

# LITURGY TEAM REPORT

## Meeting of November 6, 2005

Attendees: Bill Crosthwait, Janice Dec, Dave Ebner, Cathy Holman, Sally Huber, Fr. John Jicha, Teresa Killar, Jacqueline Scaletti, Joyce Seng, Sharon Sottile, Paul Szczerowski, Domenic Turchi

### Notes/Minutes:

- Bill opened the meeting with a prayer. Deacon Joe Gousie is to prepare the opening prayer for the December Liturgy Team meeting, which is scheduled for Sunday, December 4<sup>th</sup>, at 1:30PM, in the Ijamsville Parish Center.
- Cathy Holman attended the meeting as a representative of the Greeters, as Peggy Crichton was unable to attend.
- The October Liturgy Team meeting report was reviewed and approved. Jacqueline requested that her name be added to those who attended the October meeting. Bill will follow-up
- We reviewed a copy of the November/December ordo that Fr. John provided. The following was covered:
  - A talk by Martha Nolan on “Crossroads Walk”, a “Respect Life” discussion, is scheduled incorrectly on the calendar. Fr. John will follow-up to have this corrected. This should be scheduled only for the weekend of December 3<sup>rd</sup> and 4<sup>th</sup>.
  - A speaker will be discussing St. Vincent DePaul at all Masses on the weekend of November 12<sup>th</sup> and 13<sup>th</sup>.
  - At the October Liturgy Team meeting it was decided that we would do a Eucharistic Adoration Service after the 12:00 Mass on Sunday November 20<sup>th</sup> as a celebration of Christ the King. That discussion was revisited and we concluded that we would close each Mass with exposition of the Eucharist on the weekend of November 19<sup>th</sup> and 20<sup>th</sup>. The calendar should be corrected to reflect that the Social Hall will not be used by the Deaf community for catechesis or a reception on November 20<sup>th</sup>. Bill will contact Chelle Davis to see if she has information for the bulletin on Eucharistic Adoration. Fr. John will coordinate with the Deacons to get coverage and plans for the Eucharistic Adoration Services in place.
  - Thanksgiving Day Mass will have music.
  - On the weekend of December 10<sup>th</sup> and 11<sup>th</sup> there will be a speaker discussing ‘Retired Religious’. This may be in lieu of a homily that weekend.
  - The calendar will contain the ordo information that we will review at future meetings.
  - Lessons and Carols is on the calendar with a “Snow Date” also reserved.
  - We reviewed our discussion from the October Liturgy Team meeting related to a Thanksgiving ecumenical service with other churches in the area. We agreed that we will attempt to determine if an ecumenical service is being held this year and try to attend so that we may determine how to fully participate next year.
  - We discussed having a “Holy Hour” on Sunday evenings of Advent from 4:00 to 5:00 in the Country Church. Bill will follow-up with Deacon Joe to determine if this is still planned and get it on the calendar.

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- Advent Celebration Team Report
  - Silvester informed Bill, prior to the Liturgy Team meeting, that the Advent Celebration Team had met on October 16<sup>th</sup> and the team felt that things were in place for the start of Advent on the weekend of November 26<sup>th</sup> and 27<sup>th</sup>. Dave reported that he was on the Advent Celebration Team and sent in the information he was asked to prepare but has received no feedback. Jacqueline reported that she did attend the October 16<sup>th</sup> meeting and the team had concluded that things were in place for Advent.
- Lenten Celebration Team Report
  - Silvester discussed the Lenten Celebration Team with Bill prior to the Liturgy Team Meeting. The Lenten Celebration Team has not met and is scheduled to meet for the first time on December 18<sup>th</sup> at 1:30PM in the Ijamsville conference room. Bill and Silvester will determine if an earlier meeting is needed and set a date for that, if necessary. The identified tasks for the Lenten Celebration Team are to select a theme, and prepare information like the Call to Worship and Opening Prayer which relate to the theme and tie together with the Readings for the Day. Fr. John indicated that the Lenten Celebration Team needs to coordinate closely with the Music Ministry in planning for the Lenten liturgies. Bill will follow-up on that with Silvester who is the chair of the Lenten Celebration Team. Bill reiterated that all on the Liturgy Team, who are not on the Advent Celebration Team, should participate on the Lenten Celebration Team.
- Old Business
  - Thanksgiving Ecumenical Service – covered above in the ordo discussion.
  - Time and Talent Recruitment:
    - Sally gave Teresa a list of those senior volunteers who indicated that they would like to contribute in the area of the Liturgical Environment.
    - Sally suggested that the names of those seniors who volunteered to work at receptions after funerals should go to the bereavement committee.
    - Fr. John suggested that the names of those seniors who volunteered to help with fundraising should go to Gloria.
  - A pulpit request for additional volunteers for CLOW, LWC and Ushers was completed
  - Bill reminded all ministry coordinators to be sure to contact those who volunteered for liturgical ministries as soon as possible.
  - We discussed what should be done with the remaining Time and Talent booklets. It was suggested that the remaining booklets be passed out to new parishioners at parish registration. It was pointed out that there are some errors in the information. Bill asked that each ministry coordinator take a Time and Talent booklet, review the information on their ministry, and provide feedback to him on any errors that should be corrected in the hardcopy of the Time and Talent booklet or corrected/omitted in a copy that could be placed on our parish web site.

