

# LITURGY TEAM REPORT

## Meeting of January 8, 2007

Attendees: Jeff Blice, Sandy Byrnes, Bill Crosthwait, Dave Ebner, Fr. John Jicha, Teresa Killar, Claudia Lapcevich, Larry Matheny, Jacqueline Scaletti, Joyce Seng, Domenic Turchi

Notes/Minutes:

- Dave opened the meeting with a prayer. Fr. John is to lead us in the opening prayer for the February Liturgy Team meeting, which is scheduled for Monday, February 12<sup>th</sup>, at 7:30PM, in the Ijamsville Social Hall.
- Bill welcomed Jeff to the meeting and indicated that Jeff helps Dom with coordination of the Extraordinary Ministers of the Eucharist.
- The December Liturgy Team meeting report was distributed for review prior to the meeting. The December meeting report stands as documented.
- Liturgical Ordo for January and February – The calendar for January and February was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
  - Many of the Music Ministry rehearsals have moved dates due to changing schedules with the new Director of Music. Sandy and Kim Hess, the new Director of Music, will get the calendar updated identified and completed.
  - Dave pointed out that we should have Prayers of the Faithful on the 13<sup>th</sup> and 14<sup>th</sup> of January which acknowledge the Martin Luther King holiday the following Monday. Dave will prepare something and get it to Lori via email. Those intentions will be used on Monday the 15<sup>th</sup>.
  - Fr. John noted that on the 27<sup>th</sup> and 28<sup>th</sup> we will have children from the various Catholic schools in the area at the weekend Masses. Some will be in uniform. Some will be assigned to bring up the gifts.
  - Dave pointed out that there is an apparent conflict on the 16<sup>th</sup> of January with the Boy Scouts and the Parish Council for use of the Social Hall. Fr. John indicated that the Boy Scouts meeting ends use of the Social Hall at 7:30PM, not 9:00PM so there is no conflict. Bill will ask Gloria to correct on the calendar.
  - Dave brought up the fact that there is a Blood Drive scheduled for the 27<sup>th</sup> of January and suggested that be publicized in the bulletin starting ASAP. Fr. John indicated that the Blood Drive is a Red Cross project that is coordinated with our “Parish Nursing” group. Publicity is handled by both the Red Cross and the “Parish Nursing” group of our Justice and Mercy Committee.
  - Bill indicated that he had checked the calendar for February and there are no conflicts for use of the Social Hall for the Liturgy Team meeting on the 12<sup>th</sup> of February. There was brief discussion concerning the date and time of the Liturgy Team meeting. Fr. John pointed out that our new Music Director is not committed to work on Mondays and would have problems making Monday evening meetings of the Liturgy Team in the future. The Liturgy Team meeting will remain on the second Monday of the month at 7:30PM in the Social Hall, for now. This may be revisited at a future meeting.

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- The calendar shows Mass scheduled for 8:45AM and 7:30PM on February 21<sup>st</sup>, Ash Wednesday. There are Services scheduled for noon and 5:00PM. After discussion it was decided to drop the noon Service and move the 7:30PM Mass to 7:00PM. The final result is that, on Ash Wednesday, we will have Mass at 8:45AM in the Country Church, a Service at 5:00PM in the Ijamsville Church, and a 7:00PM Mass in the Ijamsville Church. Bill will follow up with Gloria to get this corrected on the calendar. Music is required for the Ash Wednesday Mass at 7:00PM. Fr. John will determine if the Youth Service scheduled in the Country Church at 7:00PM on Ash Wednesday will happen.
  - We discussed blessing of throats on the weekend of February 3<sup>rd</sup> and 4<sup>th</sup> and a “Candle Mass” on February 2<sup>nd</sup>. We decided to do individual blessings of throats by the Clergy and EMs after all Masses on the weekend of the 3<sup>rd</sup> and 4<sup>th</sup>. Dom will notify the EMs scheduled that weekend. Teresa and the Liturgical Environment committee will handle getting candles to be blessed to the Country Church for the 8:45AM Mass on Friday, the 2<sup>nd</sup> of February.
  - Dave noted that the Scouts are using the Social Hall for a pancake breakfast on the 11<sup>th</sup> of February. Claudia will notify the scheduled CLOW ministers that they will need to find alternate space in the Parish Center for CLOW on that Sunday.
  - We discussed recognition of Scouts on a particular weekend. Fr. John will follow-up with the Scout Masters to schedule a recognition Sunday.
- Advent/Christmas Celebration Team report / Review and Evaluation of Advent:
    - Bill indicated that the following was the attendance at the Christmas Masses:  
Christmas Eve:

