

CPRM Ministry Meeting July 15, 2020

Attending: Sharon Smith, Angelica Tronco, Justin Veiga, Tonya Adams, Bob Morano
Absent: Stephany Crisantos (delayed due to another meeting conflict), Angela Crisantos,
Deacon Tammy Fuqua
Moderator: Susan Morano

Assignments / Requests made:

- Susan will follow-up with Mirella to determine if Fr. John Connor has joined our community and whether his name should be included on the website.
- Tonya will pursue creation of new Food Drive / Outreach webpage using WordPress. Final approval / review before publishing (adding to navigation) will be done by Angelica and/or Justin. Meredythe Hutchinson will provide photos and documentation.
- Sharon will complete installation of brochure holders outside Saint Matthew church and monitor / track supply of tri-fold pamphlets.
- Angelica will create a "QR" code that will link to Saint Matthew website when scanned by a phone. This can be used on the outdoor brochure holders. (*This work was done shortly after meeting adjourned.*)

Meeting Focus:

- Status for "work in progress" (Any issues or obstacles? Any ongoing work that is not included in July Ministry report?)
- Advertising, public relations ideas we could discuss?
- Updates to CPRM from July 14th Parish Council meeting

Topics Discussed:

1. *Website Changes Due to New Closures*: Calendar item updated. Home page box revised to eliminate in-person services to "services broadcast live". Banner that appears beneath each title was changed to "Sunday masses: Currently on-line only". CPRM team needs to verify that these same changes are made on Facebook.
2. *Photos of 2020 Parish Council Members*: Susan announced that parish council members will submit photos for inclusion as a "photo array / scroll" on the website's "parish council" webpage. Justin said that these ten photos could be emailed to him.
3. *New webpages*: Tonya asked about creating new webpages for Food Drive and gave as an example the pages already published for Education ministry. Justin gave his "go ahead" to Tonya.
4. *Can website be used as a repository* for capturing and storing documentation? Bob Morano proposed this idea as a way to gather required documentation for grant applications. Sharon advised that grant applications need to have detailed documentation, show longevity and consistency of the applicant, and demonstrate good management. The website may or may not be the best place to gather these details. This topic was discussed, but no conclusion or decision was attained.
5. *Coronavirus risk to people handling brochures* when these become available outside the church. Susan's research indicated that there is no concrete evidence substantiating the claim that the virus is transmitted from objects touched by an infected person. However, we should be cautious to ensure brochures are not trashed (litter in parking lot).

6. *Status on “Donate” button on our Facebook page:* Facebook replied to our application with a request for address verification (such as a utility bill). Justin supplied the required bill verifying Saint Matthew’s address. We are now waiting for approval from Facebook.
7. *“Saint Cyprian School of Theology” update:* We’ve been advised from Mo. Diane (through Sharon Smith) to postpone any work on a new website for the school. A Facebook page for “Saint Cyprian School of Theology” was found which may have been built and/or owned by Mike Mitchell. <https://www.facebook.com/saintcyprian1/> Utube videos for Saint Matthew services are also posted on this Facebook page. Justin suggested that it is possible that these videos are “auto-posted”.
8. Justin reported that *Amazon Smile is now available as a “phone app”* for Android and Apple iphones. Justin will send out an email to announce this and also announce the phone app on website “Giving” page.
9. *“QR” code:* Tonya asked if Saint Matthew could have such a code that would easily take an observer to our website. This is a machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone. Angelica created a code for Saint Matthew. She made it using <https://www.qrcode-monkey.com/> and <https://app.qr-code-generator.com/> (two options, but only one is needed to generate the code). **How to use:** Simply open the camera app on your smartphone, hold it over the code (as if you were going to take a picture, but without actually taking a picture), and you will be prompted to visit the church website.
10. Susan announced that she will continue to hold Zoom ministry meetings and publish the monthly CPRM ministry report, but for next few weeks may be preoccupied with the *Saint Matthew Constitution rewrite*. Sharon Smith is also on that committee and stated the Constitution work is her first priority.
11. Stephany provided an update on the *Instagram “Clergy Spotlight” work*. Her update is included, in its entirety, on next page. Susan and Stephany conversed via phone after CPRM July meeting adjourned. We discussed Clergy Council Instagram spotlight and Susan gave Stephany to “go ahead” with this project with the understanding that any updates (regarding “Associate Pastor” assignments) can be done to the Instagram posts whenever needed.

QR Code for Saint Matthew website that Angelica created:



12. Spotlight – Getting to Know Saint Matthew’s Clergy (from Stephany Crisantos)

Link to Canva for project -

https://www.canva.com/design/DAD8XGDnHQo/share/preview?token=KvuC2Br28CjYbzmQx7Dzw&role=EDITOR&utm_content=DAD8XGDnHQo&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton

Updates -

- Mother Jetty is collecting Boiler Sheets (Bios for Clergy) and mentioned roles will be changing. Stephany will continue connecting to confirm roles are correct before posting.
- 3 fully completed flyers & ready for Social Media FB & IG
- 4 pending approval for picture and content
- 6 Bios completed, waiting for pictures
- 5 No Bios or pictures, Mother Jetty will forward the Bios when received
 - Bishop Peter (have a picture), Father Julian Gomilla, Deacon Tony Russo, Deacon Bhaskar Madanu (have a picture), Deacon Michael Hoopes
- Group Flyer have pictures but need content request from Mother Diane Smith



SAINT MATTHEW
ECUMENICAL CATHOLIC CHURCH

GETTING TO KNOW SAINT MATTHEW'S CLERGY

Clergy Members

Names or # of members



Contact Information

Location - 1111 W. Town and County Rd, Unit 14, Orange, CA 92868
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