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- A meeting is scheduled with Fr. John and those in the Usher ministry. Fr. John reported that Claudia Lapcevich did not feel that a meeting with Fr. John was the best forum for communications with the CLOW ministers.
- Appropriate Celebration for the 130<sup>th</sup> anniversary – Bill reported that the Parish Council recommended an enhanced “Community Sunday” reception/celebration be planned. Bill, Janice, and Paul will meet prior to the next Liturgy Team meeting to determine what type of liturgical celebration would be appropriate and make a recommendation at the December Liturgy Team meeting.
- Disruption during Mass – The team decided that we will combine a “being a good neighbor” message, addressing disruption during Mass, with a fire drill on the 3<sup>rd</sup> and 4<sup>th</sup> of December. Fr. John will follow-up.
- New Business
  - Liturgy Team organization – Holly Looney has resigned as chair of the Liturgy Team. Bill has agreed to chair the Liturgy Team and Peggy Crichton has agreed to be the vice-chair. Duties are being re-distributed. The Liturgy Team by-laws will be updated to reflect the re-distribution of responsibilities and reviewed and voted upon at the December Liturgy Team meeting.
  - Liturgy web site – Bill indicated that he will be working to get the Liturgy web site revamped and updated with current information.
  - Liturgy Team meeting time and date - The deaf ministry has requested that they be allowed to have two “Signed Masses” each month. They currently have a “Signed Mass” on the third Sunday of each month. If there is to be a “Signed Mass” on the first Sunday of each month we will need to consider moving the Liturgy Team meeting to the second Sunday of the month due to a conflict with use of the Social Hall. This will be discussed at the December Liturgy Team meeting. Bill will get email out to all on the Liturgy Team to get their input prior to the December meeting.
- Ministry Reports:
  - Sacristan – If special supplies are required for any of the upcoming celebrations, please let Janice know as soon as possible.
  - Liturgical Environment – Teresa reported that the committee has set up the book of those to be remembered, in the Ijamsville church, during the month of November. They have planned for the feast of Christ the King and Advent. They will decorate for Thanksgiving at the country church.
  - RCIA – Sally indicated that the group this year is “special” and she welcomed anyone who would like to come to the classes on Thursday evening at 7:30.
  - Fr. John indicated that complications are anticipated with the new parking lot but explained that he expects help from the ushers to resolve issues.
  - Altar Servers – Bill reported that he has the names of thirteen potential new Altar Servers from the Time and Talent recruitment. He has contacted all via email. He is working on getting training arranged in the month of November for the five or six who have indicated that they are available for training then. Others will be trained over the winter months.

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- Janice asked if those Altar Servers who were trained for the “Signed Mass” would be available for the interpreted Mass on Sunday. Bill will ask those who he trained specifically for the “Signed Mass”.
- LWC – Sharon reported that four adults have volunteered to help with LWC. There will be a Liturgy With Children at the 5:30 Mass on the feast of Christ the King, and on December 3<sup>rd</sup> as well as the Childrens Mass at 4:00PM on Christmas.
  - Cross Bearers – Dave reported that two new Cross Bearers have joined the ministry.
  - Music Ministry – Paul has documented a report that is included at the end of these minutes. He discussed the following:
    - A “contemplative rosary” was held in mid-October with about 20 attending.
    - A rehearsal accompanist has been hired for the adult choir
    - Paul requested information on which Masses will be signed at Christmas. Fr. John indicated that he was aware of plans for signing of the Childrens Mass but no other Mass was to be interpreted.
    - Kim Lenta has four or five additional names of children for the Childrens choir and they will be starting back with that choir in January.
  - Greeters – There was a discussion on name tags for greeters. The name tags are available for greeters in the parish office. Cathy will pass that information on to Peggy.
  - EM’s – Domenic reported that a training session is to be held for EMs on the 19<sup>th</sup> of November. Twelve people indicated interest in becoming EMs from the Time and Talent recruitment. Those from the Deaf Ministry will be included in the training. Domenic and Chelle plan to “work around” facility conflicts on the 19<sup>th</sup>.
- Jacqueline led the team in closing prayer reflecting on the beatification of Pope John Paul II. The Matheny’s, Larry or Carol, will prepare the closing prayer for the December Liturgy Team meeting, which is scheduled for Sunday, December 4<sup>th</sup>, at 1:30PM in the Ijamsville Parish Center.

NEXT MEETING:     Sunday, December 4<sup>th</sup>, at 1:30PM in the Ijamsville Parish Center

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### October 2005

#### Music Ministry Update

- ❑ A rehearsal accompanist for the Adult Choir has been hired and will begin on Tuesday, November 15<sup>th</sup>. Yu-fen Chou is a current DMA candidate attending the Benjamin T. Rome School of Music, at The Catholic University of America, located in Washington, D.C.
- ❑ A 16-channel mixer and microphones have been purchased and installed in support of the growing numbers of members within the music ministry.
- ❑ A Contemplative musical setting of the rosary was led by the MM on October 16<sup>th</sup> 2005. Attendance for this prayer event was about 20 individuals.
- ❑ A planned outing to the annual Christmas Concert Gala held at the National Shrine of the Immaculate Conception Church, featuring The Basilica Choir and The Catholic University of America choir will be held on Friday, December 2<sup>nd</sup>.
- ❑ STAND training for new members of the music ministry was held on October 30<sup>th</sup>, with 6 MM members in attendance. Follow up reminders for the remaining individuals to be sent in November with additional training to be scheduled for the beginning of the year.
- ❑ The Music Ministry is sponsoring our annual Fall Basket Bingo event, on Sunday November 13<sup>th</sup>.