

# LITURGY TEAM REPORT

## Meeting of May 1, 2005

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Sally Huber, Fr. John Jicha, Teresa Killar, Claudia Lapceвич, Holly Looney, Joyce Seng, Paul Szczerowski, Domenic Turchi

### Notes/Minutes:

- Peggy opened the meeting with a prayer. Bill will prepare the opening prayer for the June Liturgy Team meeting, which is scheduled for Sunday, June 5<sup>th</sup>, at 1:30PM, in the Ijamsville parish social hall.
- Fr. John requested that the team review the report from the April Liturgy Team meeting. There were no corrections, clarifications, updates, or additions noted. A review of the previous months report will be a standing agenda item for Liturgy Team meetings in the future. In the interest of time at the meetings, it is requested that all Liturgy Team members review the notes from the previous months meeting, prior to attending a Liturgy Team meeting.
- Teresa asked if documentation had been provided by Liturgy Team members related to Lent/Holy Week evaluations. Bill indicated that was an item on the agenda to be covered under Old/New business.
- Holly handed out documentation defining the Liturgical Ordo for May and June. The following was discussed:
  - Holly pointed out that parish recognition, in the form of a reception, to celebrate the ordination to the diaconate of Larry and Silvester, on the weekend of the 28<sup>th</sup> and 29<sup>th</sup> of May, was omitted from the documentation being reviewed. It was determined that a reception in the social hall was appropriate after each Mass that weekend. Sally will arrange and coordinate the receptions. Thanks Sally for volunteering for this.
  - Janice asked when the "Deaf Mass" was to begin. Fr. John explained that our Parish has agreed to a diocese request, starting in June, to make our Ijamsville Church facility available for a monthly "Deaf Mass" at 1:30PM, on the third Sunday of each month. The group using the Church for the "Deaf Mass" will also use the Ijamsville social hall from 12:30 to 1:30 on the third Sunday of each month for catechesis. Holly, will add this activity to the June, and future, liturgical ordos.
  - Bill initiated discussion about having scripts available to interpreters signing at our 10:00 Mass when activities like the Capital Campaign are being presented from the pulpit by parishioners, as was the case this weekend. After discussion it was determined that scripts would not be provided.
  - Holly reported that she has contacted all of the people who participated by reading in a foreign language at two of the Pentecost Masses last year. Most have agreed to help this year and it is anticipated that we will have sufficient participation to have the call to worship, two readings, and intercessions done in a foreign language at three Masses this year. It was suggested that those Masses should be the 5:30, 10:00, and 12:00 Services. There has been no

# LITURGY TEAM REPORT

## Meeting of May 1, 2005

response to the bulletin request asking those who are fluent in foreign languages to volunteer to read at the Masses on Pentecost.

- Fr. John requested that we determine if the team was “on board” with reading in foreign languages as was done last year. There was considerable discussion on the subject. It was determined by a vote of the team that we would proceed with reading in foreign languages this year. The following was agreed to:
  - At the 10:00 Mass on Pentecost, one of the readings would be signed rather than read in a foreign language.
  - Everything which is read in a foreign language will be available, in a program, in English.
  - The evaluation of Pentecost from last year will be reviewed to be sure all input from that assessment is taken into consideration this year.
  - The concept of reading in foreign languages will be introduced to the congregation in the Call to Worship.
  - We will do an evaluation of Pentecost at our next Liturgy Team meeting to determine if we want to continue with reading in foreign languages at Pentecost next year.
- Holly is still working on the 2005-2006 Liturgical Ordo.
- For the feast of St. Ignatius, July 30<sup>th</sup> and 31<sup>st</sup>, Holly has contacted a Jesuit priest to determine if he will do Masses that weekend and focus his homily on the teachings of St. Ignatius. The team will discuss what is to be done on the feast of St. Ignatius at our June Liturgy Team meeting.
- Fr. John requested that the Liturgy Team think about what would be an appropriate celebration for the 130<sup>th</sup> anniversary of the establishment of St. Ignatius as a mission parish and the 20<sup>th</sup> anniversary of St. Ignatius as an independent parish. We will cover this at our next Liturgy Team meetings.
- Old / New Business
  - Bill again requested documented feedback from each member of the Liturgy Team on 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. Also, Bill 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. To date, only Peggy has provided that documentation.
  - Holly presented a proposed Liturgy Team meeting schedule for the next year. It was decided to eliminate the July meeting of the Liturgy Team.
  - The Liturgy Team is to be responsible for planning and conducting Community Sunday on August 7<sup>th</sup>. We will discuss this further at our June meeting and assign responsibilities at that time.

