

LITURGY TEAM REPORT

Meeting of March 06, 2005

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Mary Galuardi, Sally Huber, Fr. John Jicha, Silvester Kim, Claudia Lapceovich, Holly Looney, George Ludwig, Larry Matheny, Stan Mordensky, Jacqueline Scaletti, Domenic Turchi

Minutes:

- Peggy opened the meeting with a prayer. Silvester will prepare the opening prayer for the April Liturgy Team meeting, which is scheduled for Sunday, April 3rd, at 1:30PM in the parish social hall.

- Holly handed out documentation defining the Liturgical Ordo for March and April. The following was discussed:
 - A presentation on the Strategic Plan was on the calendar for all Masses last weekend. It did not happen because the Vision Committee has not completed work on the new plan and a presentation for the congregation. Fr. John reported that a draft of the information to be presented to the parish has been distributed for review by the committee. Bill agreed to get with Sue Hynes to determine a date for re-scheduling that presentation.
 - On the 18th of March the Traditional Groups will be doing the Stations of the Cross at 6:30 in the Ijamsville Church, per information in today's bulletin.
 - Fr. John has requested that Cathy Kenworthy provide suggested dates, towards the end of the Easter season, for a presentation on Home Nursing. It will be added to the calendar when a date is agreed upon.
 - Anointing of the Sick will be at the 12:00 Mass on Sunday April 3rd. If there are Individual First Eucharist Celebrations at that Mass it is not an issue. Holly reported that Joan Watkins has been made aware of the date for the anointing of the sick. Bill will inform the ushers that are assigned for the 12:00 Mass on April 3rd that the anointing Mass is to be held and the first three rows in the two center sections are to be reserved.
 - The Liturgical Ministers rehearsal for Holy Thursday has changed to March 22nd at 6:30 in the Ijamsville Church to avoid a conflict with a Mass in Baltimore. This needs to be changed on the calendar. For next year the calendar conflict will be avoided.

- Lenten Celebration Team Status Report
 - Holly pointed out that there will be a blessing of shells after the homily at each Mass next weekend. The shells will then be distributed to all parishioners attending Mass. The shells are to signify the completion of our Lenten Pilgrimage. Holly will add this to the liturgical ordo for next week. Holly will arrange for an explanation of the significance of the shells in the bulletin for next week.

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- Holy Week Celebrations:
 - Palm Sunday:
 - Palm Sunday Masses - Peggy with support from Larry and Silvester
 - Holly reported that Claudia Helta is instructing on palm braiding after the 10:00 Mass on Palm Sunday. Holly will get publicity for the palm braiding instruction into the bulletin with emphasis on the fact that it will be provided after only one Mass on Palm Sunday.
 - Next week Holly will email final scripts, which have been reviewed by Fr. John, Larry, and Silvester, to the coordinators for Palm Sunday and each of the Holy Week celebrations.
 - There was discussion about the number of palm bearers and the type and number of palms ordered. Janice will determine the quantity and type of palms that have been ordered and get that information to Peggy. Peggy, Larry, and Silvester will determine how to best use what has been ordered.
 - Rehearsal for Palm Sunday is next Sunday at 1:30 in the Ijamsville Church. This week Peggy will inform the liturgical ministers assigned for Palm Sunday of the Palm Sunday rehearsal via email and a hardcopy mailing to each. These mailings will stress the need for additional palm bearers and standard bearers for the palm procession. Peggy will attempt to get sign ups for palm bearers and standard bearers at Masses next Sunday. We need to get the requirement for palm bearers and standard bearers into the announcements and possibly the bulletin for next weekend. It was felt that if we are able to get one or two palm bearers and the standard bearers for each Mass to the rehearsal, information can be passed to the other palm bearers by those who attended the rehearsal. We may also end up recruiting palm bearers from those attending Mass as they arrive.
 - It was felt that the people who carry the standards (two smaller banners with streamers) must be rehearsed. The cross bearers and ushers may be good candidates for standard bearers for Palm Sunday if calls and mailings are to go out this week. Also the list of new parishioners may be used to recruit palm bearers and standard bearers. Peggy will follow up on this during this week.
 - It was decided not to approach DIM participants to recruit for standard bearers and palm bearers.