▪ 4:00PM – Church	849
▪ 4:00PM – Social Hall	470 (people left unable to find seating)
▪ 6:00PM – Country Church	? (the Church was full)
▪ 8:00PM – Church	474
▪ 11:00PM – Church	360

Christmas Day:

▪ 9:00AM - Country Church	156
▪ 11:AM – Church	426
    - Fr. John suggested that we move the 9:00AM Mass on Christmas day to an 8:00AM Mass.
    - Joyce indicated that we need to focus on distribution of communion in the Country Church when we anticipate a full church. We discussed having an announcement on the procedure to be used, distribution only in the front of the Country Church, distribution under “one species” and getting information from those who were ushers in the Country Church prior to moving to our Ijamsville Church, on the procedures used in the past. This will be an item for the 2007 Advent/Christmas Celebration Team to address. Dom pointed out that he was an EM in the Social Hall at 4:00PM and, prior to Mass, he worked the procedures out with the visiting Priest, the Ushers and the other EMs and it worked well.

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- Claudia noted that, on the third Sunday of Advent, there was no family for lighting the Advent wreath at one of the Masses. Fr. John said this happened at two or three Masses during Advent. The Evangelization committee is responsible for recruiting families and will consider sending a schedule in the mail, phone calls, and other forms of reminders to be sure we have all Masses covered with families to light the Advent wreath in the future.
- Joyce noted that one of the window candles was lighted when she helped with removing some of the decorations after Christmas. This has happened in the past and is difficult to prevent. It was noted that with the “hurricane lanterns” and the size of the candles put in the windows, things were “safe”.
- For next year Fr. John would like the Liturgy Team, as well as the Advent/Christmas Celebration Team, to focus more on the detail in the calendar to insure that all activities, such as the blessing of homes with chalk and the blessing of expectant parents, are prepared for. There was discussion about how much preparation is required from the Advent/Christmas Celebration Team. We will need to more clearly define the Celebration Team responsibilities and determine if the Advent/Christmas Celebration team is required to prepare for Advent through the Feast of the Holy Family or if that team is to prepare for Advent through the Baptism of the Lord. Bill and Larry will work that out.
- Lenten/Easter Celebration Team Report:
  - Bill reported that the team has met once. The team has collaborated via email. A second meeting is scheduled after the Liturgy Team meeting on January 8<sup>th</sup>.
  - A “theme” of “Come, Follow Me” has been selected.
  - A detailed plan of action items is documented from last year and will be used as a guide of activities for preparing for Lent this year.
- Old Business:
  - Follow-up on “Church Etiquette” and Fire Drill – Bill checked with Fr. John after the December Liturgy Team meeting to determine if there is some requirement to have the fire drill before a specific date. Fr. John indicated that we have a documented “disaster plan” which indicates we will have “fire drills”. We did not have a fire drill at the end of 2006 due to weather conditions on the weekends when we planned to have the fire drill or conflicts with other activities scheduled for weekends at the end of the year. Fr. John indicated that he would like to tie the “Church Etiquette” discussion and the fire drill together on one weekend because both cover behavior at Church. It was decided that we will have the “Church Etiquette” discussion and fire drill, weather permitting, this coming weekend, February 13<sup>th</sup> and 14<sup>th</sup>. To prepare for this we need to do the following:
    - Brochures in the pews – Bill will handle
    - Stuff the bulletins with brochures – Bill will handle
    - Notify Janice – Bill will handle
    - Notify Music Ministry of no closing hymn – Sandy will notify Kim

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- Ask Chris to notify Ushers and be sure people don't try to go down the hills outside the Church – Bill will email Chris.

Bill will follow-up with getting a sign prepared indicating that parishioners should not enter Church during the readings.

