

LITURGY TEAM REPORT

Meeting of October 9, 2006

Attendees: Bill Crosthwait, Janice Dec, Dave Ebner, Fr. John Jicha, Teresa Killar, Claudia Lapcevich, Chris Lunsford, Jeff Smith, Domenic Turchi

Notes/Minutes:

- Claudia opened the meeting with a prayer. Chris Lunsford is to lead us in the opening prayer for the November Liturgy Team meeting, which is scheduled for Monday, November 13th, at 7:30PM, in the Ijamsville Social Hall.
- The September Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The September meeting report stands as documented.
- Liturgical Ordo for October and November – The calendar for October and November was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
 - The Friday night training session for EM's on October 20th will address the “spiritual” aspects of being a Extraordinary Minister of the Eucharist and the session on Saturday the 21st of October will address the procedures for EM's.
 - At 2:30PM on Sunday October 22nd the new ushers will be trained in the procedures for the ministry. Chris is going to make that session a meeting for all ushers in an attempt to get some consistency in the procedures used by ushers at the various Masses. Fr. John indicated that, on occasion, he has noticed that the side sections of the church are not getting the collection basket for second collections. Chris will address this with the ushers at the meeting on the 22nd. Fr. John will not be available to attend that meeting.
 - Fr. John indicated that he would be available to participate in the CLOW training which is scheduled for Wednesday, October 11th.
 - There are two Liturgy Team meetings scheduled on the 13th of November. Bill will contact Gloria to have the 7:00PM meeting removed from the calendar.
 - Janice noted that the Masses on All Saints Day should include a 5:30PM Mass in the Ijamsville Church (currently not on the calendar) and a 7:00PM Mass (not 7:30PM) Mass in the Ijamsville Church. Bill will follow-up with Gloria to correct.
 - Janice pointed out that, on the Feast of All Souls, Thursday, November 2nd, there will be an 8:45AM Mass in the Country Church. Fr. John indicated that the time of the Mass on All Souls day may change if the K of C participates in a “memorial” Mass on that day, but that an 8:45AM Mass is the current plan. Bill will follow-up with Gloria to correct the calendar.
 - Chris noticed that there is a conflict for use of the Social Hall on the 13th of November between the K of C meeting and the Liturgy Team meeting. This is probably due to the Social Hall being used on the 6th of November by the Board of Elections. Bill will follow-up to resolve the meeting space conflict.
 - Janice noted that on Wednesday, November 29th, there will be no morning Mass in the Country Church. Bill will follow-up with Gloria to correct the calendar.

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- On Sunday, November 5th, after the 10:00AM Mass, the “Community Sunday” celebration will be a “farewell” event for Paul Szczerowski.
- On Thanksgiving day, the 23rd of November, there is a Justice and Mercy program scheduled for 7:00PM. Bill will check with Paul Kane to verify that is correct.
- Janice noted that the Music Ministry Retreat scheduled for the 14th of October will not be happening. Bill will follow-up with Gloria to have this removed from the calendar.
- Old Business:
 - Advent / Christmas Celebration Team report – George reported that the theme is in place and the prayers are being worked on. There may be one more meeting of the team to coordinate the team’s effort.
 - “In-pew” Ministry recruitment – The recruitment went well. Bill reported that he received the names of about 10 (actual number is 11) potential new Altar Servers. Teresa Killar did not receive the names of those who signed up to help with the Liturgical Environment. Bill will request that Gloria send that information to Teresa. There were six who indicated an interest in becoming an EM and two who signed up to become ushers. There were no additional CLOW volunteers. Fr. John and Claudia indicated that we will have to do some “special” recruitment to address the shortage of CLOW ministers. Janice indicated that a card is being prepared for new liturgical ministers indicating contact information, what two Mass times they are available for and any scheduling preferences/restrictions. The schedule for STAND training for new ministers is in the bulletin. Fr. John pointed out that STAND training is required for some ministries, like CLOW, and recommended for other ministries. He suggested that new EM’s may start in the ministry and, over time, get STAND training when required (if and when ministering to the sick). Claudia asked if those under 18, who volunteer as CLOW ministers, are required to have STAND training. Fr. John indicated that everyone working with CLOW must have STAND training and Claudia should work with Ann and Carol for information on STAND training for those volunteers under 18. It was suggested that the regional STAND training schedule be put on our web site. Also, it was suggested that STAND schedules be available as handouts when training for the Liturgical Ministers occurs. Fr. John suggested that, if at a particular Mass we are typically short on Liturgical Ministers, over the next few months we may do a “pitch” about a specific ministry at that Mass.
 - Follow-up on “Church Etiquette” and Fire Drill – Did not happen as scheduled due to inclement weather. It was decided that we would hand out the “Etiquette” brochure and have a Fire Drill on the weekend of November 4th and 5th. This could move to the weekend of the 11th and 12th if weather on the 4th and 5th dictated such.
 - Follow-up on the 130th / 20th Anniversary Celebration – Janice reported that thank you cards have been sent to the person who provided the cakes, the person who did the flower arrangements, and the person who hung the streamers. In general the feeling that the celebration went very well. The recognition in the “Catholic Review” was nice.

