

CHURCH OF THE INCARNATION
Staff Meeting Minutes
November 27, 2019

Present: Msgr. Tim Keeney, Sheila Herlihy, Erica Shortridge, Sarah Phillips, Jane Lilly, and Deacon Chris Morash.

Meeting opened with a morning prayer.

Msgr. weekend updates-

- Needs more clarity on answering service.
 - Where do messages get sent? Who receives them?
 - Jane- The answering service does not seem to be working 100%. She will contact the service and ask them to call Msgr.'s cell in case of an emergency over the Thanksgiving weekend.
 - Will be switched to Deacon Chris on Sunday 12/1.
- Parish Council idea for a town hall meeting in January.
 - Will be a panel set-up.
 - Erica- Are we preparing questions?
 - Yes, some can be prepared ahead of time.
 - Sheila- The best time will be on a Sunday in between Masses.
 - Needs to be bilingual. Issue of finding a translator- perhaps Sheila? She can do it but only for half an hour at a time.
 - **Tentative date- Sunday February 3, 3:30 p.m.**

Rallying cry updates-

- Msgr.- Bulletin boards are ineffective. Bulletin, email, website, and FB are more effective.
 - People enjoy Patrick/Sheila's announcements at the beginning of Mass.
 - Will allow pulpit announcements from time to time.

Group 2: Msgr., Sheila, and Doug:

- Sheila- We met with Doug and made a few changes to our document.
 - Major changes- Decisions should always be presented with our mission/vision statement in mind. Focus on articulating decision makers.
- Msgr.- If I give you authority to make decisions, you will have full authority to make changes without me.

Group 3: Erica, Patrick, and Izzy:

- Erica's group has not met.
- Won't be hiring anyone. Just need to figure out who is really in charge of what.
- Msgr. would like for us to reach out to talent within our parish. Ex. volunteers.

- New people who join in will need consistency. We can include them in group meetings, email, etc.

Individual updates-

Msgr.:

- Would like to have a meeting with Crozet people about double enrollment in religious education. (Some individuals are taking advantage of these programs.)
 - Would include Msgr., Fr. Joseph, Crozet people, and Patrick in the meeting.
- If the Diocese expanded their teleconference aid, we could house the system here at Incarnation due to our central location.
 - Will increase our capacity here. Also, we would receive \$\$ from the Diocese.

Sheila:

- Alternative Giving Fair went well.
- Angel Tree is going well.

Erica:

- Thanks for a warm welcome for Patricia.
 - Patricia is feeling confident.
 - She will be meeting after each shift with Erica.
- 2 new Nursery applicants.
 - Each can work part time.
 - Pushing for December 1 to open the Nursery. Might not happen.
 - Will be working towards having the nursery open for the 9:00 a.m., 11:30 a.m., and 1:30 p.m. Masses.
 - She has a list of Spanish speaking Nursery volunteers. She has reached out to these.
- Upcoming Nativity Play.
 - Will need volunteers for this family time.
- Upcoming Baptisms- will have to be done by Fr. Jaime.
- Jesse Tree- Msgr. will be talking about the Jesse Tree in each Homily.
 - Erica will have the tree in the Narthex again on Dec 1. Will have handouts this time.

Jane:

- Office Volunteers are doing a great job. Please try to give them some tasks while they are here.

Deacon Chris:

- Advent wreath has been installed in the Worship Center. Msgr. will bless it and we will light the first candle this weekend.
 - It cannot be moved, only slightly adjusted.
- New banners have been installed.
- No more Glory to God during Mass.

- DC will be gone Dec 2-6.
- Will be retiring from his role as Director of Worship, effective February 21.
 - Would like a goodbye party on Saturday, February 15.
- Msgr.- Would like John to take on some of these responsibilities part time (about 15 hours a week) until June, when we will hopefully have someone to work full-time.
 - Discussion of DC's role after retirement, perhaps Pastoral Care?