

LITURGY TEAM REPORT

Meeting of January 8, 2006

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Dave Ebner, Susan Glover, Sally Huber, Fr. John Jicha, Teresa Killar, George Ludwig, Carol Matheny, Deacon Larry Matheny, 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 February Liturgy Team meeting, which is scheduled for Sunday, February 12th, at 1:30PM, in the Ijamsville Parish Center.
- The December Liturgy Team meeting report was distributed, reviewed, and approved.
- Advent Celebration Team Report – Larry is going to document the tasks that the Advent Celebration Team worked on and the documentation will include those items associated with Services during Advent through the baptism of the Lord. Domenic Turchi inquired about where we recorded the attendance numbers for each of the Christmas Masses. It was suggested that Lori Holden may have that information. Larry will attempt to include that data with documentation of the Advent tasks. There were a few issues with the Masses held in the Social Hall. Due to there being no ushers, volunteer or scheduled, for some of the Masses in the Social Hall there were problems with handling of the collection and handing out of bulletins. It was suggested that next year the volunteer sign-up for ministers be used up until about a month to three weeks prior to Christmas, then assignments be made to fill those slots that were open. Space considerations were also an issue when LWC needed the Social Hall to prepare for the Service in the main Church just prior to the Social Hall being used for a Mass.
- Lenten Celebration Team Report - Bill reported that much progress was made at the initial Lenten Celebration Team meeting in mid-December. Again Bill reiterated that all on the Liturgy Team, who were not on the Advent Celebration Team, should participate on the Lenten Celebration Team. The next meeting of the Lenten Celebration Team is on Sunday, January 15th, at 1:30PM in the Ijamsville conference room. At the initial Lenten Celebration Team meeting the theme of “Celebrate the Cross” was agreed on. The tasks assigned to the Lenten Celebration Team were discussed and clarified. The Team will be coming up with a “logo” reflecting the theme and this “logo” will be used on all mailings, bulletin information, and hand-outs to the parish. The Team will be developing the Call to Worship, Opening Prayer, and the Intentions for Ash Wednesday and each of the five Sundays of Lent. The Team will be preparing a mailing to all of the parish at the start of Lent and addressing signage at the Church for Easter Services. The Team has decided to hand out nails to all in the parish, similar to what was done for Lent in 2002. Those nails will be made into a crown of thorns when returned at the end of Lent. George Helta (Faith Formation), Paul Szczerowsk (Music Ministry), and Teresa Killar (Liturgical Environment) have been notified of the Lenten theme chosen, so these ministries will be able to incorporate the theme into Faith Formation lessons/activities, liturgical music, and the church environment during Lent.

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- Liturgical Ordo – Fr. John handed out the calendar information for January and February for review. Domenic noted that in February the Liturgy Team Meeting and the Lenten Celebration Team Meeting are both scheduled for February 12th at 1:30PM. Bill indicated that the Lenten Celebration Team will determine an alternate time to meet at one of the upcoming January meetings of that team. Fr. John noted that on the 21st and 22nd of January, at all Masses, there will be the Rite of Enrollment for First Eucharist and First Reconciliation. The Deaf Ministry has been contacted regarding these dates as there are some deaf children receiving primary sacraments. The following weekend, January 30th, the Rite of Enrollment for Confirmation candidates will take place at the Noon Mass. There is a Liturgy With Children on February 4th at the 5:30PM Mass and there will be no CLOW at that Mass. The Parish Mission which is on the calendar for February 19th thru February 22nd is a “clustering” activity with St. Josephs in Buckeystown and the Faith Formation team from St. Ignatius is handling planning for that. Joyce will coordinate getting announcements into the bulletin requesting that palms be returned for burning of the palms on February 26th. Since the Ordo information is now on the parish calendar, Bill will request that Liturgy Team members review the calendar, focusing on Saturdays and Sundays, prior to future Liturgy Team meetings. This request will come with the email that has the meeting agenda. We will have a “Candle Mass” on Friday, February 3rd and on February 4th and 5th we will have individual blessing of throats after each Mass. Domenic will notify the Extraordinary Ministers of the Eucharist that are assigned for February 4th and 5th, to be prepared for blessing of throats after Masses that weekend.
- Old Business:
 - We again discussed having “Ministry Notes” as part of the sign-in book, in addition to those communications that are in place today (like “Usher Notes”). It was decided that a summary of the “Usher Notes” and “Presider Notes” be used for this.
 - Update of the Time and Talent booklets –Bill again requested that all ministry coordinators review information for the ministry they represent for accuracy and report any information that needs to be updated to him as soon as possible. This will determine what we do with the hardcopy Time and Talent booklets that we have and we will try to factor updates into the information that we will put on our web site. Phone numbers and email addresses will not be in the information that is going on the web site.
 - Appropriate Celebration for 130th Anniversary – Bill, Paul, and Janice have not met on this subject. They will attempt to meet prior to the February Liturgy Team meeting.
 - Liturgy Team responsibilities and changes to the by-laws – Bill will attempt to document the proposed changes to the by-laws and distribute to each member of the Liturgy Team prior to the February meeting so we can vote on the changes at that meeting.