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- Status of artwork from returned Lenten nails – No report, but all indications are that work is underway on this. Bill will request that Joyce have a report on this for the November meeting.
- Liturgical Ministers who miss assignments – The thirteen items which were defined at the September meeting as being “Things we may be able to do something about” were discussed. Dave sends a weekly email “reminder” to all of the Crossbearers scheduled for the next weekend. Bill indicated that he found that the weekly “reminder” email to the Altar Servers has been effective. If there is no other benefit we are able to get correct email addresses if we are sending “reminders” and following-up when an email bounces. Other ministries may use the weekly email reminders in the future. Fr. John indicated that an additional layer of checking of the schedule will be put in place to avoid scheduling when a minister has requested not to be scheduled. It was suggested that missing a liturgical assignment should be covered in the “Church Etiquette” brochure. Bill will follow-up on that. We will continue to re-visit this subject.
- Time and date of Liturgy Team meetings – We reviewed the information on attendance at past Liturgy Team meetings. Attendance at the Liturgy Team meeting has fallen off significantly since we switched from a Sunday afternoon meeting to a Monday evening meeting. Bill will contact each person who is identified as being on the Liturgy Team to get feedback on preferences for a meeting day and time. This will be re-visited at the November meeting.
- New Business:
 - First grade families’ participating in ministries seems to be going well.
 - Ministers at “Holiday” services – We are going to ask ministry leads to contact the “most faithful” in their ministry and offer them the opportunity select the Masses they would like to minister at on Christmas. Ministry leads (coordinators) will follow-up on that.
 - Music Director Search – Fr. John reported that we have four applicants to date and three look very good given their resume. The concern is music for our Christmas services. There are considerable resources in the current music ministry, in the community and within the parish that we will be looking to for help with the music for this Christmas. We are going to attempt to do a “Lessons in Carols” program again this year during the Christmas season.
- Ministry Reports:
 - CLOW – Claudia reported that a meeting will be held on Wednesday the 11th of October for new CLOW ministers.
 - Ushers - Chris reported that he has the names of two new volunteers for his ministry and he will be having a training session and general meeting for ushers on October 22nd. We discussed seating of people during the Liturgy of the Word, when to start the congregation to the side of the altar for communion, allowing people in the Church when the Liturgical Ministers are lined up to process in and permitting children to leave the church un-attended. Chris will cover these topics at his training/meeting on the 22nd.

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- EM's – Domenic reported that the document which Jeff Blice prepared, defining the detailed procedures and “what it means to be an EM”, is ready for review by Fr. John and for use in upcoming training sessions. When the document is approved and updated he will get it on the web site for use by current EM's as resource material for “refresher” training. Domenic is pursuing those who have volunteered for the EM ministry for attendance at the next training.
 - Liturgical Environment – Teresa reported that she has two new members of her team. They had a very productive meeting on the 25th of September and have a plan through the end of the year.
 - Cross Bearers – Dave reported that there are three new Crossbearers (2 children and 1 adult) who will be trained in the near future.
 - Lectors – Dave reported that there are two new Lectors he will contact for training.
 - Altar Servers – Bill reported that he has a number of new Altar Servers identified and training will begin on the weekend of October 7th.
- Fr. John reported that the Evangelization committee will recruit people/families to light the Advent candles and bring up the gifts during Mass in Advent.
 - Bill led the team in a closing prayer. Joyce Seng will prepare the closing prayer for the October Liturgy Team meeting, which is scheduled for Monday, November 13th, at 7:30PM, in the Ijamsville Social Hall.

NEXT MEETING:

Monday, November 13th, at 7:30PM in the Ijamsville Social Hall