

CHURCH OF THE INCARNATION  
Pastoral Council Meeting Minutes  
January 8, 2020

Present: Msgr. Tim Keeney, Heidi Brown, Janet Ferrance, Pete Kashatus, Stephenie Draushak, Laure Taylor, Michael Schaeber, Robert Chisholm, Brent Browning, Jose Cuenca, Roxana Roblero, and Doug Campbell.

**I. Meeting opened with a nightly prayer.**

**II. Rallying Cry: Updates on staff's defining objectives-**

Msgr: Group 1: Jane and Sarah have been tasked with researching how to use the Narthex and hallways to effectively communicate. Open for pastoral council members to join. Jose and Doug are interested in doing some research. Stephenie suggested harnessing youth energy and visiting some popular churches in the area to see what is working at their locations. Group 2: Patrick and Erica: Will be recruiting 2 individuals this week, will update at the next staff meeting. Msgr. suggested talking to the Youth Minister at UVA to see if there are any IT students who need credits for projects. Group 3: Msgr., Sheila, and Doug: Need to meet to progress.

**III. Old Business**

**a. DC Retirement Party/ Rebuilt Conference**

Heidi: DC party has been rescheduled for February 21. Jen Kowalski will be in charge with DC's retirement party. She will need help with food, decorating, and clean up. Heidi is helping with RSVPing. She needs to gauge the amount of people expected to attend. The best (modern) method to do this would be to RSVP through Eventbrite. She got a list of parishioners from Jane and Patrick; she can email these individuals the Eventbrite link. Msgr. suggests putting out computers after Masses so that families can sign up their emails to receive the Eventbrite link in addition to signing-up for parish emails. Msgr. would like to quietly collect photos of DC to put together a slideshow. He will make pulpit announcements to promote this while DC is on vacation in Canada. Photos can be sent to [office@incarnationparish.org](mailto:office@incarnationparish.org). Jose will talk to Francisco about putting together the slideshow once we have enough photos. DC will be working part time doing diaconal work after his retirement. He is committed to 12 hours a week with pastoral care.

1 extra ticket available for the Rebuilt Conference (April 26-28). Can be claimed by anyone. First come, first serve. Stephenie suggests offering this opportunity to some of our ushers, greeters, or proclaimers of the Word because they can help with changes.

**b. Sharing of Job Descriptions**

Brent Browning delivered a short report on his job descriptions. He was able to get them by calling the Diocese in Richmond. He handed out a hard copy of 7 shortened job descriptions.

Would be happy to share soft copies with anyone who requests them. Msgr. explained that these job descriptions start off very general and can be tweaked to include special talents that people offer. He prefers for positions to be concise so that if one person leaves, the entire staff does not have to be reworked.

John Kronstain will be taking over as Interim Director. He will work 15 hours a week and Gloria D'Alessandro will assist him when needed. D.C. has been working with John to make it a smooth transition.

### **c. Town Hall Meeting**

Town Hall meeting will be rescheduled. Looking for late February or early March. Staff will discuss dates at next staff meeting. Heidi has requested at least three weeks of warning in advance so everyone can plan accordingly.

### **d. Subcommittees**

**Mission/ Vision Statement: Doug, Brent, and Mike:** Doug reported that the group will start formulation of a strawman (draft/proposal) April 6. In the meantime, they will research best practices, including generational differences. Msgr. offered bringing in a speaker if the group was interested. Laure suggested looking into an online course about mission and vision statements at the University of Dayton. Msgr. suggested looking into the National Leadership Roundtable for more resources. Msgr. wants staff to join in to help these subcommittees. Mike joined into this group at the end of the presentation.

**Hospitality: Stephenie, Laure, and Meg:** Stephenie stated that her group's research started with defining hospitality. Hospitality is how you make someone feel. The goal is to make someone feel positive because this will open their hearts to Christ. Incarnation Masses are highly participatory and emotional, which ties the bigger community at large. It is important to identify who is the guest. How do you want to make your guest feel? How can we instill these emotions? Laure pointed out that hospitality can mean a lot of things, but universal when welcoming newcomers. Wants to research how to keep our regular parishioners welcome and how we can make them want to stay because change can be isolating. Meg stated that how the parish makes you feel will be reflected by parishioners. Hospitality starts with making team members prepared to be hospitable. Moving forward, the group would like to understand more about the demographics at each Mass. They would also like to address some inconsistencies, for example donuts only being served at 9:00 a.m. Mass and once a month at the 11:30 a.m. Mass. Doug has requested that Stephenie "share the light" and upload her powerpoint to Google Docs so that others can reflect back on more detailed notes. She agreed that she will do this after they were approved by her fellow group members.

**Data and Research: Janet, Peter, Ed, and Robert:** Janet said that her group is looking into surveying the parish. One option would be to use the Gallup ME25 or Secret Shopper survey. The benefits of using the ME25 would be that many of the questions asked by the survey tie into the mission and vision statement and hospitality subcommittees. They also offer classes/ training

for leaders and a one-year update. They help you with analyzing the data and can help track progress. The ME25 is how you are viewed by parishioners. Msgr. added that it will make people consider what it means to be a parishioner here. It can help people understand their expectations. Msgr. agreed that it would be easiest to have parishioners fill it out while he is preaching the homily.

**English and Spanish Unity: Roxana, Jose, Heidi, Patrick, and Ruth:** Heidi spoke about using children to unite our Spanish and English-speaking communities because they are bilingual. This can be done by pairing families whose children are in Christian Formation. First they would sign up to participate, then one Spanish speaking family would be paired with one English speaking family. They would get together twice for dinner. Then at the end of CF classes, each class could have an end of the year party. The goal would be to have families mingle together, especially the buddy families who already know each other from being paired. Stephenie suggested pairing new parishioners with established parishioners at the welcome dinner so they can integrate into our community.

#### **IV. New Business- Robert Chisholm Finance Report**

Robert stated that the Finance Council is researching historical giving trends for the last 15 years at Incarnation. He is willing to share this data if the subcommittees would like. As for the last 2 years, 2018 and 2019 saw an increase. In 2019 there was a \$15,000 increase and about \$30,000 more in unrestricted donations. The months of July and August were the lowest point historically. There was a major increase in November and December. It is possible that this is due to end of year giving where people make their yearly donation all in one lump sum. If this trend continues (low in summer, high in winter), then the Finance Council will need to plan accordingly. Additionally, Incarnation received a major donation of \$150,000. Msgr. suggested using this money towards debt reduction and use it to pay off the mortgage (avg. monthly mortgage payment is \$6,368.49). His plan is to recharacterize debt reduction into capital improvement. Money donated towards capital improvement would be used for infrastructure/maintenance, and natural savings.