with their hands and arms. Parents should cover their small children as best as they are able. Doors in the shelter areas should be kept closed to limit injury from flying debris.

Should a parishioner indicate a desire to leave the building, they should be strongly advised not to do so; however, if they persist then they should not be prevented from leaving.

All should shelter in place until notified by a member of the Staff or Security Ministry that the emergency has subsided.

In the event the tornado strikes the church property, a member of the Staff or Security Ministry should call 911 and advise them of the situation. The team member should ideally provide name, church name and address, estimated number of injured, and other pertinent information that is available, such as gas leaks, fire, building wall or roof collapse.

## **Other Weather Scenarios**

The only other potential weather scenario to be considered would be an earthquake. In such an instance, the response would be evacuation from the building and gathering in the parking lot, away from the building and from trees. The existing church and offices should use the area in the front parking lot as a congregation point. Those in the new church should congregate in the new parking lot. Similarly, a member of the Security Ministry should call 911 and advise them of our current situation.

## **Items to consider**

- o Proper Signage will need to be procured and mounted to walls as appropriate
- o Review Weather Warning apps and make a recommendation
- o Consider communication apps specifically for communicating quickly with groups of people
- o Consider a loudspeaker system or bullhorn(s)
- o Outline process for damage assessment to know key items First Responders need to know
- o Perform a review of Mercedes Hall preparation to see if anything additional is required

## Fire Emergencies

An emergency situation caused by fire is probably the most likely event to occur. Responding to it quickly before damage and injury can happen is dependent on proper planning and preparation.

### Preparation

- o Place a map on wall of nearest exit/ escape to outside located at the entrance of each room and major hallways of all church buildings (see list in appendix)
- o Ensure the location of fire extinguishers has appropriate signage
- o Conduct fire drills in buildings where Faith Formation classes gather on an annual (bi-annual?) basis
- o Regular inspections and maintenance of all fire extinguishers and smoke detectors should occur as required by state/county inspectors and by church maintenance staff
- o Ensure that all electrical cords and outlets are in good condition
- o Prevent fires by keeping all kitchen equipment clean and free of grease buildup
- o Never leave cooking equipment unattended when in use
- o Ensure all staff and Hospitality Ministers are aware of the location of fire extinguishers in each building

### In the event of fire

- o If the fire is small, staff, Hospitality Ministers or Faith Formation teachers should attempt to put it out safely using a fire extinguisher
- o If the fire is large or the small fire cannot be easily extinguished, evacuate the building and call 911
- o If smoke becomes a factor during evacuation, people should be advised to crawl toward the exits on their hand and knees (since smoke rises and the clearest air will be near the ground)
- o Note: Once the new parking lot is completed, it should be designated as the official gathering area
- o If there is any doubt, evacuate and call 911

### Items to consider

- o Review preparation plans with parish maintenance to ensure compliance
- o Consider scheduling fire drills for Faith Formation classes
- o A map of the building with "You are here" points should be placed in key locations
- o Consider communication apps specifically for communicating quickly with groups of people
- o Perform a review of Mercedes Hall preparation to see if anything additional is required

## Intruder / Disrupter / Active Shooter Response

Given current events, churches and other places of worship now need to establish plans and procedures for addressing intruders, disrupters and active shooters. And given the nature of their purpose, churches will need to make many difficult decisions about how much security measures should be implemented without creating an unwelcoming environment for which all churches strive.

### Security Ministry

While many Emergency Action activities can be addressed adequately by our Hospitality Ministers, there are a number of additional security related activities which will also need to be addressed, some of which may be inappropriate or too arduous for some of our current Hospitality Ministers. Therefore, Queen of Apostles should establish a Security Ministry, the purpose of which is to provide a security presence at Mass services

and other events as needed or directed by the staff of the church. The ministry will consist of volunteer members of the parish who wish to contribute their time to this effort.

The Security Ministry will require a minimum participation of thirty parishioners [three personnel per service, at five services per week, times two for absences etc.]. Volunteers for this ministry will likely need to attend another mass as activities will preclude their active participation. Those who volunteer for this role must be aware of its critical nature and the responsibilities that accompany it. At a minimum, volunteers should be able to be on their feet for the entire duration of the mass and they should be comfortable with approaching strangers or anyone that may pose a threat.

Volunteers for the Security Ministry should be appropriately trained prior to serving in this capacity. This training should include a review of the roles and responsibilities of the Security Ministry. It should also include a general walk-through of the buildings wherein the members would familiarize themselves with security logistics, such as the placement of fire extinguishers and first aid kits, noting all emergency exits and noting all designated shelter areas. Local Police Departments have offered to help with this training.

It should be noted that the Security Ministry and Hospitality Ministry are two separate and distinct functions. The assumption should not be made that these will overlap and can be performed concurrently by the same person.

### Security Tasks during Mass

*The following guidelines have been put together by committee members using publicly available material and other information provided by Gastonia and Belmont police. It is expected these will change when a leader for this ministry is identified and more practical issues are explored, encountered and address.*

#### Activities Prior To Mass

A minimum of three Security Ministers should be assigned to each service. Those members should arrive fifteen to thirty minutes before services are to begin and formally relieve security ministers from the previous mass. A Team Leader for that service should be determined ahead of time. The Team Leader will be responsible for: (a) assigning tasks (b) making the determination to contact fire and/or police authorities, and (c) deciding other issues that might arise. They should perform a general walk-through and familiarize themselves with security logistics, such as the placement of fire extinguishers and first aid kits, removal of any barriers to doors, noting all emergency exits and other matters that might arise. They should also be looking for any unusual and/or unattended packages.

#### Assignments and Activities Before and During Mass

##### Existing Main Church Entrance

Two Security Ministers should be assigned to the front of the existing church. At least one Security Ministry member should be positioned outside the front church doors and act as a visible presence. The other should patrol the front parking lot.

##### Existing Back Door Church Entrance

One Security Minister should be assigned to the back door entrance to the existing church (the door to the back parking lot). This Security Minister should be positioned outside that door and act as a visible presence.

### New Church Entrance

Once the new church is completed, positioning of the Security Ministers will change. Two Security Ministers will be in front of the church, one at the front doors and one in the new parking lot. The third Security Minister should patrol the existing front parking lot. The existing church building, offices and MAK Family Life Center will be locked during weekend masses.

Once Mass has begun, all Security Ministers should continue to patrol the area for the duration of mass. This means that each Security Minister will need to attend another mass as a regular participant.

### Items to consider

- o One major security concern is the safety of the staff during the workweek. Specifically, the secretary has no visibility as to who is walking in the breezeway doors. Some security measures to consider are having cameras installed over the doors and equipping the doors with remote locks, allowing the secretary to open the doors from the office after ascertaining that it is safe to do so.
- o Consider changing the breezeway door locks to push bars for added safety when exiting the building.
- o Consider having Security M ministry vests similar to the Traffic Ministry to identify those who are serving in that capacity.
- o Consider communication apps specifically for communicating quickly with groups of people
- o Consider if Security Ministers need to be outside during Mass as suggested by PD.
- o Perform a review of Mercedes Hall preparation to see if anything additional is required