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- The environment committee has suggested that the palm bearers should place palms in containers on the steps to the sanctuary rather than in containers in the window alcoves.
- Peggy indicated that she will take care of getting the people organized for the palm processions at each of the Masses on Palm Sunday. The amount of effort this will require on her part will depend on how the rehearsal goes.
- Pilgrimage to the Grotto of Lourdes in Emmitsburg – Holly, Larry, and Joyce
 - We are doing Stations of the Cross at the grotto.
 - We have the version of the Stations that are used on Good Friday on disk so we could make a handout from that. We also have handouts of three different versions of the Stations that are used in the Country Church. As we get a better count of those who are planning to attend we can be sure we have a handout containing the Stations for use in Emmitsburg.
 - Transportation is not being provided to Emmitsburg. People are expected to travel in their own vehicles.
 - Timing is roughly as follows: Leave St. Ignatius at 1:30PM. We should be at the grotto by 2:15PM. Stations of the Cross concluding at 3:15. Back to the Parish Social Hall between 4:00PM and 4:15PM for soup and bread. Evening prayer in the Ijamsville Church after soup and bread.
 - Bill reported that Joyce has recruits for cooking soup and will have recruits for serving.
 - A handout is required for the evening prayer. Silvester will email the information for the evening prayer to Holly.
 - No one has signed up for the Pilgrimage to Emmitsburg as of today so publicity via additional bulletin announcements and inclusion in the announcements at each Mass next weekend is required.
- Holy Thursday – Janice and Teresa
 - Janice reported that the rehearsal is scheduled and she is assuming we are using the script from last year.
 - The washing of feet was discussed and it was decided that twelve people will have their feet washed. We determined that Fr. John, Larry, and the new Deacon, Joe Gousie, will start the washing of feet by washing the feet of three people in chairs in the sanctuary. This is a change from last year. The remainder of the washing of feet will be as it was last year.
 - The location of the Altar of Repose was discussed at length and it was decided that we will have the Altar of Repose as it was last year (in the west window alcove).

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- The streamers for Holy Thursday were discussed. We have three banners with streamers, one large and two small, with the proper colors for Holy Thursday (white and gold). It was decided that Janice and Teresa will determine how many of these to use, one large, two small, or all three, depending on the number of volunteers they can recruit for banner bearers.
- It was decided that we will continue to use Commitment Cards this year at the Holy Thursday Service.
- Good Friday (two Services) – Bill
 - Bill reported that there are not many volunteers signed up as ministers for either of the Good Friday Services. Bill will work to recruit ministers.
 - The need for ministers for the 3:00PM Service is recognized this year and covered in the sign up book.
 - Lights will be dimmed during veneration. Ushers will need to be informed. Bill will handle.
 - Typos in the scripts will be corrected as the scripts are reviewed by Bill.
 - We discussed the reading of the Passion for both Palm Sunday and Good Friday. It was decided that on Good Friday we will include the Passion in a worship aid to be handed out to the congregation and identify the portions of the reading to be recited by the assembly. This is a change from last year when all of the Passion was read by the Presider and Lectors/Readers with assembly participation only in a refrain that is sung. The version of the Passion to be read on Palm Sunday will remain as it was last year (no assembly participation).
 - We discussed having a larger cross for the Good Friday Service. It was decided that this is an issue to be referenced to the environment committee and should be a consideration for next year. For this year we will use the wooden cross that we have used in the past.
- Easter Vigil – Larry and Silvester
 - Larry and Silvester have reviewed Vigil scripts and are in the process of updating, or defining updates for those scripts.
 - The Easter candle will be dunked in water during the Vigil Service.
 - Jacqueline is willing to help Larry and Silvester with coordinating the Vigil Service and rehearsal.
 - We discussed the following “lessons learned” which were documented from the Vigil Service last year and who would address the issue this year:
 - Font sizes and highlighting – Larry and Silvester to identify corrections that need to be made in scripts
 - Distribution of Communion to new recipients and their families – To be handled by Deacon

