

CHURCH OF THE INCARNATION
Staff Meeting Minutes
December 18, 2019

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

Meeting opened with a morning prayer.

Msgr.:

- Christmas preparations
 - What do we do in the event of an emergency?
 - The answering system will contact either Msgr. or Izzy
 - Sheila: In the event of a financial emergency, referrals will be made by the answering system to 211.
 - The answering system will list the Christmas Mass times
- Please add Jacqueline Gordoba to our Pastoral Care List. She is has stage 4 cancer.
 - Sheila: We can pass her name along to the Legion of Mary since she speaks Spanish.
- It is possible that Msgr. will be out of the office the week of Jan 13 for court.
- Staff Christmas Party Jan 3 at 6:30 p.m. at the Rectory. Spouses and significant others are welcome. Please bring a \$25 gift for a gift exchange. We need to make sure that Charlie, Linda, Sara, Patricia, and John Kronstain get invited.

Erica:

- Nativity Play this upcoming Sunday Dec. 22. We are as ready as we will be!
- Catechist work session on Jan 5. No class this day.
- Added a class on Jan 19 for 1st Penance kids ONLY.
 - This will include a “dress rehearsal” for 1st Reconciliation with Msgr.
 - Will be happening the same time as reg. confessions
 - Fr. Jaime will need to move confessions into the vesting room.

Chip:

- Will be leaving for a week starting today, Dec 18. Sound arrangements will be made. Is expected to return on Dec 23.

Izzy:

- Do we have any requests for Charlie and Linda? They will be here on Dec 23 and 24.
 - Msgr. We will need their help with moving items from DMC to the Parish Hall for Mass on Christmas Eve. Daily Mass can be held in the WC if needed.
- Izzy will be out of town from Dec 21 to Jan 2.
- Issue of parking during Christmas Eve Masses- will reach out to JABA for extra parking and will contact Police for aid with directing the traffic.

Fr. Jaime:

- Fr. Jaime will be out of town from Dec 27 until Jan 17.
 - Fr. Santos is coming to help out during this time.
- Thanks for help with Novena and Our Lady of Guadalupe.