

CHURCH OF THE INCARNATION
Pastoral Council Minutes
June 23, 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 ✓	Father Chris ✓

Agenda:

- I. Meeting called to order at 7:16 PM.
- II. Opening Friday Night Prayer led by Sarah Jones.
- III. Approval of Minutes
 - A. A printed copy of the unedited minutes has been given to each of the attendees.
Please review for any significant content changes.
 - B. Motion to approve minutes with minor edits from Mark Niehaus / Second from Michelle Edwards.
 - C. Motion to approve minutes from April 24, 2021 – passed unanimously and accepted by Monsignor
- IV. Hospitality Committee Update: Michelle Edwards
 - A. Handout given to attendees regarding "Welcome Table Experience"
 - B. This is a place where churchgoers see as a focal point.
 - C. Welcome Table Questions
 1. Mask/registration requirements
 2. Requests for a variety of formation opportunities
 3. Requests for sacramental prep
 4. When will donuts/coffee return
 5. Can Spanish missals be provided
 6. New parishioner wanting to register
 7. Where to deposit food donations
 8. Would like new name tags
 - D. Many are easily answered, some can be addressed by checking the weekly bulletin, some require follow up from parish staff
 - E. Discussion:
 1. NEED FOR GENERAL INFORMATION (Questions #2, #3, #6)
 - Monsignor – On the other side of the board where we have the military service members photos, there are pockets for hand-outs.

- Mark – Would an accordion file with these handouts be better than pointing them to the board with the handouts?
 - Monsignor – We want to reduce the clutter. It may be better for persons to be walked over to where these are.
 - Sarah – What about using a QR code, or a link to the website? This is something to consider for the future.
2. DONUTS/COFFEE (Question #4)
- Monsignor – We will start coffee & donuts July 4th weekend at 7AM and 9AM masses. There have been a few volunteers who have stepped forward.
 - Marianne: The Hospitality ministry should consider coordinating both
3. SPANISH MISSALS (Question #5)
- Monsignor – For Spanish folks looking for missals or English folks looking for translation, Floricanto & Gather has mass text, including the mass texts, in the front of the book.
 - Carmen clarifies – Hispanic parishioners are looking for readings & order of mass.
 - Monsignor – We could look at purchasing The Ordinary of the Mass in 8 Languages, which has English & Spanish side by side.
 - Mark & Sarah – They are \$10 on amazon.
 - Marianne – We could find our best option and see if Sycamore Tree could bulk order.
4. NAMETAGS (Question #8)
- Monsignor – Could we purchase a machine that prints off cards? This seems like a big expense.
 - Marianne: can help with “first round” of nametags for ministry volunteers. This would work well with our current rallying cry “Re-engage in a spirit of homecoming.”
- F. Welcome Table Recommendations
1. Integrate welcome table with greeter ministry. They are similar in function and can expand the base of volunteers
 2. Build some FAQs for the notebook to help volunteers
 3. Develop template for tracking questions (samples provided)
 4. Identify a point of contact in the parish office to direct/address inquiries
 5. Engage the Spanish speaking community to ensure their needs are addressed
 6. Staff the table before and after mass, people have more time after mass to ask questions
- G. Overall, the welcome table seems like a good place to gauge the pulse of community.

H. Discussion:

1. TEMPLATE (Recommendation #3)

- Mark: Parish staff action needed should be a separate column to make it stand out
- Monsignor: Agrees with this suggestion. He would also like to add "action completed" to provide accountability

2. VOLUNTEERS (Recommendation #6)

- We may consider using greeter volunteers to help with welcome table.
- I will speak with Vonnie about how to find interested people.
- We will reach out to the Hispanic Leadership Team for help with the Spanish Masses. Jose Cuenca can help with volunteers.
- This is an iterative process and when we revisit in 1 month, things will change.
- Mark: scheduling should be done online, for example Sign-up Genius
- Marianne: I can help setup Sign-up Genius for volunteer signups.
- Monsignor: Jean DePiro is working on a volunteer scheduler where you put in dates you cannot be scheduled.
- Michelle: We will work on finding a scheduling solution.

