

**CHURCH OF THE INCARNATION**  
**Pastoral Council Minutes**  
**May 26, 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 ✓	

**Agenda:**

- I. Meeting called to order at 7:05 PM.
- II. Opening Night Prayer led by Carmen Chandross.
- III. Approval of Minutes
  - A. Motion to approve from Marianne / Second from Mitchell.
  - B. Motion to approve minutes from March 24, 2021 – passed unanimously.
  - C. The April 28, 2021 meeting minutes have not yet been prepared for Pastoral Council review and approval. They will be forwarded to council when they are ready.
- IV. Mission & Vision Next Steps
  - A. Now that we have shared the Mission & Vision what has the reaction and feedback been from our Staff?
    - Monsignor: For the most part the reaction has been positive. They are at the same place as Pastoral Council asking, how do we apply this to what we are doing? I think they are onboard with this. Now it is about starting the hard work of trying to align everything together.
    - Sarah: Is the new Mission & Vision something that we can put on our website or is that premature?
    - Monsignor: It is something you want to put on our website. I would like time to work with Pastoral Council to put some meat to it. When asked what this means practically, we have at least some examples of what this means to our parish. It is not that it is premature. I want it out there.
    - Sarah: Thinking about how it means practically, is that where strategic focus and defining objectives come in? And if so, would that be our next steps?
    - Monsignor: Yes. I hate to interrupt the agenda, but I think that everyone would want to know about the effect of the meeting we had at the diocesan level. Could I give a brief summary?
    - Sarah: Yes. Please, go ahead.
    - Monsignor: Based on the Governor's document which goes into effect at midnight on Friday morning, the general rule - Those that have been fully vaccinated (one or two vaccination plus two weeks afterwards for effectiveness), may now be maskless, inside/outside with no exception. Those who have not been vaccinated should wear a mask. However, nobody will be asking if you have been vaccinated

or not. Social distancing is no longer required. We will keep a few precautions that were at the very beginning:

- Sign of Peace - We will still ask people to bow to one another.
- We will still have hand sanitizer available.
- We will only give the Eucharist under one species.
- Mass right now, the obligation has not yet been reattached. You can watch mass online and that meets the obligation. Although the parishes are being encouraged to keep the online services. This is good for those that are homebound. WE will keep that ministry long-term.
- For those that want to wear a mask. You are welcome to wear a mask. We will set aside the 11:30AM as a mass where masks are required whether or not you are vaccinated. The priest and eucharistic ministers will also be wearing a mask; We can start passing the basket again; We have permission to use congregational hymnals. Choirs have been restored; We can gather with food like we did pre-COVIC. Funeral receptions, Coffee & Donuts, etc. can return.
- In-person meetings can return again within the church and for outside groups that may want to use our space. There are no restrictions for capacity.
- The Catholic schools will still be wearing masks through this academic year. They will reassess after this year. Schools and healthcare facilities will keep masks in place under the Governor's order.
- Carmen: What about our kids?
- Monsignor: If the parents are vaccinated, then they should wear a mask but there will not be mask police. We will leave it to parents. The WHO actually said children under 6 should not wear a mask. We have not followed that in our country.
- Sarah: Has capacity changed at all? Is preregistration still needed?
- Monsignor: Capacity is back to normal. Whether people come or not is another story. There are no preregistration requirements.
- Marianne: Do we have any obligation for ministries to find out who is vaccinated or not?
- Monsignor: No. We cannot ask.
- Mark: That is great news Monsignor. When will we implement the changes and let people know?
- Monsignor: We will be communicating it this weekend. We have already taken the tape off the ground and the barriers will be taken away.
- Marianne: How about ministries like ours, do we just decide on our own?
- Monsignor: We must decide on our own whether or not we would meet in-person or online. I would like to find a way for us to meet together in-person. It is your decision. I am ready. Finance Council meets in person.
- Mark: I would like to open that discussion. I really look forward to when we can meet in person. I am fully in favor if all are vaccinated or willing to wear a mask to meet in person,
- Sarah: Do we want to have a discussion, or do we want to entertain a motion?
- Motion to have Pastoral Council meet in person was made by Mitchell and second was made by Mark.
- Motion to meet in person was passed unanimously. Monsignor accepted the vote.



