

CHURCH OF THE INCARNATION
Staff Meeting Minutes
March 4, 2020

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

PERSONAL UPDATES

Msgr.: Laure Taylor has forwarded Msgr. a list of key parishioners to review before inviting to the staff retreat. Msgr. will share with staff for review and we will decide on a couple of people to be invited.

Would like to announce a remind before masses that we will continue to not shake hands at the sign of peace. The cup will continue to be offered until the CDC states that we should not. If the cup is removed, we need to switch to a different host that is larger as it is sometimes difficult to place the host in a person's mouth without getting licked. Amounts of wine for English spoken masses should be decreased.

Reminder that he is starting a new homily series this Sunday on "School of Prayer."

Will be meeting with the Building Committee to discuss high priority renovations such as the roof, parking lot, and HVAC systems.

Jen Kowalski is stepping down and Msgr. would like suggestions for another person to take over this role. Has his eye on Cindy Campbell, however she is DEEPLY involved in many other ministries. We would need another person to take over her previous role in funeral Ministry & etc., before we can make this happen.

Fr. Jaime: Confusion within Hispanic Community over the Annual Diocesan Appeal. Some suggestions to help with this were: setting up people in the Narthex after masses this weekend to help aide people with filling out the form. A reminder that cash donations cannot be accepted through the Appeal. A way to work around this would be with a box for cash donations in the Narthex. This is possible if people donate with their names and addresses. Then, this money can be changed into a check which can be forwarded to Richmond. Ushers will need to be around to keep an eye on the box.

Msgr. encourages everyone to donate, no matter how small, this way we will be able to reach the "stretch goal of ~3.5 million."

Anniversary of the Hispanic Committee is planning to have food for sale at the 7 am, 9 am, 11:30 am, and 1:30 pm masses. If donuts & coffee get cancelled, Jared Mach needs to be contacted. Sheila needs to talk to Jose Cuenca and Cindy Campbell about their setup on Saturday am because she will be using the Parish Hall at that time.

Sheila: Tuesday 3/10 will be having a garden workday (w/ pizza provided) to help plan/reserve garden plots.

IMPACT Rally will be tomorrow, 3/5. Clarification that the Finance Council meeting is tonight (3/4) and will not interfere with room usage. Msgr. and Fr. Jaime are both planning to attend.

Nehemiah Action will be on 3/31 at Charlottesville High School.

Vote for drivers licenses is still pending in the General Assembly, they have until Friday 3/6.

Patrick: Planning for Youth Adoration Tues, 3/24.

Preparing for 1st Reconciliation at the penance service. This will be for 4 youths who haven't had 1st Communion.

Annual Fish Fry will be on Friday, 3/27.

Erica: If Nursery staff is needed for events outside of regular Mass times, please contact me to schedule it. In regard to the nursery, the team is on a regular cleaning schedule. Monthly and weekly duties have been posted. Asks Fr. Jaime to announce that the Nursery is a FREE service. Nursery usage is up.

Religious education: Sacrament study night on 3/12. Msgr. will give a talk from 6-7 pm and then there will be a short rehearsal in the Worship Center. Fr. Jaime will be unable to attend but it is possible for Fr. Santos to fill in.

Upcoming Bread Baking Day 3/14.

RCIA: Just completed the Rite of Election this weekend 2/29. Catechumens and candidates moving towards confirmation.

Adult Faith Formation: Letter to A Suffering Church discussion in PAC on 3/8. Overflow is planned for 3/15 if necessary.

Bible timeline is on the horizon. Need to find facilitators. Will set dates and times with facilitators, then offer those to families.

Next baptism calendar will be posted ASAP. Dates are within September-December.

Planning 7 infant baptisms & 1 adult baptism/coming into full communion for the 9 a.m. Mass on 4/19. John Kronstain needs to know ahead of time.

Izzy: While on the topic of baptisms, the font needs to be completely emptied after Holy Thursday, cleaned, and refilled before Holy Saturday.

The carpet will be cleaned in the Worship Center on 4/6. There will be no activities in WC until 4/7 at 5:00 p.m.

Planning skylight repairs in the main office, prepare for the office to be closed for that day.

Solid doors will be taken out and have a window installed. Let Izzy know if you would like blinds. If anyone is alone with you in your office, the blinds need to be OPEN.

Will be going to a security meeting and will follow up with staff afterwards. Would like to plan an evacuation plan with ushers and John K.

Budget requests need to be in by the end of the month (3/21 to be exact).

Sarah: Has begun updating the calendar for July 2020-June 2021. Space requests need to be submitted by March 31. Izzy would prefer if meetings/usage of rooms can be grouped together into one part of the building to help with heating and cooling. Will attempt to do this, but isn't always possible.

Jane: Kronos interface is changing next week. Keep an eye out on the website. The app will stay the same. She will help with any questions.

Question of who is catering our lunch for the staff retreat: Zoe's Kitchen.