

LITURGY TEAM REPORT

Meeting of September 11, 2006

Attendees: Bill Crosthwait, Janice Dec, Dave Ebner, Fr. John Jicha, Teresa Killar, Domenic Turchi

Notes/Minutes:

- Bill opened the meeting with a prayer. Claudia Lapceвич is to lead us in the opening prayer for the October Liturgy Team meeting, which is scheduled for Monday, October 9th, at 7:30PM, in the Ijamsville Social Hall.
- We discussed a couple of resignations from the Liturgy Team. George Ludwig and his family have left the parish and George has resigned as ministry coordinator for the Lectors. Dave Ebner has agreed to take that position on, in addition to being the ministry coordinator for the Cross Bearers. Thanks Dave. Paul Szczerowski has given us a 90 day notice of his resignation as Director of Liturgical Music. A search is on to fill that position.
- The July Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The July meeting report stands as documented.
- Liturgical Ordo for September and October – The calendar for September and October 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 16th and 17th of September the calendar should reflect the celebration of the 130th / 20th anniversary of the parish. Bill will follow up.
 - There are two Liturgy Team meetings on the calendar for October 9th. The one starting at 7:00PM should be removed. Bill will follow up.
 - Some of the calendars sent out did not print correctly. Bill will send out the margins to be used for printing the next time the calendars are copied and sent out.
 - The compulsory fire drill and handing out of the “church etiquette” brochure will take place at Masses on the 7th of October and 8th of October. Bill will contact Paul to let him know that the music ministry does not need to prepare for a recessional hymn that weekend. Bill will be responsible for getting the “church etiquette” brochure copied and available for distribution.
- Old Business:
 - Status of artwork from returned Lenten nails – Joyce informed Bill that she had information from George Reggio that the artwork was in progress but George did not have a date for completion.
 - Liturgical Celebration for 130th / 20th Anniversary – Bill presented status of the action items for the anniversary celebration. The status spreadsheet is attached to this report. Bill will contact Blair McQuillin to get parish council support for the cake and ice cream in the social hall after the 10:00 and Noon Masses. The Liturgy Team will cover the 5:30 Mass on Saturday and the 8:00 Mass on Sunday. Bill will send email to all members of the Liturgy team asking for help at the 5:30 and 8:00 Masses. Bill will try to contact the “Catholic Review” to get coverage of the anniversary celebration. Bill will send an email to Paul to get the status of “special” music to be provided at each of the Masses on the weekend of the 16th and 17th.

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- Ministry recruitment in October – The “in pew” recruitment for liturgical ministers has been moved from September 23rd and 24th to the first weekend in October (30th of September and October 1st). The homily that weekend will refer to involvement in ministry. After the homily that weekend the congregation will be given time to complete a card that will be available in the pews. The card will be returned in the collection. It was suggested that we should have ministry coordinators and ministry members identified and available after each of the Masses that weekend to respond to questions. The ministry coordinators need to arrange dates for training for the ministries they represent prior to the recruitment weekend so we can let those who are interested in a ministry know when the training will be. The training dates should be before Christmas.
- Liturgical Ministers who miss assignments – A list of reasons given for missing assignments was presented. Each of these 25 reasons was discussed and put into one of the following categories:
 - Reasons we may be able to do something about
 - Things we are unable to impact without significant effort
 - Should not be in the ministry

A summary is attached to this report. At the October Liturgy Team we will take those items identified as things we may be able to do something about and attempt to prioritize them and identify actions for the highest priority items.

- Advent / Christmas Celebration Team report – Bill read the report from Larry which indicated that the team had met twice. Sundays of Advent have been assigned to produce the Call to Worship, Opening Prayer, and General Intercessions. The theme for Advent has been selected and is: “Christ is within us; Christ is among us; Christ is yet to come”. Next meeting is on October 8th.
- Time and date of Liturgy Team meetings – Given that we only had six people at the meeting we decided to table the subject until the October meeting. Bill will provide information on attendance for the last year for that meeting.
- Forthcoming changes in text of Mass – Documentation of the proposed changes was provided and no one felt the proposals were significant enough that we need to focus on at this time. We discussed implementation of the congregation standing and singing the Communion Hymn during Communion. Fr. John suggested that this should be revisited when a new Director of Liturgical Music is in place as there is impact to the Communion music.
- Logistics for Christmas Masses – Janice presented the Christmas Mass schedule as follows:
 - Sunday (Christmas Eve)
 - 4:00PM – Mass in the Social Hall (Fr. Kolodziej)
 - 4:00PM – LWC in Church (Fr. Jicha)
 - 6:00PM – Mass in the Country Church (Fr. Hilgartner)
 - 8:00PM – Mass in the Ijamsville Church (Fr. Hilgartner)
 - 11:00PM – Mass in the Ijamsville Church (Fr. Jicha)
 - Monday (Christmas Day)
 - 9:00AM – Mass in the Country Church (Fr. Jicha)
 - 11:00AM – Mass in the Ijamsville Church (Fr. Jicha)

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- New Business:
 - Parish Directory status – Fr. John reported that the directory information is being edited and the directory should be available in the next few weeks.
 - Participation and coordination of 1st graders in ministries – The following are coordinating the 1st graders participation in ministries:
 - Greeters – Peggy
 - Cross Bearers – Dave
 - CLOW – Claudia

- Ministry Reports:
 - LWC – Ann reported via email that a number of children have been recruited so the LWC Masses will continue. Additional parent help is required. Fr. John reported that several “families” have been recruited and possibly more parents are available than Ann is aware of. Janice indicated that a change has been made to schedule the rehearsal for LWC at 4:30PM the day of the Mass. Also, we plan to recruit LWC help with cards in the pews at the LWC Masses. Paul Harvey has made significant progress with the Children’s Choir.
 - Sacristan – Janice reported that some of the EM’s have suggested to her that a “refresher” course would be useful.
 - EM’s – Domenic reported that Jeff Blice will assist him with the EM’s. Jeff is helping Domenic document the detailed procedures and “what it means to be an EM” for use in upcoming training sessions. This document may be appropriate for “refresher training”. Fr. John reported that in the past weeks we have tried to have the EM’s go to the ramp during the sign of peace and remain there until going onto the altar after the celebrant has received communion. This facilitates “flow” of the EM’s getting onto the Altar. Fr. John felt that we should now make this part of the procedures for EM’s. Domenic will document the revised procedure to EM’s.
 - Altar Servers – Bill reported that he has the names of several (more than 6) who want to become Altar Servers. Bill will schedule training.
 - Cross Bearers – Dave reported that the addition of 1st grade families has helped with scheduling of the cross bearers. Dave noted that there are different procedures used by the Ushers at different Masses. We need consistency. Bill will contact Chris about this.
 - Liturgical Environment – Teresa reported that her committee has met and have a four month plan that they are working on.

- Bill led the team in a closing prayer. Jeff Smith will prepare the closing prayer for the October Liturgy Team meeting, which is scheduled for Monday, October 9th, at 7:30PM, in the Ijamsville Social Hall.

NEXT MEETING: Monday, October 9th, at 7:30PM in the Ijamsville Social Hall