

CHURCH OF THE INCARNATION
Staff Meeting Minutes
November 6, 2019

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

Group Updates-

Msgr. and Sheila:

- Haven't had the chance to meet since last week.
- Doug Campbell will be joining this group from the Parish Council.
- Group color: **yellow**

Jane and Sarah:

- Survey is ready, will be this weekend.
 - Should be in pews before Mass begins.
 - Need to communicate with ushers due to Deacon Chris being out of town.
 - Chip has Dale's contact info, Jaime has Yuca's.
 - Jane will put a sign in the usher's room.
- Group color: **green**

Erica and Patrick:

- Waiting on survey results.
- Group color: **red**

Updates-

Msgr.:

- Are we ready for PACEM?
 - Sheila: Yes, we are waiting on a safety check and a fire check which Tom has planned and the kitchen in the PAC is good to go.
- Question of who will be handing the Mass announcements in Deacon Chris's absence?
 - Answer- Jane
- Msgr. will be in Ohio during November 22/23 for his Aunt's inurnment
- Offices will be closed Thanksgiving weekend
 - Fr. Jaime will be out Mon-Thurs
 - Jaime will be the emergency priest after Thurs
 - Msgr. will be out Thurs and Fri
 - Jaime will be doing the 9 a.m. Mass on Sat, Msgr. should be back Sat afternoon
- Next two homily series coming up (Advent and Christmas)
 - Advent theme will be "old fulfilled in new" and will be using the Jessie Tree
 - Planning on incorporating scripture at home
 - Planning on having this series coincide with Christian Formation
 - Can do a "Bible timeline" for Adult Formation
 - Christmas theme will be "what's in a name?" For example, what does it mean to live out a spirituality of incarnation? What does it mean to be called Church of the Incarnation?

- Will be exploring Mysteries of the Incarnation
 - 2nd session will start on Christmas day and end on the 12 of January
 - Erica: Question about the Advent play dates
 - Solidified for December 22, at 10:30 a.m.
- In regard to Christmas-
 - In the past, he used to ask his parishioners to bring in their own unique nativity scenes to share with the parish. He would like to do this next year.
 - Christmas decorations will be green wreaths and trees, shouldn't be decorated until after the 4th Sunday of December
 - Izzy- Will ugly Christmas sweaters be allowed? Msgr.- Yes
 - Chip- Will the times be the same for the Christmas service? (Specific times will be included in the upcoming minute.) Will need to livestream the 5:30 p.m. Mass in the Narthex
- Will be keeping the Host in bite sized pieces as it has eliminated the issue of the crumbs
 - Msgr. will talk to Deacon Chris about the Eucharist when he gets back from the Holy Land
- Penance Service- will be sending out formal invitations for the Penance Service with Deacon Chris
 - Service will be December 17, starts at 5:00 p.m.
- Give Catholic Movement- asks Izzy to look into the movement
 - Asks if it is something we can do in the future?
- Candles- Would like to install a votive stand next to the DMC/BSC
 - Donations for candles helped raise funds and covered the costs of the stands
 - Would like to have this installed to give people the opportunity for public piety
- Installation of Lady Guadalupe statue
 - Statue needs to be secured to the wall or floor and a kneeler can help protect the statue
 - Msgr. needs a list of names of carpenters from Fr. Jaime so Izzy/Msgr. can speak to them about the installation

Sheila:

- Upcoming events-
 - Will be having an alternative giving fair November 23-24, which will include fair trade gifts and the opportunity to donate in a person's name
 - PACEM
 - Angelic gifts
 - Angel tree goes up around November 24. Tags will be available on the 24, 1, and 8. Gifts will be due back December 15.
 - Habitat for Humanity "building on faith" breakfast 11/7, both priests will attend
 - IMPACT continues as usual

Erica:

- Patricia has accepted our offer for the nursery, she will start November 24
 - Will be coming to the staff meeting 11/13 to meet everyone
- Will be having a liturgical calendar workshop November 23 for Christian Formation
- RCIA is going well

- Will be having the 2nd session with Msgr. on November 14

Chip:

- Saturday 11/9 a.m. will be updating the internet router and will be installing some new access points
- Will be getting with John about the wireless sound system
- Smart TVs do not need to be turned on/off because they are on a timed schedule
 - Can program them to turn on at 6:30 a.m. on Sunday for the 7 a.m. Mass
- Will be replacing Sheila's 10 yr. old computer

Patrick:

- Upcoming Diocesan Youth Conference for 8-12 graders, will update with info
- New Youth Series about Jesus's relationships
- Youth presence for reconciliation on November 16
- Antioch prep is underway, theme is "illuminated"
- Confirmation tentative date will be Friday, May 29 at St. Thomas

Sarah:

- Meeting minutes will be uploaded to the website for staff and members to view
 - Msgr. urges for everyone to please read these

Fr. Jaime:

- Question of when the play for the Lady Guadalupe will be? During the homily or after communion? Msgr.- after communion