

LITURGY TEAM REPORT

Meeting of May 8, 2006

Attendees: Bill Crosthwait, Janice Dec, Fr. John Jicha, Claudia Lapcevich, George Ludwig, Larry Matheny, Paul Szczerowski, Domenic Turchi

Notes/Minutes:

- Fr. John opened the meeting with a prayer. Teresa Killar is to lead us in the opening prayer for the June Liturgy Team meeting, which is scheduled for Monday June 12th, at 7:30PM, in the Ijamsville Social Hall. It was agreed that the regularly scheduled meetings of the Liturgy Team will be at 7:30PM.
- Bill noted that Jeff Smith will be the ministry coordinator representing the Greeters on the Liturgy Team in the future.
- The April Liturgy Team meeting report (report of March 27th meeting) was distributed, for review prior to the meeting and copies were available at the meeting. The April meeting report stands as documented.
- Liturgical Ordo for May and June – The calendar for May and June was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
 - Janice noted that on the Feast of the Ascension of the Lord is on Thursday, the 25th of May. Our parish will celebrate the Ascension on the weekend of the 27th and 28th of May (Memorial Day Weekend). George will have the Lectors assigned for that weekend (27th and 28th of May) prepare for the readings of the Ascension.
- Lent/Holy Week/Easter Review/Evaluation - Bill reported that Janice documented comments on Palm Sunday. Bill has comments on the Holy Thursday and Good Friday Services. Bill requested that anyone who has comments on the Vigil Service please get them to him so they can be reviewed/considered as plans are put in place for Lent, Holy Week, and Easter next year. Bill suggested that there were some communications issues with preparation and rehearsals that could be useful to those working on the Holy Week Services next year. Reminders via email and phone calls, to those participating in the Holy Week Services were very helpful this year. Fr. John suggested that next year we may not want to have all of the liturgical ministers at Holy Week Services be volunteers. We may want to select some of the “best” ministers for those Services. Holly has attendance numbers for Holy Week Services and Easter Masses. Bill will get that information from Holly and document for use next year. Return of the nails was discussed. Bill will ask Joyce to discuss return of nails and the art piece to be made from the returned nails at the June Liturgy Team meeting. Bill brought up the bulletin announcement that was intended to recognize the evangelical effort by the person who wrote bulletin inserts each week during Lent. Fr. John indicated that he edited and approved the announcement as it went into the bulletin.
- Old Business:
 - Directory portrait times on the calendar – The time shown on the calendar is the time that the Social Hall is reserved for that event and not necessarily the time that pictures will be taken. The times shown on the calendar allow time for set up and clean up.

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- Prayers of the Faithful on May 27th and 28th – Bill has contacted Lori and sent a reminder to her that the intentions for that weekend should remember those who have served or are serving in the military.
- Gift Bearer bulletin announcement – Bill reported that an announcement was in the bulletin on the weekend of April 23rd indicating the process for signing up to be a gift bearer at weekend Mass.
- Adult Faith Formation Survey – Larry and Fr. John reported that the Adult Faith Formation Survey has been deferred but will be held as soon as a free weekend is identified.
- Liturgical Celebration for 130th Anniversary – Bill, Paul, and Janice have not met on this subject. They will attempt to meet prior to the June Liturgy Team meeting. The target is a September liturgical activity celebrating the 130th anniversary on or close to the date our Ijamsville Church was dedicated.
- Liturgy Team responsibilities and changes to the by-laws – The recommended changes to the by-laws were distributed prior to the meeting and copies available at the Liturgy Team meeting. The following changes were recommended:
 - The chairperson of the Parish Council should be listed as a member of the Liturgy Team and should receive a copy of the by-laws prior to approval. Bill will follow up.
 - All references to the “Art and Environment Committee” should be changed to “Liturgical Environment Committee”.
 - Under “Meeting Responsibilities” we should distinguish between those responsibilities assigned to the chairperson and those responsibilities assigned to the Liturgy Team as a whole.

It was decided that Bill will update and distribute the document with the above changes and we will approve the revised by-laws at the June Liturgy Team meeting.

