

CHURCH OF THE INCARNATION
Parish Council Meeting Minutes
November 13, 2019

Present: Msgr. Tim Keeney, Meg Borjarski, Janet Ferrance, Jose Cuenca, Laure Taylor, Robert Chisolm (from the Finance Council), Stephenie Draushak, Doug Campbell, Peter Kashatus, Brent Browning, and Heidi Brown.

Meeting opened with a night prayer.

Discussion of rallying cry-

Msgr.:

- Group 1- Review of survey results. Bulletin, email, website, and Facebook were our most popular choices for communication.
- Group 2 will be taking data to make sure that these positions are covered by the right people.
- Group 3 is waiting to meet with Doug.

Heidi:

- How many people did we survey? Would have liked to see the option to add emails. What are we doing to set up a weekly email list?

Msgr.:

- Elizabeth Feola was originally handling our email list, but currently we have no one in charge of that.
- We have many emails from a survey that was completed in June, but Parish Soft doesn't have push access to send out emails.

Heidi:

- Shows support for using Flock Notes here. She is subscribed through Crozet Mission Church and is enjoying the service.
- Presents idea of a town hall event to improve our two-way communication.
 - Would be similar to a litnic, but on a larger scale.
 - There would be guidelines to prevent a discussion from turning ugly.
 - The goal would be to have it be bilingual with a translator- perhaps Sheila Herlihy.
 - Msgr. would not be alone. He would be joined by the Fr. Jaime, Deacon Chris, the staff, and our pastoral/ finance councils.
 - The goal would be to meet quarterly.
 - Looking towards setting up the first session in January. Plan on advertising the event in advance.
 - Approval received from Msgr.
 - How do we proceed? Msgr. will be meeting with Doug to start planning this.

Msgr.:

- Discussion of new changes to the bulletin. Moving towards a fully bilingual bulletin by 11/24. Also, will be introducing some new format changes.

Heidi:

- Concerns over monitoring of website web pages. Group 2 will be working towards making sure that someone will be overlooking the webpage.

Discussion of expanding the staff-

Msgr.:

- Disclaimer- we have no new funds for new staff or full-time staff right now. This is just planning for the future.
 - How can we grow our parish in the meantime to move towards this change?
 - What are our priorities once we receive money? We need a plan ahead of time.

Laure:

- Why is number 4 an option on this list when it is clear that we will need to find a replacement? Agreement from everyone that number 4 is a priority.
 - Msgr. Yes, we need to find someone at Deacon Chris's skill level and offer them a salary.

Meg:

- Question about who is coordinating pastoral care? No one is paid to do this.
- Need to understand who is in charge of this now to prepare for changes in the future. Gebhardt & Karen Lansing are taking care of this right now.

Msgr.:

- Discussion of the importance of a full-time maintenance person.

Doug:

- Would like to introduce our staff to the parish, kind of like a job description.
 - Msgr. explains how to find this information on the Richmond diocese web page. (Update- information can only be found by calling the diocese!)
 - Msgr. points out that we cannot hire people at a lower pay scale and expect them to offer more.

Laure:

- How do we fill our unmet needs? Financially we can't afford this in the first year. We don't want to build a staff we can't maintain.

Stephenie:

- What is the risk if we don't fill these roles? For example, why do we need to move from part-time to full-time?

Msgr.:

- For example, we might get behind on maintenance, which will cost us more money in the long run. We are experiencing some gaps in pastoral care. There is no consistent schedule with people who visit the nursing homes.
 - Meg: we need to see that pastoral care is training the new people they take on to make sure that someone knows the routines/ protocol.
- Msgr. is building a plan to address these areas once these areas grow. For example, he would love to expand the position of Christian Formation to two people, due to Erica overseeing a huge demographic.

Heidi:

- Musical minister is a priority since we are replacing someone. We need to worry about replacing someone before we hire a new person.
 - The replacement will need credentials.
 - Liturgical minister will not need to be a deacon.
 - Issue of this position being one job or two?
 - Any deacon coming in will have to be a parishioner for two years before they can apply for a position/ be hired.

- We will need to form a hiring committee.
 - Start small, locally, then can search state-wide, etc.
 - Will take a poll and revisit this.
 - Our priority will be #4, a liturgical/musical minister (after Deacon Chris retires).
 - Secondly, a tie between #1 coordinator of pastoral care and #2 a full-time maintenance person.

Msgr.:

- Msgr. hopes that we will look into these job descriptions and look at other successful parishes.
 - Brent Browning will be looking into these positions and will report back to us!

Updates from Monsignor-

- Eagle Scouts will be updating the signs, specifically the stop sign that is hidden behind the tree.
- Spanish Mass is proving to be successful. We are regularly seeing 300 at the 7am and 400 at the 1:30pm.

Subcommittees-

- Sign up for a subcommittee and then will split into small groups for discussion.

Heidi:

Mission/ Vision Statements-

- Reads our mission statement and points out that it was adopted in 2013 and should have been updated every Spring.
 - How does evangelization fit into our mission statement?
 - Trying to find a new process, not just re-write the statement. We are in charge of the process, not the re-work.

Data & Research-

- Some examples: secret shopper, ME-25, pew survey. What are we hoping to learn?

English & Spanish Unity-

- Moving towards being one parish, not two parishes separated by language.

Hospitality-

- This is more than welcoming people in person. We need to be welcoming in different aspects such the website, our Mass, the parking lot, and Narthex space.
- How are they welcomed in beyond our Sunday Mass?

Heidi:

- Will split into 4 groups. Group leader will take names & emails and decide how often they will meet/ where. Please meet at least once. Include people who aren't here tonight.

Msgr.

- Would like for next meeting, 12/11, to be less business oriented and more social (in the Christmas spirit). Is open to having it at the Rectory.