- Status of artwork from returned Lenten nails – Bill has no status on this subject. Bill will follow-up with George Reggio.
- New Business:
  - Bill will not be in town to lead the February Liturgy Team meeting. Dave will conduct the February meeting. Bill will try to prepare the agenda for the February meeting before he leaves town at the end of January. THANKS Dave!
- Ministry Reports:
  - RCIA – Larry indicated that the adult group is coming together well. We may have a “Rite of Welcoming” and/or “Rite of Enrollment” in the January or early February timeframe. Dismissals would start then. The dismissals may move among the Masses so more of the Parish can experience what the candidates are going through. The RCIA team is in the process of interviewing those who have been coming to classes to be sure the candidates are committed. There will be no adults baptized at the Vigil Service this year. During the Easter season there may be some adults who have been baptized who will be brought into “Full Communion”. We may have some of those baptized adults participate in the “Rite of Continuing Conversion” during Easter. There will be none going through the “Rite of Election”. The Music Ministry preparation for “Special Rites” during Lent will not be required this year.
  - Cross Bearers and Lectors – Dave feels that the email weekly reminders that he sends out are of value.
  - Extraordinary Ministers of the Eucharist – Dom plans to do training in late January or early February. It may be training only for those who indicate that they would like to be “Head EMs” or “refresher training” for the entire group of EMs. Dom wants to send postal mail to all EMs getting them to recommit to being an EM, indicating if they would like to be a “Head EM, and identifying their Mass preferences as well as verifying email addresses and phone numbers. Dom and Jeff will prepare that letter and it will be sent from Dom, Jeff Bilce, and Fr. John. Jeff discussed the distribution of assignments for individuals in the recent three month Liturgical Minister schedule. Some people are assigned as many as 9 times in three months and some, none or once. We concluded that, given the numbers of EM we have, ideally EMs will be scheduled twice a month. The discussion continued into “going to one Species when assigned EMs are not present”. The plan going forward is to recruit and train “Head EMs” and then make the “Head EM” responsible for getting EMs together at each Mass and handle recruiting additional EMs if there are “no shows” at that Mass. The Sacristan will recruit any other Liturgical Ministers required. We will not consider going to less than four cups and, if the “Head EM” does not have the full compliment of EMs in place, ten minutes prior to the start of Mass, the decision will be made to go to one Species. We discussed having the Liturgical Ministers processing in at the start of

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Mass. This discussion, of moving Liturgical Ministers to the Assembly, will be revisited at a future Liturgy Team meeting. We also covered having the Liturgical Ministers pray before Mass. This will also be reviewed at a future Liturgy Team meeting.

- CLOW – A few new CLOW ministers are anticipating STAND training in January. The dates for STAND training are on our St. Ignatius Liturgy web site. Claudia is concerned about STAND training for those under 18. Information on STAND training in general is on the Central Maryland Catholic web site ([www.centralmdcatholic.org](http://www.centralmdcatholic.org)). There have been a few “Senior Citizen” volunteers for CLOW and that indicates the effectiveness of the recruiting that Claudia has done. Claudia will follow-up on where the bin with materials for CLOW is located and where the “Profession of Faith” boards are kept.
- Pastors Report – Fr. John reported that Kim Hess has been hired as Music Director and is on board as of the first of the year. Staff positions for Directors of Youth Ministry and Faith Formation remain open at this time. This is not a good time of year to anticipate filling these positions. An administrative staff position to support the Music Ministry has been filled by Sandy Byrnes. Several applicants are available for other administrative staff positions that are open.
- Liturgical Environment – Bill complimented Teresa and her team on the decorations for Christmas. Teresa reported that the trees were donated by Ken Greene. Her team is focused on cleaning up after Advent/Christmas and focusing on preparing for Lent. She has a meeting at the end of January. Dave suggested that it may be useful to have a bulletin announcement indicating when help was needed by the Liturgical Environment committee for decorating.
- Music Ministry – Sandy reported that the music rehearsal schedules for the various choirs will be changing with the hiring of a new Music Director. Kim has met with all of the groups and the schedule changes are being worked through.
- Altar Servers – Bill reported that there are currently 24 Altar Servers. The next training sessions for Altar Servers are scheduled for January 20<sup>th</sup> and 21<sup>st</sup>. Bill anticipates at least 6 Altar Servers will be trained in January. The K of C is sponsoring bowling for all Altar Servers on January 27<sup>th</sup>. Bill anticipates that event will be well attended. The recognition of Altar Servers by the K of C is appreciated.
- Larry led the team in a closing prayer. Teresa Killar will prepare the closing prayer for the February Liturgy Team meeting, which is scheduled for Monday, February 12<sup>th</sup>, at 7:30PM, in the Ijamsville Social Hall.

### **NEXT MEETING:**

**Monday, February 12<sup>th</sup>, at 7:30PM in the Ijamsville Social Hall**