

CHURCH OF THE INCARNATION
Pastoral Council Minutes
February 24, 2021

Attendance:

Lesly Aleman ✓	Saray de la Cruz ✓	Marianne Kish ✓
Doug Campbell ✓	Michelle Edwards ✓	Mark Niehaus ✓
Carmen Chandross ✓	Mitchell Hillman	Monsignor Keeney ✓
Patti Clifford ✓	Sarah Jones ✓	

Note: Michelle Hillman was absent due to his attending a funeral for a family member.

Agenda:

- I. Meeting called to order at 7:06 PM.
- II. Opening Friday Night Prayer led by Doug Campbell.
- III. Approval of Minutes
 - A. Motion to approve from Doug Campbell / Second from Mark Niehaus.
 - B. Motion to approve minutes from January 27, 2021 – passed unanimously.
- IV. Provide feedback to Parish Rallying Cry – Defining Objectives
 - A. List of defining objectives screenshared by Doug.
 - B. Feedback on Defining Objectives:
 1. Monsignor – Does this adequately create a start to implement the rallying cry?
 2. Michelle – Does have some suggestions for Hospitality, but it reflects what we have discussed as a council.
 3. Sarah – Concerned that the virtual engagement is not enough. The layout of the website is still confusing. She would like to see upcoming events advertised, perhaps in the form of a weekly calendar on the homepage. Would like to add this objective underneath #1. The wording on #1 can be changed from “Expand our virtual engagement” to “Re-organize and target our virtual engagement.”
 4. Pastoral Members agree that the website could use some updates in general, especially when it is a gateway point for many (potential) parishioners. Updates should be made with the mobile version in mind. This could tie into hospitality. A good place to start would be to identify where changes need to be made on the website.
 5. Monsignor – Mentioned that we are transitioning to Flocknotes.
 6. Carmen – Would like to add a monthly prayer gathering underneath #3 in addition to the rosary walk.
 7. Monsignor – Concerns that some of the objectives are too broad and that there won’t be enough time to accomplish everything. Currently, the staff does not have a full-time communications person.
 - C. Defining Objective #1 edited (screenshared by Sarah)

#1. Re-Organize and Target Virtual Engagement

- a. *Post current events (of week) on homepage of website*
- b. *Dynamic messaging (e.g. Flocknotes, Facebook)*
- c. *Remove irrelevant/outdated information from the website*
- d. *Find a website designer (? a volunteer) to help redesign/ storyboard website and improve effect*
- e. *Analyze data to determine effect*

Comments/Feedback:

1.e. Analyze data to determine effect

- Monsignor – Most church staff aren't trained to analyze their own data.
- Doug – A page count would be valuable.
- Sarah – Or number of people who show up to attend certain events, like prayer groups. This info can be given to Sarah Phillips to document.

D. Defining Objective #3

#3. Engage our community in prayer (virtual and in-person)

- a. *Rosary walk*
- b. *Evangelization*

Comments/Feedback:

3.b. Evangelization

- Doug – Evangelization will be hard to nail down in 3-6 months. There needs to be an identifying measure.

E. Defining Objective #4

#4. Increase community active involvement

- a. *Time and talent volunteers*
- b. *List of opportunities for involvement*

Comments/Feedback:

#4. Increase community active involvement

- Mark – We might see more community involvement once more people are vaccinated.
- Marianne – We asked for a volunteer to help with the website, food ministry grant writing, etc. We could have a list available that included the need for people who are interested in donating their time.

F. Defining Objective Next Steps

1. Monsignor – Requested that the list of the defining objectives be shared with him so he can show the staff at their next meeting.
2. Marianne – I will compile the notes and send to Monsignor as soon as possible and in advance of our March meeting.

V. Committee Updates

A. Hospitality (Michelle, Mark, Saray & Marianne)

1. Chairperson: Michelle Edwards
2. Meeting Notes: The group has met twice since the last pastoral council meeting. Jose Cuenca attended the meeting and shared a presentation on hospitality. Then after the meeting they had a brainstorm and created the hospitality initiatives.
3. Top 5 Hospitality Initiatives:
 - #1 Website Review – Isn't intuitive to find some information like the weekly bulletin, the Hispanic ministry contacts aren't up to date, the Pastoral Council contacts aren't current. Suggested conducting a bi-annual or quarterly audit to ensure that the information is current.
 - #2 Welcome Kiosk/Help Desk – A place where people can be welcomed, a place where people can ask questions. Whoever is at the kiosk can take their info and get back to them if they don't know the answer. As the weather gets warmer, it could be moved outside.
 - #3 Phone survey – A way to check in with parishioners to see how they are doing, what the church can do for them, and gauge interest with involvement moving forward. This would be a long-term goal.
 - #4 Digital church bells – A sound clip could be sent out before mass times to remind them that mass is about to start. A way to virtually engage our parishioners who haven't been able to attend.
 - #5 English as a second language classes – A way to engage both communities. Got a list from Erica of folks who are taking on the communications responsibilities and can engage with them.

Comments/Feedback:

- Marianne – The welcome kiosk pop-up can be really welcoming and engaging.
- Michelle – Any pertinent information from the house blessings? I think we had about 60 total.
- Monsignor – It was positively received but not as widely received as he had hoped. Unfortunately, some had to get cancelled due to sick priests. No coordinated feedback besides the amount of people who were unaware that they could receive the Eucharist.
- Marianne – Establishing a hospitality ministry should be at the top of #2 on the defining objectives list. A post pandemic party is not feasible in 3-6 months. 6 months at the least.
- Mark – There will be some criteria we will have to follow to make this happen, we should take a look at this in 3 months.