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- Information in the program on proper handling of the congregation candles – Holly
 - Cut lemons in half – Janice
 - Change the script to include a gospel procession with incense and candles – Larry and Silvester
 - Change order of the entrance procession so the presider is last in the procession – Larry and Silvester
 - Dimming of lights for the Sanctus – Bill will get the process defined in the scripts relayed to the ushers.
- Easter –
- The Mass schedule for Easter has been determined and we will have two Masses, one in the Ijamsville Church and a second Mass in the Parish Social Hall at 8:00AM, 10:00AM, and 12:00AM on Easter Sunday.
 - The Mass at dawn will be at the Country Church. Holly will correct the ordo to reflect this.
 - We discussed the following “lessons learned” which were documented from the Easter Sunday Services last year and who would address the issue this year:
 - Make sure all binder information gets to all sites – Office staff
 - Make sure a large host is present at all sites – Janice
 - Make sure the correct Gospel for the year is used all Masses. Was an issue for LWC. – Fr. John
 - Schedule banner bearers for Easter Sunday Masses. Proposal is that one large banner be carried into the Ijamsville Church at each Easter Mass by an usher. The two smaller banners will be part of the environment in the Parish Social Hall and not carried in. – Janice
 - Make sure all choirs sing the “double alleluia” for dismissal. Was an issue with the children’s choir and LWC last year. – Holly will contact Paul to be sure the information is passed on to the director of the Children’s choir.
 - Publicity – The Pilgrimage to Emmitsburg was publicized in the bulletin this week. Additional publicity for Palm Sunday and the Pilgrimage will be in the bulletin next week. Banners will be posted along Rt. 80 which will publicize Holy Thursday, Good Friday, the Vigil, and Easter Masses. There will be a sign outside of the front of Church about the Pilgrimage to Emmitsburg and the triduum Services. Fr. John will also publicize these Services “from the pulpit”.
- Old/New Business:
- Formation Day and Workshop for Liturgical Ministers – Holly prepared a mailing to all liturgical ministers with information on both Formation Day and the Workshop. Registrations are now being accepted for the Workshop. Nothing else required other than encouraging participation

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- Coordinator for Pentecost celebration – Holly has placed a request in the bulletin for those fluent in foreign languages, and willing to do a reading on Pentecost, to volunteer.
- Vision Committee Activity – Bill reported that the Liturgy Team has committed to focus on five items over the next eighteen months as Strategic Plan activities. These items were discussed at the Liturgy Team meeting last month.
- Scheduling of Liturgical Ministers
 - Janice reported that after her multiple appeals she finally got the vast majority of liturgical ministers to return scheduling cards. There are probably fewer than ten liturgical ministers who have not returned scheduling preference cards. The new ministry schedule for April and May, reflecting updated preferences, has been published and distributed. Those liturgical ministers who did not return scheduling preference cards did not get scheduled for April or May. They can get on the June/July schedule by returning their schedule preference cards before May 1st. THANKS Janice!
 - If liturgical ministers are unable to make their scheduled assignment, it is their responsibility to find a substitute. Sending email to or leaving a Phone message for Janice is not acceptable. Ministry coordinators will stress this to those in the ministry they represent.
 - We discussed methods of reminding liturgical ministers of their assignments. Some of the ministry coordinators will look into sending email to those assigned each week. We will see the impact this has.
 - Ministry coordinators are encouraged to check the sign-in book to determine those in their ministry who are missing assignments and contact them to determine if they wish to continue in that ministry.
 - We discussed the options available when liturgical ministers are “no-shows” and decided that, if this becomes a habitual problem, we will limit the portion of the Service/Mass for which we don’t have sufficient ministers.
- Ministry Reports:
 - Greeters – Peggy reported that she has had a family volunteer to be greeters.
 - Altar Servers – Bill recognizes that the numbers of Altar Servers is down and recruitment and training within the next months is required.
 - Pastor – A permanent deacon has moved into the parish and Fr. John is awaiting the Cardinal’s letter of appointment assigning this person to a Parish. Hopefully Joe Gousie will be assigned to our Parish.
- Bill led the team in a closing prayer. Mary will prepare the closing prayer for the April Liturgy Team meeting, which is scheduled for Sunday, April 3rd, at 1:30PM in the parish social hall.

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NEXT MEETING: [Sunday, April 3rd, at 1:30 in the Ijamsville Parish Hall](#)