

# CHURCH OF THE INCARNATION

## Staff Meeting Minutes

January 8, 2020

Present: Msg. Timothy Keeney, Sheila Herlihy, Patrick Drury, Erica Shortridge, Chip Grobmyer, Izzy Menchero, Sarah Phillips, Jane Lilly, and Deacon Chris Morash.

Meeting opened with a morning prayer.

### **Defining objectives group updates-**

**Msgr., Sheila, and Doug:** Will schedule a meeting to discuss rallying cry.

**Erica, Patrick, and Izzy:** Erica has a list of responsibilities for communication and can bring it to the next meeting. She has two people who have shown interest in helping out. She will reach out to those individuals and fill them in on the list of responsibilities.

**Jane, Sarah, Chris, and Fr. Jaime:** Msgr. has tasked this group with researching how (Protestant) mega churches use their worship space, displays, and bulletin boards in an effective way. Some examples of churches to look into would be Saddleback or Church of the Nativity.

### **Staff updates-**

**Msgr:** Would like to make a Mass Intention for Ruth Leith on January 25, 9:00 a.m. Her daughter decided to not have her funeral here.

Thanks for help through Christmas. Masses went well and we have received positive feedback about the second live Mass (instead of live video) in the Parish Hall. He would like for this to become the new norm so that everyone is able to receive the Eucharist. Chris mentioned that he would need more time in between Masses. It would be easier if the 7:00 p.m. was moved to 7:30 p.m. Msgr. will consider this for next year. The 9:00 p.m. Mass had a higher attendance than the 7:00 p.m. It seems that families fluctuate between what Mass time they will attend yearly. Chip mentioned that there was a problem with the sound during the 4:30 p.m. Mass in the Parish Hall, which will have to be addressed by Easter time, if Msgr. would like to do more overflow Masses. Chip can work towards a solution for this. Everyone was in agreement that the parking situation went well.

In regard to the Office/ Incarnation closing for inclement weather, Izzy is the person to make the call to close the office. When this happens, all activities will be cancelled EXCEPT for Mass. We will always stay open to celebrate Mass. Additionally, in the case of school closings and childcare, Msgr. is okay with children being in the office or having parents work from home to accommodate.

Our Parish Town Hall will have to be pushed back to later February/ early March. We can look at dates during our next staff meeting.

**Sheila:** Angelic Gifts went really well. All families but one received their gifts.

This weekend, Incarnation represented as a Christian Church for a group of children who were visiting a variety of worship spaces for different religions.

In regard to Advocacy, the General Assembly starts today (1/8). We have several advocacy dates coming up, including the National March for Life in D.C. (1/21) and the VA March for Life (2/13). Msgr. would like to promote both of these events within our Parish. We can do this through the website, the bulletin, and pulpit announcements.

**Patrick:** Antioch will be next weekend (1/19). We have 36 kids and 4 priests signed up.

Our Middle School and High School Youth Groups are going well.

Two events coming up- For Catholic Schools Week, CCS students will serve as greeters, ushers, and gift bearers at all Masses during the weekend of January 25 and 26. They will also have an information table in the Narthex. Then, on February 2 the Boy Scouts will be here during the Spanish Mass times and will serve as gift bearers and have a table in the Narthex.

**Erica:** The Nursery is fully staffed. Patricia is doing well; she seems really happy to be working here with us. Additionally, Maya and Sara are here to help. They can provide childcare for RCIA members, if needed.

In regard to Adult Faith Formation, we will be doing a second run of the Mass Series for couples and small groups of women. RCIA will be starting up again around January 26. This will be open for new people or old people who may have missed the beginning of their session.

Has some questions for Msgr. about the Rite of Election in Richmond. She will clarify in next meeting.

For the summer, she is planning on combining our VBS program with St. Thomas and Holy Comforter's. They are planning on using CCS to house this event. She will be meeting with Eleanor and Melinda from St. Thomas and Holy Comforter next month to discuss this change.

There will be 6 baptisms this weekend (1/12). They will all be done in English by Msgr.

Will be having a 1<sup>st</sup> Reconciliation Meeting next Sunday, January 19. Msgr. will be meeting with the children to do a walkthrough of a reconciliation. He would prefer if the children had some knowledge of the Act of Contrition. Their 1<sup>st</sup> Reconciliation will be on Saturday, January 25. We are planning for around 70 children to participate. We will need about 4-5 priests.

The idea of separate sacrament study is difficult but will still happen. Some catechists are feeling disconnected and worry that they aren't doing enough to aid the children's faith formation.

**Chip:** Seems that our new Network is working well. (So far, so good!)

Msgr.'s phone is no longer ringing with every call to the office. However, Chip still needs a code to get into Comcast's interface.

Msgr. has requested that Chip write up some troubleshooting instructions on how to reset/ fix the rolling announcements on the TV's, if needed, when Chip is absent.

Msgr. has also requested that Chip write up a proposal to use Incarnation as a central location for the Richmond Diocese teleconference aid.

**Izzy:** We are continuing to experience an issue of security within the church. For example, people coming in when the church is closed, doors being left unlocked, etc. We also need to make sure that the OFF button is used to turn off the lights in the Worship Center, not the dimmer.

The stove hood is almost fixed. A fire suppression system will be installed tomorrow (1/9).

Additionally, the old ice machines will be replaced. They will make 10 gallons of ice. (WOW!)

In about 1-month, new budgets will be dispersed to ministries for review.

The Bishop will be here February 4 for the Bishop's Appeal Meeting in the Parish Hall.

**Jane:** On Friday (1/10), we will receive our first paycheck of the new year. Some of you will notice new insurance deductions. Izzy mentioned that new insurance cards will be coming in the mail. Please destroy the old ones.

Thank you cards should be sent out for the wine and Amazon gift cards.

**Chris:** In regard to the 6 baptisms this weekend, they will be during the 5:30 p.m. Mass on Saturday (1/11), and the 9:00 and 11:30 a.m. Masses on Sunday January 12. Msgr. will be at Incarnation for all of the Masses. Fr. Boehling will do the 10:00 a.m. Mass in Crozet. Chris will turn on the heat in the Baptismal Font for the Baptisms.

Waiting to hear back from parents about possible altar servers. Msgr. would also like robed adult servers.

In regard to his retirement, Chris has been speaking to John Kronstain about the upcoming transitions. Still planning for the goodbye party to be February 21. He has agreed to stay in a part time role of pastoral care.

He will be going to Nova Scotia from January 13-21 to his brother Nicholas.

Ray Rush will have his funeral on Saturday, January 11. Father Mario will be presiding. Izzy mentioned that we have two burial plots available in Hollymead Cemetery and they may be transferrable to Monticello Gardens. Msgr. would like to find out how many urns can be buried in one plot.