

# LITURGY TEAM REPORT

## Meeting of April 3, 2005

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Suzanne Fink, Mary Galuardi, Deacon Joe Gousie, Fr. John Jicha, Silvester Kim, Claudia Lapceovich, Holly Looney, George Ludwig, Larry and Carol Matheny, Joyce Seng, Paul Szczerowski, Domenic Turchi

### Notes/Minutes:

- Silvester opened the meeting with a prayer. Bill will assign the opening and closing prayer in the future rather than ask for volunteers. Peggy will prepare the opening prayer for the April Liturgy Team meeting, which is scheduled for Sunday, May 1<sup>st</sup>, at 1:30PM in the parish social hall.
- Holly handed out documentation defining the Liturgical Ordo for April and May. The following was discussed:
  - Holly pointed out that currently there are very few registrations for the April 23<sup>rd</sup> Ministry Workshop to be presented by Bob Hurd, a teacher, composer, and liturgist. This Workshop will be held at our Parish and is free to members of our parish. She requested support from all ministry coordinators asking them to contact those in the ministry they represent to encourage participation. Holly also asked for participation by all of those on the Liturgy Team and handed out the Concert/Workshop flyer and registration form. The concert, on the evening of Friday, April 22<sup>nd</sup> will have a "free will offering" which is to help defray some of the cost of the Workshop.
  - A question was brought up about what is going to be done for the Pentecost Celebration on May 14<sup>th</sup> and 15<sup>th</sup>. Holly has placed a request in the bulletin asking those who are fluent in foreign languages to volunteer to do readings and intentions at the Masses on Pentecost. Fr. John requested that everything which is read in a foreign language be available, in a program, in English.
  - Holly asked if anything was required in preparation for Confirmation. Fr. John responded that Denise has spoken with Paul about music ideas and Therese has done for First Communion. Denise and Therese have ideas that they will cover with the Environment committee concerning both Confirmation and First Communion.
  - Fr. John pointed out the weekend of the 21<sup>st</sup> and 22<sup>nd</sup> of May the Capital Campaign will kick off. Additional information on what will be done that weekend is forthcoming.
  - Fr. John also indicated that both Silvester and Larry will be ordained Deacons in May. Silvester is to be ordained on the 7<sup>th</sup> of May. Larry is to be ordained on the 21<sup>st</sup>. It was decided that we would plan for a parish recognition of these ordinations on the weekend of 28<sup>th</sup> and 29<sup>th</sup> of May.
- Bill recognized and welcomed Joe Gousie, our newly assigned Deacon.
- There was a question concerning distribution of Liturgy Team meeting notes/minutes. Bill indicated that the notes/minutes are published and distributed to all on the Liturgy Team within a week of the meeting and those notes/minutes are then used for the report to the Parish Council.

# LITURGY TEAM REPORT

## Meeting of April 3, 2005

- The appropriate liturgical Services/activities in the Parish as a result of the death of the Holy Father were discussed. The following was covered/decided:
  - There is a recommendation that gatherings of children be encouraged to pray the Our Father. Therese is planning that.
  - Recitation of the rosary is encouraged and the Sodality is planning that.
  - A prayer service utilizing the Office of the Dead is suggested and will be done.
  - There are no diocesan plans or regional plans for a coordinated novena of Masses.
  - It was decided that we would have the country Church open in the evening each day around 5:00 for private prayer with a concluding Service at 7:30 each evening. The Service would be a Mass, recitation of the Rosary, Holy Hour with benediction, or Office of the Dead. We will conclude with a special Mass on Sunday, April 10<sup>th</sup>.
- Lent / Holy Week Evaluation: The following was covered:
  - Bill asked that each member of the Liturgy Team document their impressions of what went well and what needs improvement with the Lent and Holy Week Services. That documentation should be provided to Bill for use in planning Lent and Holy Week next year.
  - The theme and symbols for Lent were well received and communications on the significance of the symbols was good.
  - The communication of the Lenten theme through the Religious Education classes was viewed a positive and meaningful.
  - Fr. John likes the idea of having specific individuals responsible for the events of the triduum. He feels that Holly and Janice have too much responsibility during Lent / Holy Week. We need a way to spread the responsibility in future years.
  - Specifically, we need to have rehearsals include the Lectors at any time that the Passion is to be read. The pronunciations of any difficult names in the readings need to be stressed at these rehearsals.
  - It was suggested that rehearsals be more comprehensive and include more "walk-through" as opposed to discussion of what is to happen.
  - Scheduling of rehearsals was good and attendance at the rehearsals was good. It was suggested that the rehearsals for both Palm Sunday and the Vigil be split or divided and have more than one individual be responsible for the Service and conducting various groups at the rehearsal. This could be accomplished by scheduling the different groups to the rehearsal at different times. This is probably applicable for all of the Holy Week Services.
  - It was suggested that we have a coordinator for each of the Masses on Palm Sunday and Easter next year. This is to include the sunrise Service on Easter.
  - There was discussion concerning getting ministers for the Holy Week Services by invitation next year rather than volunteer sign up.
  - We discussed when the blessed palms are distributed at Mass on Palm Sunday and it was concluded that they are to be given out as was done this year.

