

LITURGY TEAM REPORT

Meeting of November 13, 2006

Attendees: Bill Crosthwait, Dave Ebner, Fr. John Jicha, Teresa Killar, Claudia Lapcevich, Larry Matheny, Jacqueline Scaletti, Domenic Turchi

Notes/Minutes:

- Bill opened the meeting with a prayer. Chris Lunsford is to lead us in the opening prayer for the December Liturgy Team meeting, which is scheduled for Monday, December 11th, at 7:30PM, in the Ijamsville Social Hall.
- The October Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The October meeting report stands as documented.
- Liturgical Ordo for November and December – The calendar for November and December was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
 - On the 11th of December there are two Liturgy Team Meetings on the calendar, one at 7:00PM and one at 7:30PM. Bill will ask Gloria to remove the meeting scheduled for 7:00PM.
 - On the 11th of December there is a Sodality meeting scheduled in the Growing Room. As the Sodality is no longer meeting, Bill will ask Gloria to remove that meeting from the calendar.
 - There will be Exposition of the Eucharist after each of the Masses on the Feast of Christ the King (the 25th and 26th of November).
 - Friday, December 8th is the Feast of the Immaculate Conception and a Holy Day of Obligation. The Mass at 8:45AM is the only Mass on the calendar. After discussion it was decided that we will have one Mass in addition to the 8:45AM Mass and that will be at 7:00PM. The 7:00PM Mass is not on the calendar. Bill will ask Gloria to put it on the calendar.
 - There are celebrants committed for all of the Christmas Masses. A committee of representatives from each of the Music Ministry groups has met and provisions are being put in place for music at each of the Christmas Masses. The following is anticipated:
 - 4:00PM Mass in the Social Hall – Contemporary Ensemble
 - 4:00PM Mass in the Church – Children’s Choir
 - 6:00PM in the Country Church – Cantor and accompanist
 - 8:00PM in the Church – Women of Worship
 - 11:00PM in the Church – Adult Choir
 - 9:00AM in the Country Church – Men’s choir with accompanist
 - 11:00AM in Church - Cantor and accompanist
 - On the 10th of December we will have Lessons and Carols. Scott will be the accompanist for that. The Carols are anticipated to be more traditional than in the past.

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- Old Business:
 - Advent / Christmas Celebration Team report – Dave reported that the prayers for each Sunday of Advent have been submitted to Larry and are undergoing final review. Fr. John reported that the opening hymn for weekend Masses during Advent will be “Warm the Time of Winter”. Larry reported that he has the scripts for each Sunday of Advent from those on his committee and he will be submitting those to Fr. John for approval prior to sending to Lori for inclusion in the Mass binders. Things appear to be on track for the first Sunday of Advent on December 2nd/3rd. Bill will send Larry a copy of the document that Larry produced last year identifying the “tasks and responsibilities” of the Advent / Christmas celebration team to be sure everything is covered this year.
 - Follow-up on “Church Etiquette” and Fire Drill – Did not happen as scheduled due to the Evangelization committee doing an Adult Education survey which has been put off for some time. It was decided that we would hand out the “Church Etiquette” brochure and have a Fire Drill at the Masses on the weekend of November 18th and 19th, weather permitting. Bill will ask Chris Lunsford to remind the ushers to enforce the items in the “Church Etiquette” brochure, especially those related to entering the worship space during the Liturgy of the Word and children leaving the worship space unaccompanied by an adult.
 - Status of artwork from returned Lenten nails – No report. Bill will again request that Joyce have a report on this for the December meeting.
 - Time and date of Liturgy Team meetings – We reviewed the responses received on meeting date and time preference. Of the 15 on the Liturgy Team, 9 responded with a meeting date and time preference. 6 supported Monday evening as their first choice. 3 preferred a Sunday after Noon Mass meeting. After discussion we decided to leave the meeting as a Monday evening meeting.
 - Ministers for Christmas Masses – Domenic reported that Janice has pursued this for some ministries. For those ministry coordinators who have asked some of the most faithful in the ministry they represent, to select Christmas Masses before the volunteer book is made generally available; those ministers need to be identified with their Mass preference, at the December Liturgy Team meeting. Bill will send email to all of the ministry coordinators reminding them of this.