- Marianne: How do we arrange for the use of meeting space etc. for our meetings?
  - Monsignor: We reserved the use of these rooms in anticipation that we will be returning. Yes, please contact Sarah in the office to reserve the space. Just a note, one of our meetings is the day before Thanksgiving that meeting will need to be rescheduled.
  - Sarah: Is there anything else Monsignor?
  - Monsignor: No. I am sorry let's go back to the agenda.
- B. Discussion on Strategic Focus & Defining Objectives – Doug Campbell
- Review of new Mission & Vision statement and what it would mean when we interact and what we do.

Our Mission is to  
**Know – Love – Serve – Proclaim**  
 Our Lord Jesus Christ

Our Vision:  
 Our church will be an inclusive, nurturing, hospitable and multicultural parish where all are welcome as we proclaim the Gospel and grow new disciples in the greater Charlottesville area.

- Concepts that were discussed as we went through that process: Worship, Liturgy, Home, and Family.
- How are we going to focus the idea of Mission & Vision? How do we reach the broader community? We had different ideas: Families, Worship, Community Presence, Small Groups, and the concept that I'm Home.
- We will be doing all of these ideas regardless of what we determine will be our primary focus "the lead concept" for achieving our stated vision. It will be the major emphasis and it would drive how we drive and approach some of the other ideas.
- One of these we decided was entirely unique. Which one would that be?
- Mitch – Worship. Because family, community presence, small groups, and I'm Home is all relationship focused with other people.
- Carmen – Worship or Community Presence. Worship is the most important to bring us together and what we would implement in our lives.
- Doug – What if we changed Community Presence to Community Outreach?
- Michelle – It implies opening up and reaching out of small groups, families, worship, functions to bring people in. Reaching out beyond our walls.
- Doug – Where would this take place?
- Mark – The majority of these functions would happen within the physical structure of the church. Community presence has a lot of different potential. I'm Home would be a more digital presence.
- Michelle – Certainly can take place within the church property but could be outside as part of the community presence e.g. providing a service, sharing food, working with other groups. We don't just belong in that building but then forget when we walk out the door.
- Doug – Where does our discussion around Townwood fit?

- Michelle – That is definitely community presence. It has a lot of elements of the others as well. Inviting other families in. Taking worship elements out into the community. Taking small groups to support that community and making people feel comfortable in their homes.
- Carmen: Worship and Community Outreach
- Sarah: The other word that comes to mind is “works” – Community Works
- Doug: What do we do already to reach our broader community?
- Group: PACHEM, Food Ministry, IMPACT, Pastoral Care
- Monsignor: PACHEM will radically change in the future. They bought the Red Carpet Motel and will be doing the emergency shelter in the future.
- Doug: I was talking with Tom (Eckman) about how we may support PACHEM in the future. PACHEM would be outreach. Food ministry would also be outreach. How else would we share in the future?
- Monsignor: Another way to look at it is to ask if the ministry is transactional (giving of goods or services) or relational (setting up a relationship with people).
- Doug: When we look at Community Presence it is not someone coming to us. We have taken out the word outreach because in the past that has meant something transactional. Outreach meaning we pull together to provide assistance to someone for something that they asked for. Instead, we take the idea of evangelization where “We go forth” and reach out into the community. It would be very different, going out into the community and using relationships as the basis as the focus of what we do – Make the Friend, Be a Friend, Bring a Friend to Christ. We are more familiar with the transactional aspects of our relationship with the church. The community presences says we will not wait for them to come, we will go to them.
- Doug: In our preparation, Executive Committee what did I miss?
- Sarah: The ideas in the “clouds” are our values. By defining a strategic focus, it does not mean one will not happen. It is not mutually exclusive one versus the other. It is about where we would put our emphasis. In defining what we are doing, we are also going to have to define how long we are going to work on this.
- Marianne: We spent some time also talking about idea of community. Townwood is just one example. We talked at length about the opportunities in greater Charlottesville where we can meet people where they are to bring them in. There may be other community places where our presence would be impactful.
- Doug: This can happen in any number of ways. One may be building something within the community like a community center or community garden. Another there are partnerships within the community.
- Question to the group: Take some time to understand the relational model vs transactional model. What are some opportunities or ideas that could fuel this approach? And how would the others fit in?
- Mark: Has anyone spoken to the parishioners that live in Townwood to assess if they are interested in this type of community presence?
- Monsignor: I have started that conversation. They are very interested. Before we decide what we do there, we have to have a discussion with the community.



