

# LITURGY TEAM REPORT

## Meeting of April 14, 2008

Attendees: Jeff Blice, Sandy Byrnes, Bill Crosthwait, Fr. Michael Jendrek, Claudia Lapceovich, Chris Lunsford, Deacon Larry Matheny, Dino Scaletti, Joyce Seng

### Notes/Minutes:

- Bill opened the meeting with a prayer. Jeff Blice is to lead us in the opening prayer for the May Liturgy Team meeting, which is scheduled for Monday, May January 12<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.
- Bill thanked all of the Liturgy Team members for their efforts while he was away during the first months of this year. A special thanks to Jeff and Chris who conducted and documented the February and March Liturgy Team meetings and to Larry who provided significant guidance in preparation for Lent/Easter. Thanks to the entire Liturgy Team for working to make the Lent/Easter celebration very spiritual and meaningful for our parish community this year.
- Bill introduced our new Pastor, Fr. Michael Jendrek, to the Liturgy Team. Bill explained that the meetings of the Liturgy Team are recorded to help with producing minutes. All of those present identified what ministry they coordinate. WELCOME FR. MIKE!
- The March Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The March meeting report stands as documented.
- Liturgical Ordo for April and May – The calendar for April and May was distributed prior to the meeting and copies were available at the meeting. The calendar was reviewed with the following comments:
  - Bill agreed to pursue an explanation for why we did not have Stations of the Cross on Good Friday.
  - There is no 5:30PM Mass on the calendar for Saturday May 3<sup>rd</sup>. Bill will arrange to have the calendar updated.
  - There will be nothing special for the Masses on the weekend of May 3<sup>rd</sup>/4<sup>th</sup> celebrating the feast of the Ascension of The Lord. The colors remain white for that weekend.
  - On the weekend of May 10<sup>th</sup>/11<sup>th</sup>, we will be celebrating Pentecost. That weekend is also Mothers Day. We discussed what we have done in the past on Pentecost and concluded that this year we will celebrate the liturgy for Pentecost, have a special blessing at the conclusion of each Mass for Mothers, and the color for that weekend is red.
  - Sunday May 11<sup>th</sup> is Community Sunday and is assigned to the Liturgy Team and Music. Bill will contact those on the Liturgy Team to get volunteers to help with Community Sunday after each of the Masses. Bill will also contact Frank to get help from the Music Ministry.
  - On the weekend of May 24<sup>th</sup>/25<sup>th</sup> we will have a petition for those who we recognize the following Monday, Memorial Day. Bill will send email to Lori to follow-up.
  - Fr. Mike will resolve where the 10:00AM Mass will be held on Memorial Day.
  - Fr. Mike noted that taking up the collection, especially when there is a second collection, is requiring too much time. After discussion it was determined that additional ushers will help with that and additional baskets, which are distinguishable from the first collection baskets, will be required. Fr. Mike and Chris will pursue this. Chris will also work with Fr. Mike to get an Ushers meeting arranged.
  - The monthly 5:00PM Mass is on the calendar for Sunday, May 11<sup>th</sup>. Larry indicated that has been moved to the 18<sup>th</sup> to avoid the conflict with Mothers Day. Bill will arrange to have the calendar updated.

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- The “Little Sisters of the Poor” are on the calendar for May 18<sup>th</sup>, 24<sup>th</sup>, and 25<sup>th</sup>. Fr. Mike will determine the correct dates (they are going to be at our Church only one weekend) and arrange to have the calendar updated.
- Old Business:
  - Scheduling of Liturgical Ministers – Jeff suggested that the “Ministers Needed” note that is posted or goes out to Liturgical Ministers, indicate that those who can fill an open slot contact the Ministry Coordinator so that she/he knows what slots are unfilled. Sandy will follow-up. The wording on the weekly “reminder” to liturgical ministers should request that they locate a substitute if they are unable to fill their assignment. Sandy indicated that change has been made.
  - Roster on the web site – After discussion it was decided that Sandy will send an email to all Liturgical Ministers asking if they have issues with posting of their name and email address, not phone number, on our web site. We can then delete the email address of any ministers who have problems with posting of their email address.
  - Liturgical Ministers for Confirmation on April 25<sup>th</sup> – