

CHURCH OF THE INCARNATION  
Staff Meeting Minutes  
October 2, 2019

Present: Msgr. Keeney, Jane Lilly, Erica Shortridge, Shelia Herlihy, Fr. Jaime Guardado, Izzy Menchero, Sarah Phillips, Patrick Drury, and Deacon Chris Morash.

Meeting opened with a morning prayer.

**Discussion of defining objectives-**

Rallying Cry: "Develop 2-way communication strategies to facilitate transition and decision-making processes."

Msgr.:

- Would like to research and adopt the best practices in communication. Does not want to reinvent the wheel.

Erica:

- Recommends that it may be helpful to mirror a parish that went through a similar change in leadership.

Patrick:

- Question of who will be doing the research.

Msgr.:

- Would like to resource and designate someone to the position of head of communications, however, he points out that it will not happen for another 6 months due to budget.
- He would like to decide on 3 defining objectives with 5 at the most.
  - Suggests: 1) Researching best practices (including litnics and incoming communications), 2) Resource and select person(s) responsible for communication with parish, and 3) Transparency of decision making and communication of changes.

Short discussion of litnics-

Msgr.:

- Same people have been coming to the litnics. Demographic: People in their 50-60s, Cursillo-heavy, non-minority Anglo-parishioners.
- Litnics run late and there seems to be less kids.
- Discrepancy about mass announcements, however, conversations end on a good note. This being said, there is a resistance to the facts/statistics that Msgr. brings. We have low numbers in RCIA. He would like for them to use their energy towards being more evangelical.

**Assignments of defining objectives-**

1. Researching best practices-Jane, Sarah, Deacon Chris, and Fr. Jaime.
2. Resource and select person(s) responsible for communication within parish-Erica, Patrick, and Izzy.
3. Transparency of decision making and communication of changes-Msgr. and Shelia.

### **Color-coded agenda-**

Msgr. would like for us to develop a color-coded agenda, starting with red-moving towards green, that would help us move step-by-step towards a solution for our objective. Would like for us to meet to respond to our objectives and will include it in our weekly meeting. He clarifies that we will be deciding when the color changes and that change will need to be justified with proof of improvement.

### **Discussion of announcements-**

Fr. Jaime:

- Had an amazing experience to the Holy Land. Visited many places (Jordan River, Bethlehem, Dead Sea of Galilee, Joseph's House, etc.) and would like to go to Rome next year.

Msgr.:

- Expresses gratitude for everything for the prayers for first responders. First responders are already planning next years.
- First funeral coming up (Crozet-James Donovan), questions the procedure. Jane explains that Karen does a lot of the planning and there won't be a reception afterwards.
- Brief outline of his next homily series-Stewardship. 1) Spirituality of Thanksgiving, 2) Spirituality of Giving, 3) Service, and 4) Commitment.
  - Spanish will be similar but not parallel.
  - Will discuss materials needed in next staff meeting.
  - Charles Williams is coming next week (10/5-6) to preach all Masses.
  - Fr. Jaime will be going to Crozet 10/13 because Msgr. does not want to miss the first Spanish Mass at 7:00 a.m.
  - Ed will report finances to parish on 2<sup>nd</sup> weekend (10/12-13). Need to see a 3% increase to keep our budget afloat.
- Discussion of volunteers vs. paid employees
  - Msgr. points out that there is a hole in the parish-no one coordinates pastoral care which has lots of sub ministries.
  - People don't understand paid staff.
    - Brings professionalism, the labor is worth the wages, there is little cohesion between a larger group of volunteers.
    - Will talk to Finance Counsel about making budget cuts elsewhere. Our pay is on the lower side of the Diocesan pay scale.
    - Downside is that volunteers feel that they aren't needed because there is staff in place.

Jane:

- A location for forms will be put behind the Military board in the Narthex. Izzy will be ordering the folders.
- Ministry Fair (10/26-27)-
  - Who will plan? Possibly Jane, Izzy, and Sarah. However- Gloria Dalessandro should be contacted as she is the person who planned the last ministry fair.
  - Erica asks: What ministries should be represented outside of the staff?
    - Check website for list of ministries. (Also check and note if any updates need to be made.)

Deacon Chris:

- Newly revised baptismal ritual will be available in Feb 2020.
  - Msgr. would like a parish book in both languages.

Shelia:

- Walk for drivers licenses is ongoing.