

CHURCH OF THE INCARNATION
Pastoral Council Minutes
Wednesday, March 22, 2023

Attendance:

Pastoral Council Members

Monsignor Keeney
Michelle Edwards
Sarah Jones

Marianne Kish
Mark Niehaus
Tom Noble

Elena Riestra-King
Steven Sisman
Marisa Yopez

Absent: Carmen Chandross, Patti Clifford, Mike Riley

Meeting called to order at 7:10 p.m.

Opening Prayer: Night Prayer led by Elena Riestra-King

I. Approval of Minutes

A. Approved October 2022 minutes. All in favor.

B. Approved February minutes, Marianne move to approved. All in favor.

II. Subcommittee Reports

A. Multicultural Committee

- Marianne provided an update on the 03/01/23 PC-MC subcommittee meeting.
 - Edgar Lara, Executive Director from Sin Barreras, gave the subcommittee an overview of the services offered and the programs that are being offered using space at Incarnation e.g. ESOL (English as a Second Language) classes.
 - Marta Daley, Charity Coordinator, updated the subcommittee on the Food Pantry Ministry e.g. number of guests, donations, procedural improvements, volunteers, etc. There are up to 50 families that are coming to the food pantry and that these families are from a variety of backgrounds – Local resident English-speakers, Hispanic, Arabic, etc. Because of this, we have updated the intake form so that families can indicate any dietary preferences or restrictions. We have also created a picture menu to help with the language barrier.
- The overall impression has been that information has been flowing extremely well. Efforts by the subcommittee to improve communication has been helpful. We are continuing to work towards improving communication and working together for targeted events.
- It was noticed that the participation from both communities in the IMPACT Nehemiah Action meetings was very high. 310 people attended which exceeded our goal as a parish.
- Many of the members of the subcommittee are involved in the events before, during and after Easter. The subcommittee's next meeting will be after Easter on April 19.

B. Hospitality/Evangelization Committee

- No formal meeting of the subcommittee was held.
- Michelle plans on reaching out to the Tom Sox organizers to coordinate a baseball game. This was well received last year and we had a very good turnout.
- Tom and Patti suggested that pastoral council could host one Sunday a month donuts and coffee. We all thought it was a good idea.

III. Quad Report

- A. Spanish-speaking Community: Deacon Jose is very supportive of quads. They are beginning to form now.
- B. English-speaking Community: Al Reynolds is leading this effort. He has reached out to the people who have participated in Alpha and Christ Life to invite them to participate in Quads. Currently there are 2 Women's groups and 1 Men's group forming.
- C. Quad guidebooks have been printed off and are available in the Parish Office.

IV. Adult Education Report

- A. Tom indicated that they did a survey at the parish last year concerning what parishioners would/would not like for Adult Education.
- B. Last Fall, there were presentation/talks on the four gospels and one on the Life of the Apostles and the Way of the Cross.
- C. The talks have been in person on Sundays and some in Zoom. Tom has been disappointed/discouraged at the attendance. It seems there is not a lot of interest.
- D. Monsignor indicated that the room where Daily Mass was is a better place for the talks than PAC. The use of technology in the Daily Chapel is a challenge – no camera, no way to block out light for projector, etc. Look for ways to improve this.
- E. The next talks on 04/23 and 04/30 are on Vatican II and will be in the Daily Chapel. There was a suggestion to make an announcement during coffee & donut time to invite people to attend.
- F. Positive feedback on Tom's presentation "*Lent: What, When, Why?*" It was very informative and provided interesting insight into our Liturgical Calendar.
- G. The next Adult Education presentation will be on April 23 & 30, after the 9:00AM mass (from 10:30AM to 11:15AM) in the Daily Mass Chapel. Jerry Darring will be giving a talk on Vatican 2 "*How Vatican II Gave Us the Church We Are Today*". This presentation will also be offered via Zoom on Wednesday evenings 04/26 & 05/03
- H. Question if daily mass will return to the Daily Mass Chapel in the future. Monsignor indicated that there are 40+ people attending daily mass, which exceeds the capacity in that space. For now, we will continue daily mass in the church worship center.