 - New Business:
 - Larry identified the following on the Advent/Christmas Celebration Team:
 - Peggy Crichton
 - Dave Ebner
 - Larry Matheny
 - Jacqueline Scaletti
 - Jeff Smith.
- Others on the Liturgy Team will get information from Bill indicating that they are on the Lent/Easter Celebration Team and indicating when meetings will start.

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- Dave asked if a “phonetic spelling” could be provided to the Lectors for names that are in the petitions each week. Fr. John indicated that was something that could be pursued through Lori. Bill will follow up with Lori.
- Dave pointed out that, on the web site, we do not have him listed as the ministry coordinator for the Lectors. Bill will follow up.
- Claudia pointed out that when the “Holy Dustbusters” are cleaning the Church, they often find stuff left in the pews that has been put there by one of the organizations in the parish. The “Holy Dustbusters” are unsure about removing this material. Fr. John reiterated the objective that any group who puts materials in the pews or has materials handed out to be taken into Church, is responsible for removing those materials when no longer needed. Same for materials left in the sacristy. Bill will be responsible for getting the “Etiquette” brochures removed from the Church after they have been in the pews for a couple of weeks. Fr. John pointed out that there will not be a music worship aid for Advent as most of the hymns will come from the “Gather” hymn book. Fr. John will check with the music committee to determine if the supplemental worship aids that are currently in the pews are to be removed for Advent. If so, he will ask the committee to be responsible for arranging for removing those worship aids.
- Fr. John indicated that he has asked Sandy Byrnes to participate in the Liturgy Team meetings until a Director of Music is in place.
- We discussed the EM’s cleansing of the sacred vessels. The directive to cleanse the vessels at the credence table during Mass has not been promulgated in our diocese. We will continue to cleanse the vessels per instructions in the EM Handbook.
- Ministry Reports:
 - Pastor – Fr. John indicated that he feels it is time to do recruitment for CLOW or reconsider the number of Masses we do CLOW at. If we do recruitment this weekend, it will have to be after the homily as the fire drill will be the conclusion of Mass. Claudia will speak at the Masses this coming weekend. She can’t do at the 5:30PM Mass on Saturday but she can do all of the Sunday Masses. Fr. John will handle the 5:30PM Mass on Saturday.
 - RCIA – Larry indicated that the group is trying to get formed. The classes are underway but they are more of an inquiry class rather than catechetical sessions. There has been no rite of acceptance with the current group. There will be no adults baptized at the Vigil Service this year.
 - Altar Servers – Bill reported that he completed training for 5 new Altar Servers and they will be assigned in the next schedule. One or two Altar Servers have asked to be dropped from the ministry. The next training sessions for Altar Servers will be in late January.
 - CLOW – Claudia reported that she has 2 new CLOW ministers and she is working to coordinate with them at CLOW sessions rather than have a formal training session. There was discussion of having a video tape of a CLOW session made and available for those interested in the ministry. There was also discussion of having a CLOW session at Mass.

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- EM's – Domenic reported that the handbook which Jeff Blice prepared, defining the detailed procedures and "what it means to be an EM", is ready for distribution and posting on the web site. Domenic will get the document to Bill for posting on the web site. Domenic would like to get ministers to recommit to the Mass times they are available for. Domenic will pursue for the EM's.
- Larry led the team in a closing prayer. Joyce Seng will prepare the closing prayer for the December Liturgy Team meeting, which is scheduled for Monday, December 11th, at 7:30PM, in the Ijamsville Social Hall.

NEXT MEETING:

Monday, December 11th, at 7:30PM in the Ijamsville Social Hall