

CHURCH OF THE INCARNATION
Staff Meeting Minutes
October 23, 2019

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

Meeting opened with a morning prayer.

Discussion of direct objectives-

Group 1: Jane, Sarah, Deacon Chris, & Father Jaime

- Review of survey/small edits
 - Add a box for bulletin boards, oral announcements, and separate monthly email newsletter into email and monthly newsletter underneath “methods of communication”
 - Remove website and email from “types of social media”
- Survey will be conducted November 9/10, in pew, double-sided on cardstock. Will need to have about 500 copies.
 - Ushers will distribute/ refresh rows after Masses. Deacon Chris will connect with the Ushers to make sure we get this done
 - Msgr. would like us to share the results after Mass- perhaps the weekend after
- We will be able to make a decision on Flocknotes after we get the survey results
 - Price has increased by half to ~\$60, due to the size of our parish
- Fr. Jaime points out that the majority of the Spanish community uses FB and adds that he would like to see more fellowship after Mass
- Group color- *yellow*

Group 2: Erica, Patrick, Izzy

- List of methods of communication- asks if we are ready to move forward with placing people in charge of these roles. Msgr. would like to hold on this part until the survey results come back
- Group color- *yellow*

Group 3: Msgr. and Shelia

- Unfortunately, the group was unable to meet due to Msgr. being away at the priest convocation
- Group color- *red*

Announcements-

Msgr.

- Are we ready for the ministry fair?
 - As ready as we will ever be
- Msgr. would like Deacon Chris to establish altar servers at all Masses
 - Children’s minimum age is 10 years old
 - Patrick can spread the word to his youth groups
 - After confirmation, child altar servers can move to be adult altar servers

- Msgr. would like Jose Cuenca to be the figurehead for both communities
- Msgr. would like Izzy to keep track of the attendance at the 7:00 a.m. Mass
- Fr. Jaime would like more musicians and ushers for the 7:00 a.m. Mass
- Msgr. would like the TV in the Narthex to display a short video about PACEM
- Msgr. would like to survey bulletin boards
- Welcome dinner for new parishioners
 - Typically done every Fall and Spring
 - Karen Lansing would be head of the event
 - Welcome committee and pastoral council subcommittee on hospitality could work hand and hand to plan the event
 - Will need to invite staff and get them involved

Erica:

- Mass Series update- going well
- First meeting of sacrament prep went well.
 - Parents are going to be taking a larger role in the catechesis process
 - Big thank you to both priests for their support
 - Parents and children had a great time
 - Meetings will continue throughout the year
- RCIA updates
 - English speaking RCIA is going well- more than 1 candidate!
 - Spanish speaking RICA is overflowing- never a bad thing
- All Saints Day is coming up, we will be having games instead of class

Shelia:

- IMPACT annual assembly tomorrow night 10/24
- Migrant ministry visit tonight 10/23
- Day of reflection this weekend 10/27
- Haiti summit went well- great representation of Haiti community

Izzy:

- Kitchen update- damage will be expensive and a lot of work
 - Hood was improperly installed
 - Exhaust system is not up to code
 - Will need to replace the hood and the ceiling
 - Will be getting quotes for the replacement
 - Msgr. suggested getting a warming box
 - Patrick pointed out that around 25% of people actually use the oven, most bring precooked food or warm food in a crockpot.
 - Patrick offered a solution: We can use the PAC in the meantime
- Parish Finances
 - Finance council paints a rosy picture of our parish's finances; however, this is not realistic
 - Could be close to -\$70,000 after payroll in November
 - The offertory figure does not cover all of our expenses
 - We need ~\$98,000/mo. to keep our budget

- Some families give LARGE yearly donations; however, we should not depend on this money because it is subject to change
- The budget process this year may be difficult
- Msgr. will continue his campaign to increase giving on an annual basis

Fr. Jaime:

- October is the month of the rosary and prayer for St. Michael
- Will be praying for 40 days for life
 - Tomorrow, we will have prayer session at Planned Parenthood
- There will be a Spanish Vigil Mass on 11/2 at 2:00 p.m. for All Souls Day

Patrick:

- Last night the youth group had their first adoration
 - Low attendance, but that is to be expected
- Friday 10/25, the youth group will be having a monthly birthday celebration
- Saturday 10/26, the high school youth group will be having a bonfire/cookout
- Plans to continue to have kids go to confession
 - Next one will be in November

Jane:

- Open enrollment 10/21-11/1

Deacon Chris:

- Upcoming Ministry Fair and Holy Days-the schedule has changed from previous years
 - Saturday 11/2 there will be a Mass of Remembrance
 - Moved to Worship Center
 - No candles, photographs, or food-however, they will visit the graves
 - Thursday 11/28, 9:00 a.m. Thanksgiving Mass
- Will be in the Holy Land 11/7-11/17