

LITURGY TEAM REPORT

Meeting of June 6, 2004

Attendees: Bill Crosthwait, Suzanne Fink, Mary Galuardi, Claudia Helta, Sally Huber, Therese Ivanisin, John Jaffee, Pat James, Fr. John Jicha, Holly Looney, Jacqueline Scaletti, Joyce Seng, Paul Szczerowski

Minutes:

- John Jaffee opened the meeting with a prayer. Sally Huber volunteered to prepare the opening prayer for the next meeting which is scheduled for Sunday, August 1st.
- Holly initiated discussion related to the Liturgical Ordo for June and July.
 - One or more of the general intercessions for the weekend of July 4th will have an Independence Day theme. Bill will remind Lori Holden and Trish Reggio (weekly coordinators for the general intercessions) of that.
 - Paul will plan for patriotic music at the Masses on Independence Day weekend.
 - For the Feast of St. Ignatius, July 31st, Pat James will prepare a bulletin insert reflecting on the history of the parish. Holly will assist Pat.
- John Jaffee attended the May Parish Council meeting and reported that there was no specific feedback to the Liturgy Team. Members of the Parish Council were interested in what was being done with respect to the effort on church etiquette and John reported that was a work in progress.
- GIRM Review
 - No report.
 - Bill will contact the team members, Ruth Fox and Janice Dec, to determine status of this effort.
- Church Etiquette
 - Joyce, Claudia and Mary reported that they were unable to meet since the last Liturgy Team meeting.
 - The committee will continue to complete work on each of the focus areas they have identified and have a draft report for the next Liturgy Team meeting.
- Prayer of Ministers before Mass
 - It was agreed that engaging the assembly in preparation for Liturgy would begin at 8 minutes before the start of Mass and the prayer of Ministers would take place, in the choir area, immediately following. For Masses where there is no preparation of the assembly, the prayer of Ministers will take place, in the choir area, at 5 minutes before the start of Mass.
 - We will review how this is working at the next Liturgy Team meeting.

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- Returning to the Altar to Clean up after Mass
 - It was noted that some Ministers have been returning to the Altar, after Mass, before the recessional hymn is completed.
 - Claudia will reiterate to the EMs that they are to wait until the recessional hymn is completed before returning to the Altar.
 - Bill will instruct the Altar Servers not to return to the Altar until the recessional hymn is completed.
 - Bill will contact Paul Kane and request that he instruct Cross Bearers not to return to the Altar until after the recessional hymn is completed.
- Vigil Masses
 - It was agreed that, in general, we will not celebrate vigil Masses for those feasts for which vigil Mass is designated. We will continue to celebrate the vigil Mass on Easter.
- Evaluation of Pentecost
 - General feeling was that the use of foreign languages at the 5:30 and 10:00 Masses on Pentecost went well.
 - Program enhancements which would make the readings and intentions in foreign languages more understandable were suggested.
 - Include the intentions in English in the program.
 - Something included in the program or in the readings to help the assembly with responses at the end of the readings. Potentially, announce and end the readings in English.
 - Suggestion to provide the readings for Pentecost the week before and encouraging the assembly to review the readings prior to coming to Mass on Pentecost due to the fact that the readings will not be done in English.
 - Include the readings in the foreign languages in the program.
 - Review Pentecost Service with the interpreter for the deaf community prior to the Mass.
 - In preparation for Pentecost, provide a bulletin announcement inviting those who are fluent in a foreign language to participate in the Service.
 - Consider expanding to additional Masses and additional languages next year.
- Advent/Lenten-Easter Celebration Teams
 - Ministry coordinators signed up to participate on one of the Celebration Teams.
 - Pat James has requested that the Advent Celebration Team start meeting as soon as the Advent theme/focus is determined and Holly indicated that the Lenten-Easter Celebration team will start meeting before the end of the year.
 - It was clarified that the Liturgy Team will provide the theme/focus for Advent and Lent-Easter and the Celebration Teams will develop details for implementing that theme/focus during the seasonal celebrations.

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- At the next meeting of the Liturgy team all members should come prepared to define the theme/focus for Advent. Pat James will send out information to the Liturgy Team members to help prepare for this.
- Paul suggested that there are web sites which have information on suggested themes/focus items for the various liturgical seasons. Paul will identify the web site(s) to Pat.
- The Lenten-Easter Celebration Team needs to be sure to work with Therese and Chris Degan to integrate Disciples In Mission into the planning for Lent-Easter.
- STAND
 - Audits for STAND compliance are anticipated to start in July at the earliest.
 - Therese handed out information to the ministry coordinators so they can contact those in their ministry who are not in compliance with required documentation or training.
 - Therese will provide John Jaffee with a web reference or softcopy of the Statement of Policy and Volunteer Application so John can provide to those Lectors who have not completed such.
 - Fr. John took the information for Ushers and will attempt to get a representative from the Ushers to coordinate getting the STAND documentation/training completed. Fr. John will also attempt to get a representative from the Ushers to participate in the Liturgy Team.
- First Communion within the Masses
 - It was decided that one EM is required to assist if one or two are receiving First Communion. Two EMs are required to assist if more than two are receiving First Communion at any given Mass.
 - Will provide additional instruction to the EMs for First Communion Masses next year.
- 8:00 Mass
 - At 8:00 Mass, now that we have completed the Easter season and are in Ordinary Time, the gathering and recessional hymns will have a "traditional feel" and the number of verses sung will be "limited".
 - The preparation time will be instrumental.
- Communion for the Cantors
 - It was agreed that Cantors will receive Eucharist with EMs.
- Ministry Reports
 - Arts and Environment – Joyce Seng is resigning as chair of this subcommittee effective at the end of June. The Team thanked Joyce for the tremendous effort she has put in for many years.
 - EMs – Claudia is completing training for 18 new EMs. There was discussion on the frequency that EMs are assigned and the solemnity required with their duties.

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- Altar Servers – Training for 6-10 new Altar Servers will take place in September. The minimum age for Altar Servers was discussed. Parents of Altar Servers are being recruited to launder the Servers robes. There was discussion about having the Altar Servers escort the Gift Bearers. This will be considered for the fall after the ushers are better coordinated with getting the gifts prepared. Within the next week or two the Altar Servers will no longer use processional candles and all candles will be in place and lit at the start of Mass.
- Music Ministry - The Adult choir will finish up their liturgical season next week and be back in September, with robes. The contemporary ensemble will be taking off the month of July. There will be coverage for music at the Masses during this time. There will be an accompanist for adult choir practice. Ken will continue with the childrens choir IF he gets parental help/support.
- Liturgy with Children – Last Mass for the liturgical season was the May crowning. Will restart in the fall
- RCIA – The last activity for the group received into the Church this past Easter was a Mass held last week. Classes for the next group to be received into the Church will begin in September or possibly earlier.
- Other ministry coordinators had nothing significant to report.
- Pastor's Report
 - A Deacon candidate and a seminarian will be assisting in the parish starting in the fall.
 - Jen Eberhardt is resigning her position as Coordinator of Youth Ministry.
 - The parish will be advertising to fill the Youth Ministry position and a facilities/maintenance position.
- Second Collection
 - Suggestions related to making the second collection more efficient were discussed. This will be a subject when the ushers are involved and represented at the Liturgy Team meetings.

NEXT MEETING: SUNDAY, AUGUST 1st at 1:15PM IN THE JAMSVILLE SOCIAL HALL.