

LITURGY TEAM REPORT

Meeting of March 12, 2006

Attendees: Peggy Crichton, Bill Crosthwait, Janice Dec, Dave Ebner, Fr. John Jicha, Teresa Killar, Silvester Kim, Claudia Lapceovich, Larry Matheny, Jacqueline Scaletti, Joyce Seng, Paul Szczerowski, Domenic Turchi

Notes/Minutes:

- Bill opened the meeting with a prayer. Claudia Helta is to prepare the opening prayer for the April Liturgy Team meeting, which is scheduled for Monday, March 27th, at 7:00PM, in the Ijamsville Church Growing Room. The April Liturgy Team meeting date was moved to avoid conflicts with the Palm Sunday pilgrimage on April 9th and the basket bingo on April 2nd. It was determined that we should meet before Holy Week so the March 27th date was agreed to.
- Bill thanked Joyce for providing banana bread for the enjoyment of those at the meeting.
- The February Liturgy Team meeting report was distributed, for review. Peggy Crichton pointed out that she was sufficiently notified, by email, of the cancellation of the LWC on February 4th and was able to find substitute greeters for that Mass. The February Liturgy Team meeting report was approved.
- Liturgical Ordo for March and April – Copies of the calendar for March and April were reviewed with the following comments:
 - On the 18th of March there is CLOW scheduled and that should not be as the 5:30 Mass is a LWC.
 - On the 26th of March at noon an Anointing Mass has been scheduled. The Pastoral Visitors will handle special arrangements for that Mass.
 - The Deaf Ministry will not be using the Social Hall after the Deaf Mass on April 2nd since the Social Hall was reserved for a Basket Bingo. Fr. John will verify with the Deaf Ministry. CLOW will use the Social Hall for dismissal at the 12:00 Mass that day.
 - The Palm Sunday pilgrimage to the grotto, soup and bread, and evening prayer on the 9th of April is not on the calendar. The social hall is needed for this from 1:00PM to 7:00PM.
 - The Liturgy Team meetings on April 3rd and April 9th should be removed from the calendar.
 - The first scrutiny begins on March 19th and we have planned on readings from Cycle B for all Masses that weekend and the following two weekends. Visiting priests are doing the 10:00 Mass on each of those weekends. The visiting priests will potentially have planned homilies based on Cycle A readings. Fr. John will resolve and potentially have to re-write the materials prepared by the Lenten Celebration Team for those three weekends.
 - On the 16th of April, Easter Sunday, CLOW is scheduled for both 10:00 and 12:00. These should be removed. There is no CLOW that Sunday and the noon Mass is a LWC.
 - The calendar does not identify that we are having two ten and two noon Masses on Easter.

LITURGY TEAM REPORT

Meeting of March 12, 2006

- Based on attendance at 8:00 Easter Sunday Mass last year (619) and the burden it would place on available Clergy, we decided to have only one 8:00AM Mass on Easter Sunday (not two Masses as had been previously agreed to). This will potentially require that chairs be moved from the Church after 8:00 Mass to the Social Hall for 10:00 Mass there.
- Janice noted that the feast of St. Joseph is to be celebrated on Monday, April 20th.
- The Palm Sunday rehearsal on April 9th should be removed from the calendar since the rehearsal for Palm Sunday will be just before each Mass on Palm Sunday weekend.
- Paul agreed to move the handbell choir rehearsal on Tuesday April 11th to allow for Holy Thursday rehearsal by Liturgical Ministers at 6:30PM on that day.
- The Vigil rehearsal will be scheduled as follows: 1:00PM – The Candidates, 1:30PM – Lectors, Altar Servers, EMs and Ushers. Larry and Silvester will need help from the ministry coordinators for Lectors (George Ludwig), Ushers (Chris Lunsford), and EMs (Domenic Turchi) for this rehearsal.
- HOLY WEEK

DAY	DATE	REHEARSAL	RESPONSIBLE
Palm Sunday	April 8 th , 9 th	Before each Mass	Janice, Claudia L, Joyce
Holy Thursday	April 13 th	Tuesday, April 11 th @ 6:30PM	Janice, Teresa
Good Friday	April 14 th	Friday, April 7 th @ 8:15	Bill
Vigil	April 15 th	Saturday, April 15 th @ 1:30PM	Larry, Silvester, Domenic, George L, Chris L.

- It was decided that we will use the same passion during Holy Week this year as was used last year.
- On April 1st and 2nd an Adult Faith Formation survey will be handed out at each of the Masses. This is not on the calendar. Larry will prepare some introduction material relating to the survey for the visiting Celebrants to use that weekend.
- Lenten Celebration Team Report - Bill reported that the Lenten Celebration Team completed a Lenten mailing which went out to all parishioners on February 17th. The Team developed the Call to Worship, Opening Prayer, and the Intentions for Ash Wednesday and each of the five Sundays of Lent. Nails were handed out on Ash Wednesday and have been available in Church since then as symbolic reminders of Lent. The water has been removed from the Holy Water font and the font has been draped in purple as a symbol of Lent per discussion at the last Liturgy Team meeting. We will revisit this decision next year in light of an instruction from the diocese. Action items are continuing to be tracked by the Lenten Celebration Team. Material for streamers to be used for Easter has been obtained and streamers are being made. Janice asked about

