

CHURCH OF THE INCARNATION  
Staff Meeting Minutes  
October 16, 2019

Present: Patrick Drury, Jane Lilly, Sarah Phillips, Izzy Menchero, Shelia Herlihy, and Erica Shortridge

Meeting opened with a morning prayer.

**Update on defining objectives-**

Jane and Sarah:

- Objective- Best practices in communication
  - Flocknotes email service, \$31/month, unlimited emails, 500 texts. Customizable, parishioners can opt-in to groups that they'd like to be part of
    - Parishsoft cannot be used to send emails due to people not having the option to opt-out
    - Not sure if Flocknotes is viable due to our budget
  - Survey to decide which mode of social media communication is the best
    - Survey will be conducted the same weekend as the offertory pledge (10/27)
    - It is possible to combine commitment card and survey together
    - Survey will be drafted and reviewed by next staff meeting (10/23)
- Group color- *yellow*

Patrick and Erica:

- Objective- Resource and select person(s) responsible for communication within parish
  - Still waiting on best practices
    - Would like to align their list of modes of communication to best practices
  - Wants to keep the positions we have in place covered until there is one person to oversee the methods and/or add new modes of communication
- Group color- *red*

Shelia:

- Objective- Articulating strategies for communicating changes and decision-making
  - The group hasn't progressed.
- Group color- *red*

**Discussion of Ministry Fair-**

- Youth Ministry and Christian Formation will be represented, although sign-ups are done for their year
- Deacon Chris will need more than one table to represent his MANY ministries
  - He will need to contact his sub-ministries and plan accordingly
  - Cindy Campbell is welcome to have her own table
- The Hispanic Ministry needs representation (ex. Legion of Mary, Kerygma, Jueves Marianos, Sin Barreras, etc.)
- Set up will start on Friday night

- It is up to the individual ministries to decide who will be representing their table for the different mass times
- Question about the number of tables available
  - Will have to use some of the round tables from the PAC

**Announcements-**

Erica:

- Nursery will be moving forward with hiring Patricia
- Mom's Group has asked about our sanitization in the nursery
  - The toys have not been cleaned regularly
  - We will implement regular sanitization with nursery volunteers (ex. toys that have been taken out will be disinfected with Lysol wipes and put away after the nursery has been closed)
  - Mom's Group will be asked to clean the toys after their children use them as well
- Will be having a parents meeting Friday (10/18) in the PAC
  - Linda will help with the set-up of tables
- RCIA and baptisms are going well

Izzy:

- Do not use the stove in the kitchen
- Comcast will be coming next week to reinstall the phones