3. FOLLOW-UP (Recommendation #4)

- Monsignor: parish office receptionist should take book, go through pages and then return book to Narthax by Saturday

V. Mission & Vision Committee Update:

A. Handouts prepared by Doug Campbell

1. Review of Southwood outreach by Habitat
2. BGCCV¹ Executive Summary 2016 to 2020 Strategic Plan

B. Townwood Community Discussion:

- Monsignor and Carmen: We have been diligently asking for a date to sit down and meet with Townwood folks and have not gotten a response.
- Marianne: Is there interest from the community?
- Monsignor: We have heard from residents that organization is lacking.
- Carmen: Residents are asking "what to do with kids?" Can they join existing programs?
- Mark: BGCCV is trying to set up a new location near driving ed location
- Monsignor: We still could be involved, for example: volunteer @ BGCCV
- Mitch: Why not host an afterschool program here in this building?
- Monsignor: we need to start with outreach and allow this to be an invitation

¹ Boys & Girls Club of Central Virginia

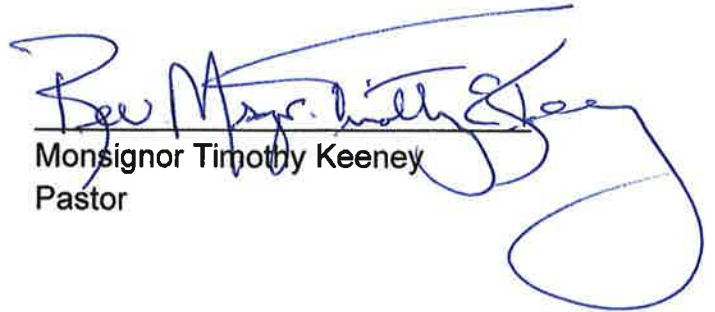
- Sarah: Please note that this is a 20+ year project; Please clarify pre-COVID religious ED? Did that include afterschool programming?
 - Mark: Much of it was on Sundays. There also was a middle school Wednesday evening, HS age Sunday evening.
 - Monsignor: one of the most striking observations is illiteracy in the Spanish speaking community and this was an obstruction to them receiving the sacraments, for example being unable to read the act of contrition.
 - Mitch: would it be most useful to narrow down a strategy to one goal, for example illiteracy.
 - Monsignor: Yes, and this is why it is frustrating that Townwood meeting has not yet been scheduled.
 - Mitch: there is a desire to help, but still unclear where the need is.
- C. Monsignor: There is a need for Spanish speaking catechist
- D. Marianne: the reason why we did this homework was to firm up the mission and vision
- VI. Executive Session (off record per Monsignor)
- VII. Finance Council Update
- A. Monsignor – Attendance is not yet at pre-COVID levels.
- B. Sarah – Suggestion to remind parishioners of online giving option
- C. Mitch – There is something about the physical act of giving that make it feel different
- D. Mark & Michelle – Transparency is needed, especially now. We need to communicate clearly to parishioners.
- E. Finance Council update: FC requesting a joint meeting
- VIII. Open Forum
- Mark: asked about recent vote by USCCB²
 - Monsignor: Clarifies Bishop Knestant voted “In Favor” of the documents with this in mind: people are misunderstanding the Eucharist, and only 33% understand the sacrament. Document they are working on will need to keep this in mind.
 - Mitch: Will tabernacle remain in place permanently? Or will move into chapel?
 - Monsignor: No, the tabernacle will not move. At some point, we will need to have a Capital campaign looking at church and the space. Ideally, tabernacle should be highly visible and accessible from the main church,
- IX. Meeting takeaways:
- A. Continue to reach out to Townwood to set up a fact-finding meeting.
- B. Revisit how to share Mission and Vision based on chosen strategy.

² United States Conference of Catholic Bishops

X. The meeting was adjourned at 9:00 PM and Monsignor offered the closing prayer.

A handwritten signature in blue ink, reading "Marianne D. Kish". The signature is written in a cursive style with a horizontal line underneath.

Marianne D. Kish
Pastoral Council Chair

A handwritten signature in blue ink, reading "Rev. Msgr. Timothy Keeney". The signature is written in a cursive style with a horizontal line underneath.

Monsignor Timothy Keeney
Pastor