

CHURCH OF THE INCARNATION

Staff Meeting Minutes

August 5, 2020

Present: Msgr. Tim Keeney, Fr. Jaime Guardado, Deacon Tom Healey, Jose Cuenca, Izzy Menchero, Jane Lilly, Patrick Drury, John Kronstain, Sheila Herlihy, Erica Shortridge, Chip Grobmyer, Marianne Jackson, and Sarah Phillips

Meeting opened with a prayer.

Patrick is still planning for the fall by communicating with families to build a program. Msgr. suggested that he plan a virtual IMPACT meeting with Sheila for the youth. He is also planning confirmations for the rest of the families. Erica is also working on planning first communion; she would like to do this in September. She is also planning for a Saturday 9 AM mass for all of the RCIA candidates. Msgr. would like to get these all done at once. John, Patrick, and Erica will start planning for this. Crozet has a confirmation at Incarnation on the 26. Marianne will communicate the headcount to John.

Marianne Crozet has almost 20 nominations for Parish Council!

Erica Baptism ministry has shrunk to about 3 people, but she feels confident to sustain with the number of requests they have been receiving. She asks that we keep an eye out for volunteers in both English and Spanish groups. On the communications side, Erica also requested that each staff member have a similar biography and head shot so the website can be more uniform.

Msgr. Roxana Calderon will be forming a quinceañera ministry to help with the catechesis after Fr. Jaime has left.

Sheila The weekly Monday Covid-19 testing got rained out last Wednesday, but it will start up next week. IMPACT will be starting up in-house meetings next week. Starting to plan for the fall Saint Vincent de Paul fundraiser. She requested that we promote the census at mass, particularly the livestreamed ones. She will send Msgr. and John a short script to announce.

Izzy We are in cleaning mode to prepare for September Christian Formation. The carpets in the nursery and conference room will be professionally cleaned due to mold. The whole building will be re-fogged in stages: 1) office, 2) classrooms, 3) worship center, parish hall, and PAC. He is waiting for new guidelines before resuming in person meetings.

Chip Ana Saucedo has been recruited to help record the Spanish masses. She will be able to help for one year. He asked if we really need a pro zoom account. If so, he can help get us a good deal. The entire staff agreed that this will be necessary as Patrick's will be expiring after today. Erica volunteered to host next week's meeting in the meantime as she has a personal pro account.

John Getting closer to seeing the new website. The communications team decided on a new website banner. He will work with Sheila on scripts about returning to mass. The team has been highly considering using Flocknotes for communication, versus Gmail. It will have an improved format. The pricing shifts based on the amount of people who have signed up to use the service. He estimates it to cost about \$70-100 a month. Msgr. thinks this is an appropriate decision as long as the staff puts in the effort to use the service as their main method of communication. Marianne uses Flocknotes at Crozet and explained that it is not like a Gmail account. Users cannot simply reply to an email or text via email or text, they need to do it through Flocknotes. Users do not need an email to sign-up, they can use their phone number. It is used at Crozet to send text reminders about last minute changes, such as cancelations or funerals. They have about 400 users at Crozet. Izzy expressed concerns over our expenses and feels that we should focus on saving money. Patrick argued that it would be an investment and would make people feel more connected. Deacon Tom recommended doing a soft launch, as the subscription is free with 40 or less users.

Fr. Jaime Fr. Santos has been given permission by his Bishop to stay in the U.S. for the next two years! The landscaping team has been doing a great job and are working on the pond next. He will be doing a wedding next Saturday, 8/15. Tomorrow will be the Transfiguration of the Lord.

Deacon Tom Announced that he will be retiring from UVA.

Jose A large majority of the Hispanic parishioners aren't signing up for mass.