

CHURCH OF THE INCARNATION
Staff Meeting Minutes
February 19, 2020

Present: Msgr. Tim Keeney, Sheila Herlihy, Erica Shortridge, Chip Grobmyer, Izzy Menchero, Sarah Phillips, Jane Lilly, Father Jaime Guardado, and Deacon Chris Morash

Rallying Cry Final Updates (all groups are green)-

Msgr.: Would like to collaborate with Sheila on creating a “matrix” excel chart/check list to fill out major decisions.

Erica: Question of when to start using the communications group? As soon as they are trained, Sarah will oversee them. They are in charge of keeping the website updated/current, however their roles need to be clarified more. Msgr. would like the front page of the website to get a “facelift.” Any suggestions need to go to Chip.

Msgr.: In regard to the Eventbrite email list, did we get any new emails? Jane: No.

General Updates-

Msgr.: Bishop Knestout’s letter on sexual abuse (Independent Reconciliation Program) will be included in this weekend’s bulletin (2/23) as an insert. This will tie into the distribution of Letter to A Suffering Church this weekend. Msgr. will also preach on the subject. Erica: Will follow up with small groups, preferably in the morning, afternoon, and night.

Jane: Disclaimer- The funds for the Independent Reconciliation Program will be coming from the self-insurance program, aka the parishes/parishioners. Our self-insurance will go up.

Individual Updates-

Msgr.: This is Deacon Chris’s last *official* staff meeting; however, he will still be here to oversee Pastoral Care. He will be here occasionally when needed.

Later will be discussing the Triduum with Tom Noble. Also, will be discussing Lent with the clergy. During Lent he would like to preach on parishes being schools of prayer and what this means for us as a parish.

He will be giving 2/3 talks at different times to discuss any possible changes to the Triduum.

Spanish Mass update- the 1:30 p.m. has stayed the same size as it was before the 7:00 a.m. was added, yet the 7:00 a.m. usually has an attendance of 200/250 people. The community has been growing!

Sheila: In the past we have had activities/stations on Fridays during Lent. What will we be doing this year? Patrick and CCS will be in charge of the Fish Fry. We need to start planning with ministries to cover food (soup) and stations. Jane will be in charge of assigning days to ministries. Additionally, the staff retreat on 3/14 will conflict with stations. Soup supper on 3/13 will be cancelled.

Bilingual Justice and Peace Mass tomorrow 2/20. Food will be provided after in the Parish Hall.

Network meeting to follow. Groups will be separated based on language. Funeral will be in the Worship Center at 4:30 p.m., reception after will be in the PAC.

Mardi Gras Bake Sale this weekend.

IMPACT research continues.

Erica: Adult Faith Formation planning for Triduum. RCIA confirmations were last weekend (2/16), new group is starting. Unbaptized catechumens will have their Rite of Sending on Sunday (2/23) at 1:30, then will go to Richmond next Saturday (2/29) for the Rite of Election. Will be having a reception for the newly received after Easter vigil. Hispanic Community candidates will also be coming into full communion on the second Sunday of Easter (Divine Mercy Sunday).

Chip: Online version of parish directory is available. He can put it on the website and make it password protected. However, we need to check and with parents for permission to post their children's photos to ParishSoft. We need to make an announcement about text-to-give.

Izzy: Building Committee will be surveying the property. Regarding renting the Parish Hall on Saturdays for non-parish events/parties, Msgr. is okay with this.

Sarah: Will be in South America from May 18- July 9, 2020.

Jane: Staff needs to sign up for the staff retreat, only 3 have signed up so far. Reminder to turn in time sheets on Fridays! (Next will be 2/28.) In regard to the answering service, tell Sarah if a message has been taken care of. Otherwise, she will handle them accordingly.

Fr. Jaime: There will be a pre-lent retreat this weekend (2/22). The Spanish Foundation Community will be coming to Incarnation the weekend of 3/15. They will be selling food to represent each of their countries. The money they make donated to the Hispanic Ministry. Let Deacon Chris know, so he can make announcements.

Chris: Last official day will be Feb 24. Will preach on Ash Wednesday. Will ashes be going to the Nursing Homes? Need to talk to Harry Gebhardt.