

CHURCH OF THE INCARNATION
Staff Meeting Minutes
January 22, 2020

Meeting opened with a morning prayer.

Updates on small groups-

Group 1- Jane, Sarah: Jane's research showed that in regard to the use of bulletin boards in large churches, nothing is consistent across the board (no pun intended). Some examples of effective use of the space would include new paint, TVs, art, or plants. The reality is that our bulletin boards are too busy, the amount of content on each board needs to be cut down. Erica and Sheila agreed that they do not need their own bulletin boards, they can communicate via email, FB, or through the bulletin. Patrick commented that he uses a small part of his board. Msgr. suggested on cutting back on the amount of bulletin boards and only keeping the ones that parishioners have been updating, ex. Cursillo and Hispanic ministries. Color- **green**

Group 2- Msgr., Sheila, Doug: Msgr. reported that group 2 is almost to green, however, they still need to finalize their document before publishing. Color- **yellow**

Group 3- Erica, Patrick: Erica explained that their two volunteers, Danielle Schaeber and Missy Bishop have been combing the Incarnation website for outdated material. The two have compiled a Google Doc of items that need to be updated. Then, from there, Chip (and Roxana?) can help with making the actual updates. Msgr. added that he would like to see a third person join to help with using communication to garner donations. He said that the younger generation doesn't carry cash but will/ can give online. Apparently, parishes with 70% of parishioners involved in weekly emails see a 40% increase in giving. However, Jane and Izzy both expressed doubts at this possibility. Color- **yellow**

Parish business-

Msgr.- This weekend will be dedicated to the Word of God. Msgr. would like to email families asking them to bring in their bibles this Sunday (1/26) for a blessing. Patrick agreed to post a blurb, written by Msgr., on FB and the Incarnation website to get the word out. Chip can email families but might need to use a third-party service to do this.

Then, 2/2 will be dedicated to praying for the religious, announcements about this will be done by Deacon Chris.

Msgr. will be saying Mass at Crozet next Sunday. He is also considering offering to help out at Our Lady of the Angels Monastery in lieu of Fr. Charles' death. Additionally, Crozet Mission Church will be renamed "Our Lady of the Rosary." However, it is still a mission church.

Bishop Knestout will be here 2/4. Msgr. would like all clergy to be here, although Msgr. will be absent on vacation until the 14.

The week of the jubilee, in honor of the bicentennial, Herb Ely and team will be selling books for \$35 each after all the Masses. 56 of these books will be sold for the Diocese.

Sheila- Asked to continue advocacy for the General Assembly. We are seeing many positives and negatives within our legislature. IMPACT has decided on a problem statement. They will be working to push the city to use their money in surplus towards affordable housing. Additionally, they will be pushing the jail board to stop facilitating deportations in Albemarle.

This Friday, 1/24 will be the March for Life in D.C.

She will be planning a bilingual justice and peace Mass for February.

Food Ministry will be switching to using sign-up genius. Izzy commented that recently, the rotten food has not been removed from Food Ministry on Sunday's. Sheila and Izzy will keep a close eye on this problem.

Erica- Patrick and Erica met with their counterparts from St. Thomas to discuss Crozet Mission Church. They agreed that they will not charge Crozet for enrolling in any programs at Incarnation or at St. Thomas. They are looking towards collaborating more, for ex. tri-parish Bible School in the summer.

The Rite of Receptions for the 4 RCIA candidates will be 2/16. Then, the Rite of Sending for catechumens will be 2/29. This should take place during a Spanish Language Mass due to all of the catechumens speaking Spanish.

1st Reconciliation this weekend, will be bilingual.

Now registering children for 1st Communion. She is allowing parents to pick their date out from two weekends.

Upcoming Study Group will be reading Letter to a Suffering Church. The plan is to distribute the books late Feb, then have the session two weeks after, and close with a follow-up session if needed. Jacquie and John will help with distribution. Suggest donation for the book is \$5.

2nd Mass Series will start up 1st week of Feb. Hasn't ordered any books yet due to low interest.

Patrick- Antioch went really well!

This Sunday (1/26) will be focusing on Catholic Schools Week. CCS children will be at Masses this weekend. Will have a table in the Narthex. Msgr. asks that if they use a speaker, to please tell him before hand.

Boyscouts/ Cubscouts will be at the 2/9 Masses with a focus on the 11:30 a.m. and 1:30 p.m. times. They will have a table in the Narthex.

All staff is invited to a brunch at CCS, 1/31 at 9:30 a.m. Staff from parishes in Cville will be there.

Fr. Jaime- 2/2 will be the Presentation of the Lord. Fr. Jaime would like to have processions at the Spanish Masses. Msgr. requested that they use dripless candles with the intention of bringing them back to be reused at the Easter Vigil. Fr. Jaime would like to have a gathering after the 1:30 p.m. Mass in the Parish Hall.

Chip- Seems like we have been having some connectivity issues. Will investigate and figure them out. Asked if we have a disaster plan back-up (in case of not being able to connect to Jericho or the server). Looking into a backup router/ gateway in case.

Asked that we talk to him if we need any announcements put up on the rolling TV's, is just using bulletin content right now.

Bought a new mic for Msgr., hopefully the sound will improve.

Izzy- Has an extra ticket to the Rebuilt Conference (4/26-28). Will need confirmation from staff in regard to room reservations. Let Izzy know by Friday so he can book ASAP.

If we are closed for a holiday, for ex. for MLK, we need to close the church for all events except Masses. Sarah can call small groups and let them know that groups have been cancelled, due to a

holiday, and that all the classrooms will be locked. Closings for snowfall will be based on the weather. We will handle it accordingly.

Online parish directory needs to be edited before it goes live. Parishsoft database needs to be updated.

Chris- John Kronstain will be working part-time, 15 hours/week. He will try to attend staff meetings when possible. Msgr. is looking at having John transition into full-time in June. He is also looking at having John use a sign-up genius to have people sign up for ministries. Chris will write John a list of his responsibilities as Liturgical Minister.