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- Bill will continue to work with Jon Russell on update of the Liturgy web site. Once the structure of the site is established we will be asking each of the ministry coordinators to identify missing information on their ministry, and keep information on their ministry current.
- Volunteers to bring up gifts at Mass – Bill will get a bulletin announcement indicating that people can schedule bringing up gifts for a particular Mass by calling the Parish office and can volunteer, if no one is signed up, by signing in when they attend Mass.
- Fr. John reported that the interior of the drop safe in the sacristy is being enlarged and that the restoration of the floor in the Country Church is proceeding.
- Ministry Reports:
 - EM's – Domenic reported that he and Chelle are working on getting training of EM's for the Deaf Ministry.
 - Lectors – A new lector has been trained and will be assigned with the next schedule. Additional training sessions are being planned for new lectors. George sent all lectors an updated copy of the procedures for lectors.
 - Liturgy With Children – Sharon reported that they are working on the four Masses remaining before the May crowning which concludes the LWC celebrations until next fall.
 - Pastor - Fr. John reported that the Mass of Thanksgiving for Silvester Kim will be a noon Mass to be held at St. Ignatius in June. Paul, Janice, Silvester and Fr. John will be meeting to discuss planning for this in the immediate future.
 - Altar Servers – Bill reported that all of the Altar Server positions for the Christmas Masses were filled by volunteers with two Masses having only one Altar Server. Three or four additional Altar Servers will be trained in the first quarter of the year.
 - CLOW – Susan Glover attended the Liturgy Team meeting for Claudia Lapceovich. Thanks for attending Susan! Susan reported that one family that volunteered for CLOW has moved from the parish
 - Sacristan - Janice again asked that if any of the ministries have “stuff” in the Church or Social Hall from prior celebrations/Services, please remove it. The space in the Church and Social Hall is still very limited and all need to be conscious and respectful of the space that is available. The “rule of thumb” is that if you or your ministry put something in the Church, you are responsible for removing it or disposing of it as soon as it is no longer required in the Church. Same for the Social Hall and Country Church. There was some confusion with ministers who were participating in Christmas Services at the Country Church and in the Social Hall. These ministers were not familiar with changes to normal procedures that are required at the Country Church or Social Hall. This needs to be addressed as we schedule ministers for future Services either in the Country Church or Social Hall.

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- Liturgical Environment – Teresa reported that we need to coordinate lighting information for Services like our Christmas Masses with the music ministry. This will apply to some of the Easter Services.
- The lighting discussion prompted Fr. John to point out that the outdoor/security lighting at the Country Church can be impacted by power interruptions and should be checked before Services at that Church which require outdoor lighting.
- Jackie pointed out that Sally and Larry have been doing a splendid job with the RCIA group.
- Bill led the team in closing prayer. Ann Massey will prepare the closing prayer for the February Liturgy Team meeting, which is scheduled for Sunday, February 12th, at 1:30PM in the Ijamsville Parish Center.

NEXT MEETING: [Sunday, February 12th, at 1:30PM in the Ijamsville Parish Center](#)