

# LITURGY TEAM REPORT

## Meeting of March 7, 2004

Attendees: Holly Looney, Bill Crosthwait, Therese Ivanisin, Fr. John, John Jaffee, Sally Huber, Pat James, Teresa Killar, Janice Dec, Mary Galuardi, Gloria Przybocki, Joyce Seng, Claudia Helta, Jacqueline Scaletti, Stan Mordensky

### Minutes:

- Holly Looney opened the meeting with a prayer.
- Jacqueline Scaletti was welcomed to the meeting as a Liturgy Team member from the parish-at-large
- Bill Crosthwait announced that he would be recording the Liturgy Team meetings now that he is responsible for producing the minutes of those meetings.
- Liturgical Ordo
  - The noon mass on March 21<sup>st</sup> will be a mass of anointing which will impact ushers, Eucharistic ministers, and greeters. There will be reserved seating for those being anointed and they will be registered by the pastoral visitors committee.
  - The rehearsal schedule for Holy Week was reviewed.
  - The ministry schedule for Holy Week will be published the week after Sunday March 14<sup>th</sup>.
  - Holly will work with Paul to determine if handbells will be used for any of the Easter services.
- Liturgy Team Bylaws
  - Proposed bylaws were reviewed and the following changes suggested:
    - Add Sacristan and Liturgy with Children to the liturgical ministries represented on the Liturgy Team
    - Last two sentences defining the Staff Representative responsibilities are to be deleted.
    - Grammatical corrections related to capitalization to be made.
    - Terms of office for chair and vice-chair of the Liturgy Team are to be defined as two years with a one year renewal.
  - The bylaws were approved/accepted with the above defined changes.
- Parish Mission
  - Plans for publicity in our parish, local parishes, and the newspaper were reviewed by Pat James.
  - Gloria discussed proposals for hospitality each evening after the Mission service. Gloria will pull together the plan for hospitality activity.
  - Holly related that she had a conversation with Fr. Joe Breighner who will be conducting the parish mission on March 28-30. Fr. Breighner has suggested that babysitting be provided during the mission services as he has found this to be key to permitting young families/parents to attend. Janice Dec will define what arrangements can be provided for babysitting and what

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limitations will be required. Babysitting, and the announcement of babysitting, will be targeted to families in our parish.

- Liturgy With Children
  - Concerns with the last LWC were expressed by Fr. John and involved the adult ministers (ushers and EM's) and the procedures for the Liturgy with Children. Claudia will work to address issues with the EM's. Fr. John will pursue getting representation from the ushers at future Liturgy Team meetings.
- Christmas Report
  - Janice distributed a document defining the preparation required for services during Advent/Christmas. This document had been distributed earlier with limited or no feedback received. She asked for a review of this document by next Sunday, March 14<sup>th</sup>, as it will be finalized and used as a guide for Advent/Christmas in future years.
- GIRM Report
  - Janice indicated that the committee reviewing the GIRM has met and is in the process of reviewing the latest GIRM. The committee will have recommendations for the next Liturgy Team meeting.
- Evaluation of Listening Session
  - A transcript of the Listening Session was distributed along with a summary of both the complementary or positive statements made and the issues or concerns that were expressed at that meeting.
  - The issues/concerns were reviewed and discussed. Music was the focus of many of the concerns. Fr. John indicated that the Director of Liturgical Music is doing some "fine tuning" to the music selection in reaction to the input from the listening session. Fr. John and Paul will continue to review music with the information from the listening session in mind.
  - Other non-music concerns related to items such as more time at mass for silent reflection, desire a shorter mass, survey parishioners who don't attend mass, etc. were discussed. The Liturgy Team will continue to consider the input from the listening session as recommendations involving liturgy are made in the future.
- STAND Training
  - Therese Ivanisin reviewed the documentation and training requirements for all volunteer ministers.
  - Therese requested help from each of the ministry coordinators with getting the proper documentation and training in place for all ministers. The ministry coordinators will be supplied with information on those ministers who have not provided the proper documentation or attended required training. The ministry coordinators will pursue getting those identified ministers into compliance. Also, in the future, the ministry coordinators will identify new ministers to Therese so proper documentation and training can be provided.

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- Church Etiquette
  - It was determined that some presentation on Church etiquette is appropriate.
  - Claudia Helta, Joyce Seng, and Mary Galuardi will prepare something for review at a future Liturgy Team meeting.
- Lent/Easter
  - Reminder of the meeting on March 21<sup>st</sup> for Lenten celebration team.
  - Fr. John pointed out that we have adopted an overall Lenten theme of "Cultivating Our Faith". We have weekly focus themes that are to be related to the readings, and handouts that should tie the weekly theme to the overall Lenten theme. We also have a visual for the church that is to reflect the Lenten theme. Fr. John will be reviewing and altering the materials that the Lenten Celebration Team prepared (Call to worship, Introduction to the Penitential rite, General intercessions) if he feels that the coordination between the themes and the readings is not reflected in the materials.
- Budget Requests
  - Holly is preparing the liturgy budget request. All ministry coordinators are to have any budget requests for their ministries submitted to Holly before next Sunday (March 14<sup>th</sup>).
- Ministry Reports
  - Altar Servers – No significant change. Next training will be before school is out for the summer.
  - Lectors – Couple of more people have indicated interest. Next training will be after Easter.
  - RCIA – Doing well. Three candidates identified for next RCIA session.
  - LWC – Will have an Easter celebration involving as many children as are willing to participate. Still looking for additional adult coordinators.
  - Art and Environment – Will be having white streamers on the light posts for Easter and an "Alleluia" sign on rt. 80 with matching streamers. Joyce will be getting with Janice to make arrangements for ordering of Easter flowers. Joyce has purchased two side tables for church use. Teresa will be decorating the Country Church for Easter.
  - Sacristan – Need input on what equipment needs to be duplicated avoid issues with having Mass at three locations (Country Church, Ijamsville Church, and Ijamsville Parish Social Hall) on Easter. Needs must be identified immediately.
  - Eucharistic Ministers – Items of significance discussed earlier in the meeting.
  - High School Advisory Committee – in early stages of planning a Saturday mass for late spring or early summer.

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NEXT MEETING: CURRENTLY SCHEDULED FOR APRIL 4<sup>th</sup> AT 1:15 PM. MAY RESCHEDULE  
DUE TO CONFLICT WITH SEDER MEAL.