LITURGY TEAM REPORT

Meeting of March 12, 2006

how nails are to be returned. Bill reported that the Lenten Celebration Team has decided that nails will be returned starting on Good Friday. The congregation will place nails into the wooden boxes that have been made after venerating the cross at the Good Friday Service. Upon completion of veneration of the cross, one of the Clergy will then select three of the returned nails and symbolically nail those nails into the cross used for veneration. The plan is to use the cross that has been on the altar during Lent as a visual display, for veneration and the symbolic nailing. Boxes will be in the rear of the Church after Good Friday for return of nails for a week or so. Bill will get a bulletin announcement about the history of the boxes being used for nails. Bill is working on outdoor signs advertising the Holy Week and Easter schedule. It was suggested that a sign be made available for the Urbana Country Church. Bill will pursue. Joyce asked about the number of people to anticipate for soup and bread after the pilgrimage on Palm Sunday. Larry indicated that a flyer is going into the bulletin starting on March 19th requesting that those who are going on the pilgrimage RSVP to the parish office. The number of youth who are participating will come from the Youth Ministry office. Bill complimented the Liturgical Environment committee on the choice of the visual display for Lent this year. The display is unique to what has been done in the past in our parish and it is a very effective visual.

- Old Business:
 - Larry prepared documentation of the Advent tasks to facilitate the work of the Advent Celebration Team next year. The documentation focuses not only on the tasks but also on the timeline required for those tasks.
 - Parish Mission – Feedback related to the Parish Mission held the week before Lent is “mixed”. Some felt the mission was both spiritual and entertaining. Some felt that the mission did not focus sufficiently on a spiritual theme. A maximum of 40-50 people attended some of the mission services. Most were attended by 15-20 people. The majority of those attending the mission were from St. Josephs. Were we to do a Lenten mission again we would do it during Lent and not before.
 - Liturgical Celebration for 130th Anniversary – Bill, Paul, and Janice have not met on this subject. They will attempt to meet prior to the April Liturgy Team meeting. A liturgical activity celebrating the 130th anniversary may be appropriate in September on the date our Ijamsville Church was dedicated.
 - 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 April meeting so we can vote on the changes at that meeting. Fr. John noted that this item should receive increased focus since the Parish Council is looking to see information related to the parish strategic plan in the reports coming from the various parish committees.
 - Bill has worked with Jon Russell on update of the Liturgy web site. The goal is to have what is now on the test web site as the Liturgy Team web site by mid-April. Bill asked Liturgy Team members and all ministry coordinators to go to <http://liturgy.e-stignatius.org/index-test.html> and review that test site to identify missing or incorrect information on their

LITURGY TEAM REPORT

Meeting of March 12, 2006

ministry and provide input for updates. Information such as processes and procedures related to each ministry should be on the web site under each ministry. Bill has updated the test site for the ministry of Altar Serving.

- 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.
- Mass of Thanksgiving for Silvester. Things are proceeding with that and no “special help” is required at this time.
- Bill asked all ministry coordinators to review the information handed out at the February Liturgy Team meeting (information related to the calendar process, bulletin information, use of signs and easels, oral announcements and fundraising for next year) and provide input as requested. The packets that were not distributed at the February meeting were mailed to ministry coordinators the following week.
- Change in Liturgy Team Meeting Day and Time - To have a Liturgy Team meeting before the start of Holy Week, and not conflict with the many rehearsals, meetings, social events... which use the Social Hall, it was decided that the April Liturgy Team meeting, is scheduled for Monday, March 27th, at 7:00PM, in the Ijamsville Church Growing Room. After a review of the calendar it was determined that we will try to have the Liturgy Team meeting at 7:00PM on the second Monday of each month, either in the Church growing room or, if the Sodality can use the Church growing room, in the Social Hall. Bill will pursue and schedule.
- New Business:
 - Fr. John will have information on the budget submitted for the Liturgy Team at our next meeting.
- Ministry Reports:
 - Sacristan – After discussion it was decided that we will make permanent the “working sacristy for EMs” in the room to the ramp side of the altar. Janice requested that supplies required for Holy Week Services and Easter be identified early so that they can be located or purchased.
 - Extraordinary Ministers of the Eucharist – Dom reported that he will get information out early to the EMs inviting them to participate in the procession at the Holy Thursday Service.
 - Pastor – Fr. John asked that special precautions be taken this year with the setup of the immersion pool to be used at the Vigil, to avoid any water on the hardwood floor which could cause damage. It was also suggested that we be sure to prominently display the oil set we have.
 - Greeters – Peggy reported that several greeters have stepped down. Peggy is working with the scheduling of greeters to be sure we have greeters at as many Masses as possible. We will try to attract more families into the greeter ministry by getting information to the Faith Formation and Youth ministry groups. Bill will pursue.
 - CLOW – Claudia asked that copies of readings for cycle B, not A, be prepared for CLOW each week. We did not have CLOW at the 5:30

LITURGY TEAM REPORT

Meeting of March 12, 2006

Mass for the past two weekends due to lack of CLOW ministers (assigned or volunteer) at those Masses.

- Liturgical Environment – A bulletin announcement has been placed in the bulletin starting on the weekend of March 11th and 12th requesting help with decorating of the Country Church and the Ijamsville Church for Holy Week and Easter.
- Liturgy With Children – Fr. Jicha will contact the LWC ministry coordinators to be sure that they are preparing for the Easter LWC.
- Bill led the team in closing prayer. Ann Massey will prepare the closing prayer for the April Liturgy Team meeting, which is scheduled for Monday, March 27th, at 7:00PM, in the Ijamsville Church Growing Room.

NEXT MEETING: **Monday, March 27th, at 7:00PM in the Ijamsville Church Growing Room**