- Carmen: What are the main needs?
- Monsignor: One of the main needs, basic literacy among the children. A lot of the children cannot read basic English or Spanish. Homework assistance and tutoring would be a service that the community would definitely benefit from.
- Marianne: When I had looked at ESOL, I connected with Literacy Volunteers to see what the process is to volunteer, the community they service, etc. Literacy Volunteers only serves adults. Many adults are being helped as they work to earn their citizenship. They do not offer a service for children.
- Doug: We have a lot of open questions about where to go next. Small Group research work:
  - What do they do at Southwood community center?
  - What are the potential needs at the Townwood community?
  - Are there other communities that have needs or have similar opportunities?
  - Where are there potential partnerships?
- Carmen: Do we have any planning or examples of how this has been done?
- Monsignor: Southwood is wholly owned by Habitat as part of a larger investment made by Habitat and they have established the community center as they look to replace units with sustainable housing.
- Doug: Understanding how Southwood works we would understand a model of how this may work.
- Monsignor: A beneficial effort would be to have a small group work on getting the residents/parishioners from Townwood together to have a discussion and determine the need.
- Doug: Is there anything else as we wrap up the discussion and start thinking about the small group work to be done?
- Monsignor: The reason I thought that this may be a good place to start applying the Mission & Vision is because it has us outward looking instead of inward looking. It is really hard to change the point of view of what a parish should and ought to be.
- Mitch: Where I see a large population of people who are lost are people who are not poor financially, but they are poor spiritually. How do we reach that population?
- Monsignor: Many people in that group are very attracted to ministry and could be attracted to this service. It is not just about going out, it is about a re-evangelization of our people on what it means to be "Parish".
- Mark: I support the proposal. I especially like the idea of focusing on one endeavor with multiple facets and not doing too much. We have been a body at rest and there are a lot of people taking baby steps coming back out. At first, I thought Worship would be a time to reopen and refocus on that, but I don't feel like we would get a full church. There are people who are fully vaccinated but still cautious. This endeavor would be a really good start to our Mission & Vision.
- Monsignor: The planning and visioning phase of this is going to take a considerable amount of time – maybe a year or so. We would need training, resources, applying grant money, etc.

- Doug: To that point, we will continue to still “fly the plane” as we work on this. We are still doing what we are doing as we work towards our strategic focus.
- Monsignor: For Michelle, Hospitality Committee, now would be a good time to put someone in the commons/Narthex. It can be very simple at first.
- Michelle: We can take this on as an item for the committee.
- Marianne: Our Spanish-speaking community is a growing community within our church. We have an identified need where our English-speaking community is not growing. Where are the opportunities within our community to reach English-speaking parishioners as well.
- Monsignor: Part of the vision is that this is the way back for people. This would not be just about growing the Hispanic community. Practical acts of charity will really attract people.
- Doug: Small group assignments:
  - Multicultural Parish: Reaching out to Jose Luis and having a meeting with Townwood residents/parishioners. Pastoral Council would participate in the conversation listeners.
  - Mission & Vision: Review a model already working, research related to Southwood community
  - Hospitality: Already assigned to organize and implement a welcome/information booth; Give some thought to other opportunities for outreach

