

# LITURGY TEAM REPORT

## Meeting of March 12, 2007

Attendees: Bill Crosthwait, Janice Dec, Dave Ebner, Kimberly Hess, Fr. John Jicha, Teresa Killar, Claudia Lapceovich, Larry Matheny, Jacqueline Scaletti, Joyce Seng, Domenic Turchi

### Notes/Minutes:

- Joyce opened the meeting with a prayer. Chris Lunsford is to lead us in the opening prayer for the April Liturgy Team meeting, which is scheduled for Thursday, April 12<sup>th</sup>, at 8:00PM, in the Ijamsville, Thomas T. Polk, Social Hall.
- The February Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. Fr John asked Joyce about the purpose of announcing the name of the person who is to be leading the Rosary on Saturday evenings. Joyce indicated that the intention was that the person leading the Rosary would stand and those in the Church could see who it was and where the group was gathering to pray the Rosary. Joyce reported that on Saturday, the 10<sup>th</sup> of March, there were fourteen (14) who stayed after the 5:30PM Mass for the Rosary. The February meeting report stands as documented.
- Liturgical Ordo for March and April – The calendar for March and April was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
  - Teresa asked for clarification of the decision as to what Easter Masses will have distribution of Communion under one species. The conclusion of the team was that the Vigil and the 10:00AM Mass in the Church will have distribution of Communion under both species. All other Easter Masses will have distribution of one species. For those Masses where one species is distributed there will be double the number of normal distribution stations so the full number of EMs is required to be scheduled. There was discussion of the issues with distribution of Communion at the Country Church at Christmas. The conclusion was that the ushers who were familiar with ushering at Mass in the Country Church could help resolve the issues if they sign up to usher at the Easter Mass in the Country Church. Bill will contact Chris to see if Chris can help facilitate that.
  - There was discussion of getting Feast Days and other significant dates (like Candle Mass) on our parish calendar. That is an on-going effort.
  - Joyce pointed out that the “Holy Dustbusters” should be scheduled from 9:00AM to 10:30AM on April 2<sup>nd</sup>. Bill will get that change made.
  - The April Liturgy Team meeting was scheduled for April 9<sup>th</sup>, the day after Easter. It was agreed to move the April Liturgy Team meeting to Thursday, April 12<sup>th</sup>, at 8:00PM in the Ijamsville, Thomas T. Polk, Social Hall. Bill will get that change made.
  - The 8:45AM Mass on April 9<sup>th</sup> should be deleted from the calendar. Bill will get that change made.
  - On Easter Sunday, April 8<sup>th</sup>, the “RCIA dismissal and class” should be deleted from the calendar. Bill will get that change made.
  - On March 18<sup>th</sup> the “Seder Meal” should be deleted from the calendar. Bill will get that change made.
  - On April 12<sup>th</sup> a choir practice is to be added. Kim will get that change made.

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- Lenten / Easter Celebration Team Report – Bill went through the list of open action items for the Team with the following status:
  - Action Item 2 – Introduce the Lenten Theme to the parish with a bulletin announcement for the weekend of March 17<sup>th</sup>/18<sup>th</sup>. Did not happen.
  - Action Item 4 – Prepare blessing for palm burning ceremony. Complete.
  - Action Item 6 – Bulletin items each week by the Confirmation group. Did not happen.
  - Action Item 8 – Outdoor signage for Easter Services – Signs from last year are to be repaired and used. Bill will pursue. The objective is to have the signs up by March 23<sup>rd</sup>.
  - Action Item 19 – Worship aids for weekend Masses during Lent. Kim reported that worship aids have been and will continue to be available for Sunday Masses during Lent.
  - Action Item 21 – Visuals for the Church. A visual for the Altar and drape/banner for the rear of the Church are in place. Both are very nice.
  - Action Item 22 – Sign for Lent reflecting the “theme” – Joyce got a sign for Rt. 80 and one for the Country Church.
  - Action Item 24 – Rosary after Saturday Mass during Lent – On-going and well attended.
  - Joyce will get information to Lori for an announcement at weekend Masses concerning the Monday and Thursday and prayer group meetings during Lent.
  - All other action items are “Completed”.
  
- Old Business:
  - Status of recommitment effort and training of head EMs – No change. Continuing effort
  - Procession of Liturgical Ministers into Church – No change. Will wait until after Easter Season until revisiting
  - Liturgical Ministers praying before Mass – Should be doing five (5) minutes before the start of Mass
  - Sign-up of Liturgical Ministers for Easter week Services – Each of the coordinators for the Liturgical Ministries will pursue with those in the ministry they represent. Bill will contact the coordinators for Ushers (Chris Lunsford) and Greeters (Peggy Crichton and Jeff Smith) who were not present at the meeting to ask them to pursue getting additional Liturgical Ministers signed up.
  - Coordinators for Easter Week Services:
    - Palm Sunday – Bill will get a bulletin announcement requesting that parishioners/families who would like to participate in the Palm Procession show up thirty (30) minutes early for Mass on Palm Sunday (31<sup>st</sup> of March and 1<sup>st</sup> of April) to get instructions. The ushers will recruit parishioners as they arrive to participate in the procession. Bill will contact Chris Lunsford to let him know that the ushers are to do recruiting. The following people will give instructions and coordinate the Palm Procession:
      - 5:30PM – Bill
      - 8:00AM – Janice
      - 10:00AM – Dom
      - Noon – Claudia and Peggy Crichton

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There is no formal rehearsal for Palm Sunday (only instructions for the Palm Procession just prior to the start of Mass).