# LITURGY TEAM REPORT

## Meeting of May 1, 2005

- Christmas Mass schedule for 2005– To permit sufficient time for identifying Celebrants and musicians the following Christmas Mass schedule was agreed to as an objective:
  - Saturday, Dec 24<sup>th</sup>
    - 4:00PM - Children's Mass in the Ijamsville Church
    - 4:00PM - Mass in the Ijamsville Social Hall
    - 6:00PM - Mass in the Urbana Country Church (candle light)
    - 8:00PM - Mass in the Ijamsville Church
    - 11:00PM - Mass in the Ijamsville Church
  - Sunday, Dec 25<sup>th</sup>
    - 8:00AM - Mass in the Ijamsville Church
    - 10:00AM - Mass in the Ijamsville Church
    - 12:00AM - Mass in the Ijamsville Church
- Ministry workshop evaluation:
  - Paul noted that 90% of the participants from St. Ignatius were from the music ministry.
  - Bill indicated that, while he felt the workshop was excellent, much of the workshop was geared towards music.
  - Fr. John suggested that if and when we do something similar in the future we could have a keynote speaker and then break into ministry groups that might benefit more from discussion related to a particular ministry.
  - Claudia pointed out that, although she enjoyed the workshop, there was nothing to channel into CLOW.
  - Bill reported that he had reviewed the evaluations from the workshop participants and those evaluations were very positive and rated the workshop as excellent.
- Evaluation of the liturgical Services/activities in the Parish as a result of the death of the Holy Father
  - Janice suggested that people have indicated that they would have come if they had known of the Services (need better communications, especially when short notice situations arise). Use of email and/or the web site was recommended as a potential tool that could permit better communications.
  - Joyce suggested that a telephone chain could be used to contact those parishioners who don't regularly use email or the parish web site.
  - Bill reported that the Vision Committee is reviewing how we more effectively communicate with parishioners. He will take the suggestion of a phone tree for those who don't use email or the parish web site to that committee.
  - In general the team is glad our parish had the Services/activities that we did.

# LITURGY TEAM REPORT

## Meeting of May 1, 2005

- Procedures for Cross Bearers
  - Bill will contact Tom Severin to get a documented set of procedures in place for Cross Bearers.
  - We need to stress to Cross Bearers that the cross they carry for the entrance procession should not face the congregation during the Mass. The cross stand has been placed on the altar such that the cross will not face the congregation, but is frequently being turned by the cross bearers. Several alternatives were discussed to address this issue. A note is being placed on the cross stand to indicate that the stand should not be turned and that the cross should not face the congregation. We will review this subject next month to see if this addresses the issue.
- Role of additional Clergy
  - The Book of Gospels is being carried in the entrance procession by an ordained Deacon when one is present.
  - Fr. John and the Deacons will determine what responsibilities at Mass are to be carried out by Deacons.
- Coordinator for Ushers
  - Fr. John has identified someone who may represent the ushers on the Liturgy Team. Fr. John will contact this person and invite him to the June Liturgy Team meeting.
- Ministry Reports:
  - EMs – Domenic reported that he has updated the wine and bread record in the sacristy to aid in determining the proper amount of wine and number of hosts to be prepared for each Mass. Domenic and Chelle have scheduled the Church for the 11<sup>th</sup> and 12<sup>th</sup> of June for training of Extraordinary Ministers of the Eucharist. New EM's will be expected to attend both training sessions. Experienced EM's will be invited to the session on the 12<sup>th</sup> of June as a good refresher course. The training materials will be distributed to all EMs. Domenic will get a letter, inviting potential new EM's to the training, to the parish office for mailing. New EM's will be recognized at the commissioning of liturgical ministers in the fall.
  - Sacristan – Janice reported that POCAs (Parents Of Clean Altar Servers) is up and running again. There are several weddings scheduled for May and June so all ministers need to check the calendar before planning anything for the Church. The new ministry schedule, for the months of June and July will be available next weekend (May 7<sup>th</sup> and 8<sup>th</sup>). Ministry coordinators need to remind those in each ministry to pick up their schedule. There was significant discussion again related to ministers not showing up for assignments, assigned ministers showing up for Mass late (5-10 minutes before the start of Mass), ministers not signing in when they arrive, having to recruit ministers for Mass (if and when to recruit), limiting parts of the Service due to lack of ministers (no Cross Bearer, readings done by the Celebrant or Deacon, no

# LITURGY TEAM REPORT

## Meeting of May 1, 2005

CLOW, Communion under one species, ...). Domenic will draft a letter to all ministers, from Fr. John, addressing these issues. This letter will be included with the ministry schedule to be distributed next weekend. This letter will reinforce the commitment people have made, and the honor it is, to be a minister, while expressing thanks to those who faithfully perform in their ministry. For CLOW, where the number of children participating at each Mass is growing, we need to address the parents to indicate that, if they want CLOW as a benefit for their children, they must volunteer to help. We will review this subject, and progress we have made, again at the June Liturgy Team meeting.

- Art and Environment
    - The Environment team met to get geared up for all of the events in the next weeks.
  - Altar Servers
    - Bill reported that several Altar Servers are leaving the ministry for various reasons and he plans training for new Servers prior to when school is out.
  - CLOW
    - Claudia held a meeting with CLOW volunteers. There was not good turnout but those who did attend were enthusiastic.
    - Procedures for CLOW are in place and will be distributed to all CLOW volunteers.
- Domenic led the team in a closing prayer. Paul is to prepare the closing prayer for the June Liturgy Team meeting, which is scheduled for Sunday, June 5<sup>th</sup>, at 1:30PM in the Ijamsville parish social hall.

NEXT MEETING:      [Sunday, June 5<sup>th</sup>, at 1:30 in the Ijamsville Parish Hall](#)