

# LITURGY TEAM REPORT

## Meeting of September 11, 2005

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Dave Ebner, Fr. John Jicha, Rev. Silvester Kim, Claudia Lapcevich, Holly Looney, Deacon Larry Matheny, Carol Matheny, Jacqueline Scaletti, Joyce Seng, Paul Szczerowski, Domenic Turchi

### Notes/Minutes:

- Dave opened the meeting with a prayer. Deacon Joe Gousie is to prepare the opening prayer for the October Liturgy Team meeting, which is scheduled for Sunday, October 2<sup>nd</sup>, at 1:30PM, in the Ijamsville Parish Center.
- The August Liturgy Team meeting report was reviewed and approved as documented.
- We reviewed a copy of the September/October/November ordo that Holly provided. The following was covered:
  - We discussed the arrangements for the Time and Talent recruitment on the weekends of September 17<sup>th</sup> / 18<sup>th</sup> and September 24<sup>th</sup> / 25<sup>th</sup>. The name tags for both weekends are prepared. The Time and Talent brochures are to be handed out, one per family, on the weekend of the 17<sup>th</sup> and 18<sup>th</sup> and the homily that weekend will reference giving of time and talent. On the weekend of the 24<sup>th</sup> and 25<sup>th</sup> we will have speakers for each of the Masses to reflect on giving of Time and Talent. We are planning on the following speakers:
    - 5:30PM Mass – Ann Massey
    - 8:00AM Mass – Claudia Lapcevich
    - 10:00 Mass – Janice Dec
    - 12:00 Mass – Chelle Davis (since George Ludwig is going to be out of town)
  - Bill will verify the availability of speakers.
  - The “Signed Mass” should be added to the ordo for October (the 16<sup>th</sup>) and November (the 20<sup>th</sup>). Holly will update.
  - We talked about what is going to be required for the “Signed Mass” starting on September 18<sup>th</sup>. Janice asked specifically if we are required to help with set-up for the Mass, provide any ministers, or assist with the reception. Bill will contact Eileen Coloruso to determine.
  - The RCIA Rite of Acceptance and Dismissal will start on October 2<sup>nd</sup> at the 10:00 Mass.
  - It was suggested that we distinguish in the ordo between the 5:30 Masses where we have Children’s Liturgy of the Word (CLOW) and those where we have a Liturgy with Children (LWC). Holly will update.
- Advent and Lenten Celebration Team Report
  - The Advent Celebration Team has met and selected a theme “The idea of Gift - God’s gift to us is the presence of Jesus, how can we be gifts to others?”
  - The Liturgy Team discussed and recommended purchase of booklets published by the dioceses of Saginaw, Michigan for Advent, Lent, Easter, and Children during Lent. The cost of the booklets should be shared with Adult Education, Faith Formation, Vision committee, and possibly other parish organizations. Holly will pursue.
  - The Advent Celebration team will next meet on Sunday, September 17<sup>th</sup>.

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- The Lenten Celebration team will meet for the first time on Sunday, September 24<sup>th</sup>.
- Old Business
  - Discussion of 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:
    - Bill reported that Fr. John recommended to the Parish Council that the Council be responsible for forming an “Anniversary committee”, on which the Liturgy Team will be represented, to coordinate all Anniversary activities, liturgical and non-liturgical, from the various Parish organizations. All Liturgical activities associated with the Parish Anniversary would be the responsibility of the Liturgy Team (planned and executed by the Liturgy Team).
    - A sub-committee of the Liturgy Team consisting of Paul, Janice, and Bill will meet to formulate ideas concerning appropriate liturgical activities for the anniversary celebration. Bill will arrange that meeting.
    - Holly suggested tying some of the anniversary celebration to the Feast of St. Ignatius next year.
- New Business
  - Domenic had a question related to proper dress for Extraordinary Ministers of the Eucharist. This has been discussed in the past and Holly agreed to provide Domenic with the previously agreed to information.
- Ministry Reports:
  - Sacristan – Janice reported that there have been problems uncovered with the new program being used for scheduling liturgical ministers. She is trying to work through those problems before the next schedule is published. Janice also requested that any special supplies required for Advent be identified to her as soon as possible.
  - Cross Bearers – Dave reported that he feels that the Cross Bearers are doing better with positioning the cross properly on the altar.
  - A discussion came up about the congregation coming late into Mass (during the readings), leaving Mass early, and disruption due to traffic to the bathrooms. The following four items were identified as potential remedies for the current situation:
    - Sign in the narthex indicating “Out of respect, please do not enter the Church during the proclamation of the Word”. Janice will pursue this.
    - Education to the congregation from the pulpit. Consider using an analogy to coming late or leaving early to a person’s home who has invited you for a meal – Silvester and Larry will pursue.
    - Clergy in the back of the Church – Silvester and Larry will pursue.
    - Re-issue the “Etiquette Brochure” that was distributed last year. Bill will pursue and coordinate with Larry and Silvester who are looking into Education from the pulpit.

