

LITURGY TEAM REPORT

Meeting of September 5, 2004

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

Minutes:

- Sally Huber opened the meeting with a prayer. Bill volunteered to prepare the opening prayer and a closing prayer for the next meeting which is scheduled for Sunday, October 3rd at 1:30 in the Social Hall.
- Tom Severn was welcomed to the Liturgy Team as a member representing the Cross Bearers.
- Holly handed out documentation defining the Liturgical Ordo for September and October.
 - Due to potential conflicts with the Capital Campaign and Stewardship presentations on October 2nd and 3rd, it was decided that the Ministry Fair for "time and talent" will be held on the weekend of November 6th and 7th, to coincide with Community Sunday. All ministry coordinators are to have training dates established, prior to the Ministry Fair, so that those who sign up for a ministry will know the dates when training will take place. Ideally training will take place in November and December.
 - The commissioning of all Liturgical Ministers will take place at all Masses on the weekend of September 11th and 12th. New Liturgical Ministers (new to a ministry since September of 2003) are to be recognized by standing and receiving a prayer/blessing. All Liturgical Ministers will then stand and be commissioned. In the future we will attempt to do recognition of new Liturgical Ministers on a Community Sunday with certificates available in the Parish Hall. Holly will pull together the ceremony for the weekend of September 11th and 12th.
 - Holly indicated that two 5:30 Masses for Liturgy with Children were identified in the ordo prepared for October. The LWC on October 30th is to be deleted.
 - Therese is handling the Catechetical Sunday on the 18th and 19th of September.
 - The installation of the Parish Council members will be at the 10:00 Mass on September 26th.
 - It was determined that we would target November 14th for the Sacrament of the Sick at the 12:00 Mass. It would be best if two priests could be available for this Mass. Bill will inform Joan Watkins of that date so she can notify the pastoral visitors and arrange for publicity to the parish.
- Advent Celebration Team – The team has met twice. The celebration for lighting of the Advent wreath each week and a meditation after communion has been defined. Recommendations from the team concerning the Advent wreath, weekly worship aids which will contain follow-up activities and a personal reflection for the week, and an Advent brochure to be mailed to all parish families were discussed. The recommended Mass schedule for Christmas is the following:

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- Friday, December 24th
 - 4:00pm in both the church and hall
 - 8:00 pm in the church
 - 11:00pm in the church
- Saturday, December 25th
 - 8:00am in the country church
 - 11:00am in the church

Depending on the availability of celebrants and coordination with the music ministry, we would like to have a 6:00pm Mass on the 24th. The Advent celebration team will proceed to continue with work on details of the Advent services and materials.

- GIRM Review – Janice covered how the review was conducted and reiterated that, in general, our parish does comply with what our diocese recommends. We discussed the recommendation concerning reverencing the altar, communion preparation, psalms corresponding to the readings being sung, hand-holding during the Our Father, standing for communion, bow of head before communion, purification of vessels, standing after the lavabo, use of bells, and intinction. The ministry coordinators will review any recommendations impacting their ministry with the members of that ministry. The conclusion from the Liturgy Team is that our parish is in compliance with the GIRM, we are comfortable with our parish practices, and review of this subject should not be required for a year.
- Church Etiquette – Claudia, Joyce, and Mary provided a document they have prepared on church etiquette. The members of the Liturgy Team will review this document, prior to the October meeting, when this subject will be on the agenda to be discussed in detail. The method for distribution of the information on church etiquette to the parish will also be covered at the October meeting.
- Old and Miscellaneous Business
 - Assigned ministers not showing up – Lists are being provided to ministry coordinators of those who missed assignments each week. Bill will get Tom Severn's name and email address to Lori so he can get weekly updates on cross bearers who miss assignments.
 - STAND audit will be at the end of September. Therese handed out a list which identified those in each ministry who have completed STAND documentation/training and those who require additional STAND documentation/training. Ministry coordinators will follow up with those in their ministry who require additional documentation/training.
 - Social Hall Floor Plan – Janice handed out information on Social Hall setup and maintenance for all groups that use the Social Hall.
- Ministry Reports
 - RCIA – Sally handed out information on the function of RCIA.
 - Religious Ed – Therese handed out information on the Setting Hearts on Fire Institute 2004 which is training for Catechists and Youth Ministers
- Pastors Report

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- Faithful Citizenship – The Sunday before election day a bulletin insert, the opening and closing prayers, and general intercessions will include the theme that faithful citizenship (responsible voting) is important.
- Stewardship appeal and the feasibility study for the capital campaign are to be addressed in October.

NEXT MEETING: SUNDAY, OCTOBER 3rd at 1:30PM IN THE IJAMSVILLE SOCIAL HALL.
NOTE THE TIME CHANGE