- Holy Thursday – Teresa, Janice, Dave and Georgene Ebner. The rehearsal for Holy Thursday is on Tuesday, April 3<sup>rd</sup> at 6:30 in the Ijamsville Church. The Holy Thursday Service is at 7:30PM on Thursday, April 5<sup>th</sup>, in the Ijamsville Church.
- Good Friday – Bill, Joyce, and Jacqueline. The rehearsal for Good Friday Services is not on the calendar but will be at 6:00PM on Friday, April 30<sup>th</sup> in the Ijamsville Church. Bill will get the rehearsal added to the calendar. Father John asked about music for the 3:00PM Stations on Good Friday, April 6<sup>th</sup>. Bill reported that last year we did the Biblical Way of the Cross with music. Bill will get the information from last year to Kim. This year Larry will be the presider for the Good Friday Solemn Liturgy at 7:30PM in the Ijamsville Church. Dave Ebner will be the presider for the Stations at 3:00PM in the Ijamsville Church.
- Easter Vigil – Larry, Dom, Teresa and Felix Killar, Janice. Rehearsal for the Easter Vigil is scheduled for 1:30PM on Saturday, April 7<sup>th</sup>. The RCIA component of this rehearsal is not required this year. The Easter Vigil Mass will be at 8:00PM in the Ijamsville Church.
- Easter Sunday – A head EM will be assigned for each of the Easter Sunday Masses. Instructions will be given to the head EM regarding preparing for and cleaning up after, each Mass. Janice will get the instructions to Dom. Dom will coordinate with the head EM's. The Easter Sunday Masses are:
  - 6:00AM – Urbana Country Church
  - 8:00AM – Ijamsville Church
  - 10:00AM – Ijamsville, Thomas T. Polk, Social Hall
  - Noon – Ijamsville Church (Liturgy With Children)
  - Noon - Ijamsville, Thomas T. Polk, Social Hall

Joyce brought up the fact that several parishioners did not realize that attendance at the Vigil Mass satisfies the requirement for attendance on Easter Sunday. Bill will get the bulletin item concerning this from last year into the bulletin this year.

- New Business:
  - Review of Easter Week Services – covered under old business.
  - Attendance at Ash Wednesday Services – The numbers are not exact but the following is the best estimate:
    - 8:45AM – 100
    - 5:00PM – 500
    - 7:00PM – 250
  - Kim asked about how the scripts will be revised for the Vigil given that there will be no call of the elect this year. Larry and Fr. John will work that out and develop new scripts which will be coordinated with Kim and those responsible for the Vigil Service. If the congregation is asked to come forward to bless themselves with water from the pool, those who can not handle the steps will be instructed to use the ramp.

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- Father John announced that Scott Hawkins has taken another position and will no longer be an accompanist for our parish after April 22<sup>nd</sup>. An appropriate sendoff / recognition event for Scott will be held.
- Ministry Reports:
  - Liturgical Environment – Teresa reported that things are in place for Easter. Teresa thanked Joyce for the Lenten drape / banner that is in the rear of the Church. Plans for Easter decorations are in place. Palms, flowers, and candles for Easter have been ordered.
  - Sacristan – Supplies for Easter Services and Masses have been ordered. Celebrants for the Easter Services and Masses are in place. Janice will let Joyce know where the candelabras are stored so they can be cleaned prior to Easter. There is still an issue with Liturgical Ministers missing assignments. We will revisit that issue after Easter.
  - Music – Rehearsals have been switched to accommodate the days when Kim can be available. In general things are going well with the choirs. Recruiting for additional members of the handbell choir is underway. There will be brass at a majority of the Easter Services and Masses. The sequence will be sung at Easter Masses. Claudia suggested that more parental supervision is needed when the Children's Choir is singing.
  - Extraordinary Ministers of the Eucharist – Bill asked about blessing of children when they come with their parents for communion with arms crossed. We will discuss this at a future meeting to get consistency among the EMs.
  - CLOW – Claudia reported that there were challenges getting three new CLOW ministers on the most recent schedule. Claudia is having the three new ministers fill in where the schedule indicates "minister needed".
  - Lectors / Crossbearers – Dave reported that there are scheduling issues that are impacting these ministries (people double booked at the same Mass or on the same weekend). Fr. John requested that the Liturgical Ministers schedule be reviewed by him prior to being sent out. Janice requested that the ministry coordinators be sure that the office has the proper ministers identified for each of the ministries.
  - Altar Servers – Bill reported that there are currently 24 Altar Servers. The next training sessions for Altar Servers will be scheduled for early-to-mid May. The K of C sponsored bowling for all Altar Servers on January 27<sup>th</sup>. The event was well attended. The recognition of Altar Servers by the K of C is appreciated.
- Jacqueline led the team in a closing prayer. Bill Crosthwait will prepare the closing prayer for the April Liturgy Team meeting, which is scheduled for Thursday, April 12<sup>th</sup>, at 8:00PM, in the Ijamsville, Thomas T. Polk, Social Hall.

### **NEXT MEETING:**

**Thursday, April 12<sup>th</sup>, at 8:00PM in the Ijamsville, Thomas T. Polk, Social Hall**