- Marianne – In the meantime, we can plan ahead for what we actually need to make it happen.
- Doug – Establishing a hospitality ministry would require some training but feels that it is doable in 3 months. This is a big job and should be a priority.
- Monsignor – Technically an event is not a defining objective. A welcome kiosk done well will require money, but Msgr. can communicate with the Finance Council to see if there is room in the budget. Right now, the Narthex cannot be used as a gathering place. The welcome kiosk might be a post-covid objective. However, is not opposed to an outside popup.

B. Mission and Vision (chairperson: Doug)

1. The group met and created a strawman. Inviting people as they start their formation to come back and share their ideas to make it better. Sarah has the contact info for John Gray.
2. Screenshared a presentation about strategic planning from the people who created Rebuilt. Extends the invitation to other pastoral council members to follow up on the webinars.
3. Sarah – We are working to reach out to John Gray for help with editing the strawman and then going into strategy.

C. Multicultural Parish (chairperson: Carmen)

1. Committee – no report
2. Marianne – Jose Cuenca invited this subcommittee to meet with the Multicultural Committee on Wednesday, March 3rd. As a follow-up, I would like to invite the Hispanic Leadership Team to attend the next scheduled pastoral council meeting. This would be an excellent opportunity to try out a bilingual meeting.

VI. Finance Council Notes-Deferred to pastor's notes.

VII. Pastor's Notes

- A. Budget Priorities: The Finance Council needs guidance on items that they would like to give budget priority.
- B. Columbarium: Regarding the cemetery, we have 2 bodies and 3 sets of ashes buried here. There are potential ashes in the walkway that leads up to the church. Would like to repair this situation by creating a new space for the deceased. Doesn't want the church to take on any debt with this project. It would potentially help the church to create funds once it is established. This is a Finance Council potential project. They would like some feedback on this, not today but in the future.
- C. Community Center: Another Finance Council project, looking at establishing a community center in Townwood Trailer Park. This would be a good way to establish a relationship with our community. It would help build up the church by reaching outward. Has called on Dennis Moler to help with this project. The church could rent or purchase a trailer where we could establish some services to help the community.

Could include homework, literacy, support groups, etc. We can use Southwood as an example. Would this be the kind of ministry that the parish council would support? Is this the right direction for our parish at this time?

D. Comments/Feedback:

- Mark – Clarified that the Finance Council wants to know if this is in line with our mission and vision. We should first identify if there is a need within the community. Then, identify if this is the right location for the need?
- Michelle – Worthwhile to pursue since it aligns with all of the subcommittees goals.
- Monsignor – We have about 50 families of parishioners who live in the Townwood community. Habitat for Humanity purchased all of the land and is currently replacing all of the mobile homes with low-income housing.
- Marianne – We will add “Budget Priorities Recommendation” to March’s agenda.

E. Grant Process Update: Someone stepped forward to do the drawing and then another to do the writing. Focusing on the smaller part right now but are focusing on the safety and dignity of the people who are using the food pantry. Looking at having a solid grant application out by Saturday, March 6. Would be focused on creating a new space for food washing and replacing the fridges and freezers to create a larger capacity for fresh food.

F. Executive Council Meeting Reschedule: We will need to reschedule since we will be holding a penance service on Thursday, March 11.

G. Deferred Maintenance Item: We received a major gift (\$200,000) and are proposing to use ½ of it to balance our budget and the other ½ for maintenance. Maintenance would include gutter repair, tree removal, etc.

H. Comments/Feedback:

- Doug – Motion to approve the plan for Deferred Maintenance by the Finance Council. Seconded by Mark. Passes unanimously.
- Mark – Thinking about the budget for the coming year, request that it includes a part time communications director.
- Monsignor – Need to have feedback to the Finance Council by the end of March, so the preliminary budget can be established by April, and then the final budget completed by May 15.
- Marianne – Will add this discussion of Budget Priorities to the March agenda.

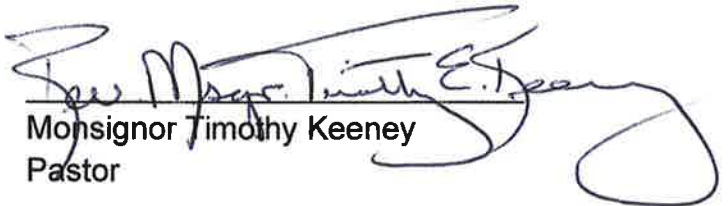
I. Easter Triduum: The Bishop has approved the double Triduum, so we will be having one celebration in Spanish, and one in English.

VI. Open Forum

A. Sarah – Masks are available for all Pastoral Council members. How many more are needed? Monsignor will get her a headcount. How to distribute the masks? Will leave in the office for people to pick up.

- B. Sarah – Informational videos are available for targeted audiences to help promote vaccinations. Would like suggestions on how to share these, perhaps via email or posting on our website.
 - C. Monsignor – There is a moral encouragement for all Catholic's to receive the vaccine, would suggest that we go with the most morally acceptable option if possible.
- VII. Meeting Takeaways (Objectives and To Do's)
- A. Marianne – Will share the notes from Rallying Cry Defining Objectives to Msgr. to share with staff.
 - B. Marianne – Will send date and time for the meeting with the Hispanic Leadership Team to the Multicultural Committee.
- VIII. The meeting was adjourned at 9:07 PM and Doug Campbell offered the closing prayer.


Marianne D. Kish
Pastoral Council Chair


Monsignor Timothy Keeney
Pastor