

LITURGY TEAM REPORT

Meeting of December 5, 2004

Attendees: Peggy Crechton, Bill Crosthwait, Janice Dec, Suzanne Fink, Mary Galuardi, Claudia Helta, Sally Huber, Pat James, Fr. John Jicha, Teresa Killar, Silvester Kim, Holly Looney, Larry Matheny, Carol Matheny, Jacqueline Scaletti, Joyce Seng, Paul Szczerowski

Minutes:

- Claudia opened the meeting with a prayer. Larry volunteered to prepare the opening prayer for the January meeting.
- Holly handed out documentation defining the Liturgical Ordo for December and January. The following was discussed:
 - The Davis' are the Altar Servers assigned for Lessons and Carols and, per Janice Dec, they have the procedures for escorting the readers with lighted candles and use of incense for the Gospel procession.
 - Bill will work with Pat James to determine what is required from the Altar Servers related to incense and the Gospel procession for the third Sunday of Advent.
 - Catholic Schools Week Mass – Children will be taking part in the liturgical ministries at the Masses on January 29th and 30th. We can determine what preparation is required for this at the January Liturgy Team meeting when the roles the school children will be taking will be better defined.
 - An anointing Mass is on the parish calendar for December 5th at 10:00. That Service was held in November. Bill will contact Gloria to get the calendar updated.
 - Fr. John has the blessing to be used for expectant parents on December 19th.
- Advent Celebration Team – It was felt that the first two Sundays of Advent have gone very well. The families participating in the lighting of candles at the Advent wreath have had problems due to not being able to see the wicks of the candles to be lighted. It was suggested that we have two candles lit prior to Mass next weekend so that only one candle will be required to be lighted at the start of Mass and that candle will be one of the lower ones where the wick should be visible. It is anticipated that this will alleviate the issue.
- Lenten Celebration Team – Holly requested that those on the Lenten Celebration team remain after the meeting to determine a December date for an initial Lenten Celebration team meeting.

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- Church Etiquette – A draft of the Church Etiquette documentation has been circulated among some families in the parish for review and suggestions. Fr. John reported that some very positive comments have been received. The updated document will be distributed to the Liturgy Team, by email, for review prior to being distributed to the parish on the weekend of December 18th and 19th (coincident with opening of the “growing room”). It was felt that a brief discussion of the material from the pulpit would be appropriate. Fr. John agreed.
- Ministry Binders – Materials for the Ministry Binders have been updated for all ministries except Ushers, CLOW, and Lectors. Bill will contact those ministry coordinators to get updates.
- Updates for ministries to be posted on the website should be given to Holly as soon as possible.
- Old/New Business
 - Formation Day – March 12th at MSM. Nothing required from ministry coordinators at this time other than notifying those in each ministry of the March date so they are able hold that date for participation in Formation Day. Information on the Formation Day is available on the Catholic Education Ministries web site www.centralmdcatholic.org/
 - Workshop for Liturgical Ministers – St. Ignatius and the Central Maryland Liturgy Network is sponsoring a workshop by Bob Hurd from Oregon Catholic Press for all liturgical ministers on April 23rd, at St. Ignatius. The theme will be Restoring the Liturgical Assembly. Nothing is required from ministry coordinators at this time other than notifying those in each ministry of the April date so they are able to hold that date for the workshop. There will be a concert on Friday evening, April 22nd, and the workshop on Saturday April 23rd.
 - Holly reported that Denise Jackson has indicated that high school and middle school students will be attending the noon Mass on December 12th and 19th. Arrangements will be coordinated for them to participate in the liturgical ministries at those Masses.
 - Emergency evacuation – An evacuation of the worship space will be performed at the Masses on December 11th and 12th in response to a simulated emergency. Questions were raised about candles being extinguished as part of the evacuation procedure. That will be discussed with those who have prepared the emergency plan. Those conducting the emergency evacuation drill will determine if and how to involve/notify the local fire department.

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- Ministry Reports
 - LWC - Anticipating good participation in the Christmas Liturgy with Children at 4:00 on Christmas Eve.
 - EMs – A replacement for Claudia has not been identified. Claudia will make a call to a potential replacement to determine if he/she is willing to take over as ministry coordinator for the EMs.
 - Greeters – Peggy has three new greeters on her team.
 - Music – Continuing work with Holtcamp Organ Co. to get drawings for organ placement in the Church. Plan is to have the pipes moved from Baltimore to the rectory in mid-January.
 - Sacristan:
 - Need to be sure that ministers are looking carefully at assignment schedule as some ministers are showing up at Masses where they are assigned yet they are not aware of their assignment.
 - Supplies have been ordered for Christmas.
 - Procession into Church and the recessional are not standard. Ministry coordinators should reiterate the order of the procession into and out of Church.
 - Altar Servers – Five additional Altar Servers were trained in November and will be on the schedule starting at the end of December. The number of Altar Servers is now thirty two. Another training series will be conducted in the first quarter of next year.
 - Pastor's report – Fr. John indicated that a permanent Deacon is moving into the area and will be assigned to a parish by the Bishop.

- Janice closed the meeting with a prayer. Bill will assign the closing prayer to one of the Liturgy Team members for the January meeting.

NEXT MEETING: Sunday, January 2nd, at 1:30 in the Ijamsville Parish Hall