- Liturgy Budget – Fr. John indicated that the music portion of the Liturgy Budget did not get copied for review at our meeting. The following clarifications were made for budget items:
 - The NPM dues are the dues paid to National Pastoral Musicians organization. The organization provides resources for musicians and clergy.
 - Morning Star/Vermont Church is the vendor for Lector Workbooks.
 - We receive about ten copies of the Ordo - Liturgy Planning Guide.
 - The Sourcebook is a yearly planning guide for liturgical Services.
 - The \$1500 in the Liturgy Budget for a Parish Mission will not be spent on that this year as we do not intend to have a Parish Mission this year. The money will be available to be spent on other Liturgy needs.
 - There was discussion of the expense for the Paschal Candle and how we recycle the candle from the Church to the Country Church one year and then for use at Services in the Social Hall the following year.

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- The word processing fee is the money for copying and pro-rata share of copier rental and supplies.
 - Fr. John will get a copy of the music portion of the Liturgy budget for the June Liturgy Team meeting.
 - Ministry Recruitment – It was decided that we will plan for an “in pew” ministry recruitment for sometime in the Fall (after school is back in). Bill will reserve a weekend in late September or early October and we will discuss further at the June Liturgy Team meeting. It was determined that there would be focus on getting Faith Formation (grades 1-6) students and their families involved in and supporting the following ministries:
 - CLOW
 - Cross Bearers
 - Gift Bearers
 - Greeters
 - Lectors (LWC only)
 - Liturgical Environment
 - LWC
 - Music (Children’s Choir)
 - Sacristan
- There was a discussion of accountability for those Faith Formation students and families who sign up for ministries. This will be discussed, along with the larger issue of liturgical ministers who miss assignments, at the June Liturgy Team meeting. For the June meeting Janice will prepare a proposed generic post card that may be sent to those liturgical ministers who miss assignments.
- We discussed the Liturgy test web site and it was determined that we will cut the Liturgy test site to the active Liturgy web site as soon as possible. Bill will pursue.
 - New Business
 - Permanent Display of Holy Oils – To be referenced to the Liturgical Environment committee. Bill will handle.
 - Pentecost – We discussed having the Call to Worship, Readings, and General Intercessions in foreign languages as we have done for the past two years. After discussion it was determined that, at each of the Masses on the weekend of Pentecost, we will have a parishioner talk about their “faith journey”. Larry will recruit folks for this from the RCIA group and he will drive this in lieu of having the readings in foreign languages.
 - 2006/2007 Liturgy Team Dates – Prior to the meeting Bill distributed documentation of future dates for the Liturgy Team. The following comments were received:
 - Liturgy Team meeting time should be 7:30
 - April 9th Liturgy Team meeting may need to be moved as that is the Monday after Easter
 - Add rehearsal date for LWC at Easter
 - Include date for Pilgrimage and Soup and Bread at Easter (usually Palm Sunday)
- Bill will update the “dates” document and distribute at the June meeting.

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- Ministry Reports:
 - Music – Much of the music focus is on preparation for the Mass of Thanksgiving for Silvester. All choirs will participate in that celebration. The choirs are also working on preparation for the feast of Corpus Christi.
 - CLOW – Claudia indicated that she has recruited a couple of new volunteers for CLOW.
 - Liturgical Environment – Janice reported that additional members are needed for this committee to support the many celebrations requiring Church decorations.
 - Sacristan – Janice reported that the Holy Week Services and Easter Masses went well from the Sacristan point of view. Liturgical ministers missing assignments was again discussed at this time and will be re-visited at the June Liturgy Team meeting.
 - RCIA - Larry reported that there are already four candidates in the program.
 - Pastor's report – There is considerable focus on preparation for the Mass of Thanksgiving for Silvester. The Seniors group is arranging a bus trip to Baltimore for Silvester's ordination. On the weekend of 13th and 14th the music ministry will need to make space allowance for the families of first communicants.
- Bill led the team in a closing prayer. Chris Lunsford will prepare the closing prayer for the June Liturgy Team meeting, which is scheduled for Monday, June 12th, at 7:30PM, in the Ijamsville Social Hall.

NEXT MEETING: Monday, June 12th, at 7:30PM in the Ijamsville Social Hall