

# LITURGY TEAM REPORT

## Meeting of October 3, 2004

Attendees: Peggy Crechton, Bill Crosthwait, Janice Dec, Mary Galuardi, Claudia Helta, Sally Huber, Therese Ivanisin, John Jaffee, Pat James, Fr. John Jicha, Teresa Killar, Holly Looney, Larry Matheny, Carol Matheny, Jacqueline Scaletti, Paul Szczerowski

### Minutes:

- Bill opened the meeting with a prayer. Mary volunteered to prepare the opening prayer for the next meeting.
- Peggy Crechton introduced herself to the Liturgy Team as the new representative for the ministry of Greeters. Welcome Peggy!
- Holly handed out documentation defining the Liturgical Ordo for October and November.
  - Book of the Dead is to be put out on the 23<sup>rd</sup> of October and will remain out for the month of November.
  - Activities for All Saints' Day and All Souls' Day require no additional input from the Liturgy Team. The Masses on both of these feast days will be at 8:45 (not 10:00) in the country church.
  - November 14<sup>th</sup>, at the noon Mass, we will celebrate the Sacrament of the Sick. Joan Watkins has been contacted and informed of the date. She will handle notification of the pastoral visitors and arrange for publicity to the parish. Hopefully an additional priest will be available to assist at that noon Mass.
  - The Ministry Fair is rescheduled to the weekend of October 30<sup>th</sup> and 31<sup>st</sup>. The original dates for the Ministry fair, November 6<sup>th</sup> and 7<sup>th</sup>, were chosen around the date for a community Sunday. A bingo is scheduled for the afternoon of November 7<sup>th</sup> which has caused movement of the community Sunday to the weekend of November 14<sup>th</sup>. It was decided that we should not delay the Ministry fair so it has been rescheduled for the weekend of October 30<sup>th</sup> and 31<sup>st</sup>. Bill will contact Gloria to determine if the community Sunday can move to the weekend of the 30<sup>th</sup> and 31<sup>st</sup>.
  - For the Feast of Christ the King, November 21<sup>st</sup> and 22<sup>nd</sup>, Holly has requested a team to help with ideas to make the celebration a festive day. Teresa reported that the A&E committee has addressed this and would like input from the music ministry and the Liturgy Team. Bill volunteered to help with planning. It was suggested that those who are willing to help should participate in the next A&E committee meeting on Tuesday, October 26<sup>th</sup>.
- Advent Celebration Team – The team has not met since the last Liturgy Team meeting. The Advent Celebration team will meet on Monday, October 4<sup>th</sup>. All team member assignments are due at the meeting on the 4<sup>th</sup>. As an agenda item for the meeting on the 4<sup>th</sup> Pat will get agreement on dates for future meetings of the Advent Celebration Team, and get those dates properly reflected on the calendar. There will not be a 6:00 Mass on Friday the 24<sup>th</sup> of December. There will be no 5:30 Mass on Saturday, December 25<sup>th</sup>.

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- Church Etiquette – After much discussion it was determined that a brochure addressing Catholic Etiquette at Mass, published by “Our Sunday Visitor”, would be used, with a supplement prepared by our Church Etiquette sub-committee to specifically address:

- Preparation for Mass
- Arrival at worship space (be “on time”)
- Unaccompanied children (to narthex, rest rooms and to/from CLOW)
- Dismissal (leaving early and leaving the worship space “tidy”)

The supplement will use concise terminology and avoid use of words “try” and “should”. The package on Church Etiquette (name may be changed to something like “Being a good neighbor at St Ignatius”) will be posted on the parish web site, distributed to new parishioners at registration, referenced from the pulpit and handed out to all parishioners on the Sunday when the “Growing Room” is introduced. This is anticipated to be in the October/November timeframe.

- Old/New Business
  - Assigned ministers not showing up – Fr. John will see to it that the ministry coordinators will continue to get email lists of those who missed assignments each week.
  - STAND – Therese indicated that we are doing well with compliance. The focus needs to be on insuring STAND training/documentation requirements are met for those who join our ministries. For the Ministry Fair Therese will prepare a description of what STAND training/documentation is required so those considering joining a ministry will understand what is needed.
  - All ministry coordinators will have training dates on the calendar prior to the Ministry fair so that those who sign up for a ministry will know the dates for required training. The training dates should be included in the handout prepared for each of the ministries.
  - Bill will notify the new coordinators for CLOW (Dave Smith and Claudia Lapceвич) and Greeters (Peggy) of the dates and preparation required for the Ministry Fair.
  - Ministry Binders – Janice handed out the Ministry Binders which contain the documented procedures for each of the ministries. These are to be updated by the ministry coordinators as most are a year or more out of date.
    - Ushers – Fr. John took
    - Cross Bearers – Bill took and will get to Tom Severen
    - Lectors – John took
    - EMs – Claudia took
    - Altar Servers – Bill took
    - Greeters – Bill will ask Peggy to document
  - Larry asked to be part of the Lenten Celebration team planning Holy Week as he has ideas he would like to share related to the Easter Vigil Service

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- Ministry Reports
  - A&E – Teresa reported that the committee has done feast day planning for the 1<sup>st</sup> and 2<sup>nd</sup> of November. They are also planning for the feast of Christ the King on October 21<sup>st</sup>.
  - RCIA – Sally reported that 6 people are in the RCIA program and 1 of those is to be baptized. Dismissals are underway at the 10:00 Mass.
  - Music – Working to get a visual proposal that will aid in defining what the refurbished organ would look like in the church.
  - LWC – Additional children are needed for the childrens choir. It was suggested that recruiting from religious education may be worthwhile.
  - Lectors – John will be turning over the position of ministry coordinator to George Ludwig at the first of the year. Thanks John for your many years of service to the parish.
  
- Bill closed the meeting with a prayer. Holly will prepare the closing prayer for the next meeting.

NEXT MEETING: NOTE THE TIME AND DATE CHANGE:

MONDAY, NOVEMBER 7<sup>th</sup> at 7:30PM. LOCATION IS TO BE DETERMINED.