We will re-visit this next month and Bill will discuss impact to ushers with Chris Lunsford.

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- RCIA – Larry reported that there are 13-16 adult catechumens this year. Dismissals at Mass will start in October.
- Extraordinary Ministers of the Eucharist – Domenic reported that a workshop for EM's was held on September 10<sup>th</sup> and will be completed on September 11<sup>th</sup>. About 18 new and experienced EM's attended.
- Music Ministry – Paul documented a report which is an addendum to this report. At the meeting Paul highlighted the following items:
  - Four cantors have received certification from the National Pastoral Ministers Certification Program.
  - An acclamation is to be sung when the children are dismissed for CLOW starting next week.
  - The music ministry has purchased a “mixer” which, over the next four to six weeks, will improve the music as amplified in the sound system. It will take time to get the system balanced.
- Lectors – In George's absence, Holly reported that five Lectors will participate in a training workshop in October.
- Bill reported that an additional new Altar Server will complete training this week and be available to serve at the 8:00AM Mass on Sunday (a difficult Mass to find Altar Servers for). It is anticipated that additional Altar Servers will be identified through the Time and Talent recruitment.
- Holly requested that all ministry coordinators set dates for training prior to the in-pew recruitment on the weekend of September 24<sup>th</sup> and 25<sup>th</sup> so those dates can be made available to those who are signing up for a ministry.
- Holly led the team in a thoughtful closing prayer (“A Prayer after Deeds of Terror – September, 2001”) that was included in the program for all Masses this weekend. Jacqueline will prepare the closing prayer for the October Liturgy Team meeting, which is scheduled for Sunday, October 2<sup>nd</sup>, at 1:30PM in the Ijamsville Parish Center.

NEXT MEETING:     Sunday, October 2<sup>nd</sup>, at 1:30PM in the Ijamsville Parish Center

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August 2005

Music Ministry Update

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- ❑ Four cantors have attained the Level I NPM Certification – Sandy Byrnes, Holly Looney, John Przybocki and Helen Percy. The certification process included taped performance, demonstrating teaching skills, ear training and sight singing exercises and performance related elements. Feedback from the adjudication team will be shared with the rest of the cantoring ministry as a teaching and feedback tool. The cantoring ministry hopes to enlist another 4 candidates for the 2005-2006 season.
- ❑ The Yamaha grand piano in the sanctuary has been retuned and revoiced. A recommendation from the piano technician has been made to investigate installing a piano dehumidifier (at a cost of \$500) within the instrument, due to the season humidity change within the sanctuary. Will continue to investigate in light of budget constraints.
- ❑ Sandy Byrnes attended the NPM cantoring institute in Providence, RI this summer. Discussions have been vetted within the guitar section of the Contemporary Ensemble to explore the possibility of having a number of members to attend the Guitar Institute slated for Spring 2006.
- ❑ The additional 6 choir robes and seasonal overlays have been received and unpacked during July. The additional robes should allow the choir to accommodate new members for the coming liturgical year, and provides an overlay of purple to be utilized for the Advent season.
- ❑ The choir robes were cleaned during July and are now ready to be used for the coming choir season.
- ❑ Additional upper handbells and bell mallets were ordered from Schulmerich Bells, Inc. with costs supplemented by basket bingo funds. The upper bells should fill out current melodic constraints within the bell organization.
- ❑ The Music Supplement for 2005-2006 liturgical seasons should be complete and installed in the pews by the end of September. New pieces to be included come from new hymnals published both by GIA and OCP Publications over the past 12 months.
- ❑ The wedding process and guide sheet has been amended and should be ready for pastor review by September 13<sup>th</sup>. In light of the increased number of weddings this year, and the number of couples being married from outside our parish, the current documentation process was in need of modification and streamlining.
- ❑ There are a number of new Music Ministry members in need of STAND training. I am working with Carol Smith to setup an appropriate training time in the month of October to facilitate the additional needed training for those new members.
- ❑ Dale Shifler, the rehearsal accompanist for the Adult Choir has notified the Music Director that he will no longer be available for rehearsals due to his teaching schedule for the coming year. The Music Director is currently examining possible replacements, hopefully to be put in place, no later than mid-October 2005.