# LITURGY TEAM REPORT

## Meeting of April 3, 2005

- There was an issue this year with not having blessed palms for palm braiding.
- The Pilgrimage to the Grotto was very nice. Larry and Silvester did an excellent job. The soup and bread was excellent. Thanks to Joyce and her team. Larry and Silvester did a great job with the Evening Prayer and thanks to Paul for the music at the Evening Prayer.
- The Holy Thursday Service was very good. The number of EMs participating in the procession could be increased with better communications next year. The EMs coming forward for the procession should wait until after the Blessed Sacrament has been retrieved from the altar before going to the center aisle for the procession.
- It was recommended that the two lectors for the Good Friday Stations could do their readings from the first row of the assembly rather than from the ambo.
- There was discussion of testing all of the microphones to be used prior to each of the Services.
- The blessing of the Easter food went very well and was well attended.
- For the Easter Vigil we need to reduce the time required by those being baptized to change into clothing for the rest of the Service. Several options are open to correct this.
- Water used for baptizing in the pool should not be used later for the sprinkling rite.
- Communion for the First Communicants, and those who attend the Mass with them, should be more controlled. Could be covered at rehearsal.
- The procession with pitchers of water for the Vigil and pouring into the pool was significant and very nice.
- Again it was suggested that next year we publicize that the Vigil Mass fulfills the obligation for Mass on Easter Sunday.
- We discussed attendance at Holy Week Services and it appears that progress is being made towards increasing attendance at these Services.
- Old/New Business:
  - Formation Day – There was a pilot session for Lectors at the Formation Day. It will be repeated in mid-October. The session includes video taping of Lectors. Information on the mid-October session should be on the Central Maryland Liturgy web site
  - Workshop for Liturgical Ministers – (April 22<sup>nd</sup> Concert and April 23<sup>rd</sup> Workshop). Again stressed the importance of encouraging the participation by all ministers in the Parish.
  - No date available for the Strategic Plan presentation or the Parish Nursing presentation.
  - Pentecost Celebration – (May 14<sup>th</sup> and 15<sup>th</sup>) – Notes are available from the Services last year. This was covered under discussion of the Ordo for April/May.
  - Scheduling of Liturgical Ministers – Is going well. Getting current email addresses has been very helpful. Ministry coordinators should be able to get updated email addresses from the Parish Office.

# LITURGY TEAM REPORT

## Meeting of April 3, 2005

- Holly requested that those who ran a rehearsal document what they did to plan and conduct the rehearsal. This is to be used next year to take advantage of information from this year.
- Ministry Reports:
  - EMs – Domenic reported that he and Shelly have a list of names for future training to become Extraordinary Ministers of the Eucharist. It was suggested that the training materials be distributed to the current EMs to assure all are operating from the same procedures.
  - Sacristan – Janice requested that any required supplies be identified to her as early as possible. There was discussion about the sheets used to record the amount of wine and number of hosts used at each Mass. The Cross Bearers need to be reminded that the cross should go into the stand on the altar and face sideways. Bill will ask Tom Severn to prepare procedures for the Cross Bearers. The cross stand on the altar is broken and must be repaired.
  - Lectors - George has reminded the Lectors that those assigned to 10:00 Mass are to be conscious of speaking slowly so that the signers at that Mass can do their job efficiently. If there is an ordained Deacon in the entrance procession at any Mass, he is to carry in the Book of Gospels.
  - At the next meeting of the Liturgy Team one of the agenda items will be the role of additional Clergy in our liturgical Services. Joe will attempt to supply reference material to Bill prior to the May meeting.
  - Holly requested that all ministry coordinators copy Fr. John and her on all communications to those in your ministry.
  - CLOW – We do need to make sure that all those who lead CLOW are trained. Claudia will follow up.
  - Greeters – Peggy will be doing additional recruitment for Greeters. She is encouraging families to sign up as greeters. It needs to be stressed to the greeters that they should arrive sufficiently early to hand out materials to those who arrive early for Mass. This is true when LWC is providing the greeters.
  - Fr. John pointed out that we need four ushers for each Mass and without such, Mass is slowing up significantly. Ushers need to speed up collection, control traffic flow in the back of the Church during Mass, and handle Communion efficiently. We continue to require a ministry coordinator for the ushers at our Liturgy Team meetings. Fr. John will address.
- Mary led the team in a closing prayer. Domenic will prepare the closing prayer for the May Liturgy Team meeting, which is scheduled for Sunday, May 1<sup>st</sup>, at 1:30PM in the parish social hall.

NEXT MEETING:      Sunday, May 1<sup>st</sup>, at 1:30 in the Ijamsville Parish Hall