

CHURCH OF THE INCARNATION  
Staff Meeting Minutes  
November 13, 2019

Present: Msgr. Tim Keeney, Sheila Herlihy, Erica Shortridge, Chip Grobmyer, Fr. Jaime Guardado, Izzy Menchero, Sarah Phillips, Jane Lilly, and Patrick Drury.

**Group Updates-**

Group 1: Jane/ Sarah

- Jane: Survey results are in. Our main focus will be shifting towards the bulletin, email, website, and social media (Facebook).
- Sarah: Presentation of new bulletin idea. Would like to switch to a 6-pg. bulletin from an 8-pg. This option will be available in January. Biggest changes will be format and language. Will be shifting towards a fully bilingual bulletin with the 8-pg. bulletin now. Changes are to be expected.
- Tasked with finding out how to effectively use our hallways.
  - Msgr. suggests looking at examples from Protestant mega churches.
- Group color- **GREEN**

Group 2: Patrick/ Erica

- Tasked with finding the right people to handle the email list, website, and English Facebook page. Roxana Roblero is doing a fantastic job with the Spanish FB page. Any updates can be emailed to her if we need to get something up on the SPA page.
- Content should be parallel w/in the bulletin, email, website, and Facebook page.
- In regard to the website-
  - Msgr. has asked for an evaluation of the Incarnation website.
    - What kind of traffic is the website receiving?
    - What do we need to change?
  - The website should function like the office. All information that can be given w/in the office should be easily accessed on the web page. Info should be clear and easy to find from the front page.
  - Each staff member needs to be updating their individual pages.
    - Issue of the pages that do not have someone in charge of them- can be scrapped or Group 2 can task someone with handling their content.
- Group color- **RED**

Group 3: Msgr./Sheila

- Will be scheduling a meeting with Doug Campbell.
- Group color- **RED**

**General announcements-**

Msgr.:

- Introduced idea of supporting Giving Tuesday with Giving Catholic.
  - Brainstorming with Sheila about giving the donations to Habitat for Humanity.
  - Would like for H4H to use the funds for their Southwood's project, which would benefit some of our Spanish speaking parishioners who live there.
  - Issues-

- Donations would have to be entirely online. Can provide a link in a bulletin announcement, website, and Facebook pages.
  - Habitat for Humanity is not a Catholic organization.
- Funeral on Monday for Fr. Jaime.
  - What pastoral care do we need?
  - Viewing will be from 6:30—9:00 p.m. in the Parish Hall. Mass will be said at 9:00 p.m.
    - Due to viewing being in the PH, choir practice will have to be moved into the DMC or YR. Ask Sheila for contacts.
    - Charlie and Linda will have to clean the PH again on Tuesday a.m. after the funeral.
  - Not sure about the burial details. Might be a cremation. Will have to fine tune the details about inurnment.

Sheila:

- Will be absent tomorrow, 11/14. She is going to an immigrant summit in Northern VA.
- We are ready for PACEM! Begins on Saturday 11/16. Will be having the potluck on Friday 11/15.
- Will be having an Alternative Giving Fair in the PH the weekend of November 23/24.
- Angelic Gift Drive will be starting this weekend, 11/23-24, as well.
- IMPACT research tomorrow 11/14. Anyone from Incarnation is welcome to join.

Erica:

- Second session of sacramental prep for parents and children regarding reconciliation will be tomorrow night, 11/14.

Chip:

- Apologies for the issues with the internet and printing. Working out the kinks with the new system.
- Comcast will be here tomorrow, 11/14, to install the new phones.

Izzy:

- Parking lot lights cable got cut yesterday when gardeners were mowing the lawn. Second time this has happened. They are fixed now. We are taking measures to make sure this doesn't happen again.
- Issue of broken gates (for the steps to the stage in the Parish Hall). Will have to replace them.

Patrick:

- Diocesan Youth Conference registration is live on the website.