V. Budget Requests

- A. Hispanic Community: The Hispanic Community has submitted a budget request for \$10-15K for the new year. This is an increase over last year's request. In the past, the funds from the second collection made up the difference to cover expenses. Bryan and Anna from the Finance Council will be working with the Hispanic Leadership Team on their budget request. Currently, the budget line item has been increased from \$3K to \$6K.
- B. Salary Items:
 - Overall increase in staff salary line item

- Communications: Sarah Phillips will be able to increase her hours to 29 hours to cover many of the communications tasks. Missy Bishop will still be taking care of the Flocknote communications.
- Music: Jean DePiro will have an increase in hours from 30 to 35.
- C. Social Events:
 - We have budgeted \$4,500 for social events this year.
 - This includes 5 events for marriage enrichment events organized by Jeff & Denise Smith.
 - Working with Vallimar Jansen to bringing the Servant of God musical, Sister Thea Bowman story, to our parish.
- D. This budget is for July 2023 – June 2024.
 - 4.5% increase in staff salaries and staff ministerial requests have been approved.
 - Mass Attendance & Ministry Registration
 - Mass attendance has increased over last year.
 - There has been a 2% increase in offertory giving.
 - Religious Education registration numbers have increased.
 - Baptisms will be done 4 times a year and scheduled by Deacon Tom. We will prepare every month. Current volunteers are not expected to cover the increase in number of Baptisms. New volunteers will be trained to cover the increase.
 - There is a surplus of \$1000.
 - The budget represents a moderately aggressive budget plan.
 - Chimes have been donated for the Children's Choir.
 - Included will be plans to upgrade some kitchen appliances e.g. dish washer.
 - Steubenville Mission may be a future item and could be considered for the July 2024 – June 2025 Fiscal Year.

VI. Pastor's Notes

A. Security Update

- The blueprint of the building has been digitized. This is being evaluated by the security company who will be giving us recommendations, evaluating our needs, and providing our training.
- There will be a major education piece where we train the congregation – camera monitoring, parking lot coverage, etc.
- Monsignor gave an update on the criminal/security threat. He was released today (03/22/23) after being in jail for 30 days. There is a restraining order for him to have no contact with 3 specific people at church. This order is for 1 year.

B. Capital Campaign Subcommittee

- Our planned Capital Campaign goal will be \$3-3.5m with incurring no debt.
- This newly formed subcommittee will meet every other week for a couple of months.
- We are hoping to have a subcommittee of 10-15 people. Please submit names to Monsignor ASAP.

C. Year of the Eucharist – Parish Focus (read ahead National Eucharistic Revival: A Grassroots Response to God's Invitation)

- This will start on the Feast of Corpus Christi and it will begin a 3-year cycle to renew efforts to Eucharistic devotion.

Year 1: Year of Diocesan Revival (now – June 2023)

Year 2: Year of Parish Revival (July 2023 – June 2024)

Year 3: Year of (National) Mission (July 2024 – June 2025)

- On Saturday, October 21st, there will be a diocesan pilgrim to the National Shrine in Washington, DC.
- July 17-21, 2024, the Eucharistic Congress will meet in Indianapolis, IN.

D. Easter Schedule

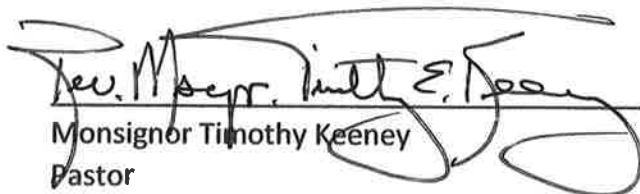
- Palm Sunday Procession will be after 7AM, 9AM, and 1:30PM masses.
- Practice Schedule:
 - Easter Vigil – Saturday morning 04/08, Vigil starts at 8:00 p.m.
 - Holy Thursday and all events of Holy week for the Spanish community will be Thursday after 5:30 p.m. mass.
- Live Station of the Cross on Good Friday is a 3-hour event starting at 4:30 p.m. Spanish Mass will be at 7:30 p.m.

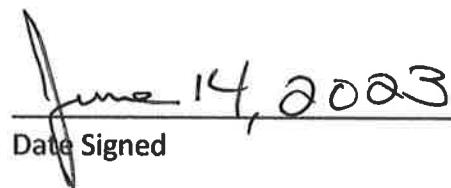
E. Other Items

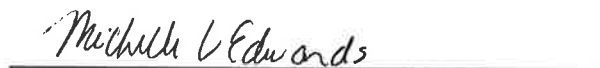
- Request to rotate one member of PC to attend FC meetings. Meetings are monthly on the 3rd Wednesday of the month.
- People have been very generous on helping Fr. Dan. We are not accepting any more donations. Everything has been covered. We may need help packing up his apartment at Green Turtle. He is currently living at Our Lady of Peace. He is not able to celebrate mass at this time.
- The budget contribution from Crozet will be increased from 1/4 Priest to 3/8 Priest.

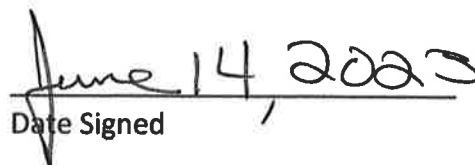
Monsignor led us in final prayer/blessing.

Meeting was adjourned at 9:00 p.m.


Monsignor Timothy Keeney
Pastor


Date Signed


Michelle Edwards
Pastoral Council Chair


Date Signed