#### V. Finance Council Notes

- Mitch: There has been a contraction in the amount of Finances coming into the parish.
- Monsignor: We were looking good through March. We were only \$11K down through March. April and the Easter collection did not come. We ended \$58K down from budget. We do have a plug to allow the budget to be balanced. Specifically, we had PPE money and an extraordinary gift allowed us to balance the budget.
- Monsignor: We still want to work on an Annual Report. Mitch will assist with this effort.

#### VI. Pastor's Notes – Monsignor Keeney

- A. Seminarians: Two Seminarians have been assigned to our parish. John Paul Shanahan (Catholic University) and David (JMU Graduate). They will be with us from June-August. The parishes will pay half their stipend with the breakdown being Incarnation \$2000 and Crozet \$1000.
- B. Staffing:
  - Reception: The reception area will be covered while Sarah is on maternity leave.
  - Music: We have advertised but have only gotten one application. I am hoping to get additional applications for the selection.
  - Justice & Charity: I want to advertise but have not yet advertised for this position because of our budget deficit. It is easier not to hire than to let someone go.
- C. Maintenance Work:
  - Retaining Wall is almost done. I want to thank the team that worked on it they did a great job. It was becoming a safety issue.
  - The fencing for the garden is going up in a few weeks.
  - They need to dig out around the building. Rocks need to be brought in and grading needs to be done to keep water away from the building.



D. Pentecost Service:

- It was a great outdoor service, and I received a lot of good feedback. It was very hot during the service.
- For the English community, it did not bring out parishioners who had not been coming. It was the same count for the 11:30AM mass.
- For the Spanish community, we saw about 80 more people at the 1:30PM mass and it did not impact the number at the other two Spanish masses.
- Crozet mass brought out additional families. The 10AM mass we saw about 200. This did not impact the 1:30PM mass.

E. Number of Mass Services:

- We are still reviewing the number of mass services. This is something we are still looking into.
- We are still keeping 3 masses in English and 3 masses in Spanish.
- I hesitate to change any mass times at a time when we are still trying to invite parishioners to return to church. We want to see what happens to those on the margins if they are returning or if they have moved away.

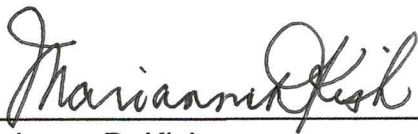
VII. Meeting Takeaways / Open Forum:

A. Marianne: Compliment the parish on the efforts to reach out to the Spanish community to get their COVID vaccination. The vaccination and testing site at church is well staffed.

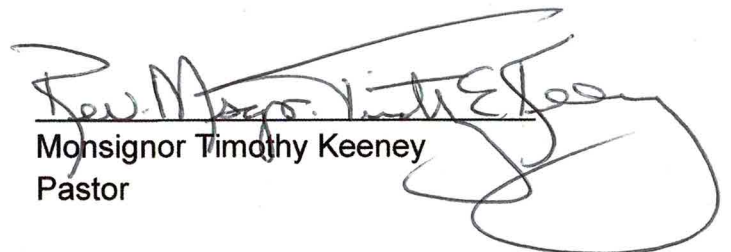
B. Meeting Takeaways:

- Committee Assignments were reviewed.
- Individually, Council members will come ready to discuss:
  - What does it mean to have relational outreach program vs transactional?
  - What are the needs in our community?
  - What would it look like to have the Gospel spread to these areas in our community?
  - Is this the best approach or are there other opportunity that are being overlooked?
- Next meeting, we will come ready to brainstorm and share thoughts on our next steps.

VIII. The meeting was adjourned at 9:00 PM and Carmen offered the closing prayer.



Marianne D. Kish  
Pastoral Council Chair



Monsignor Timothy Keeney  
Pastor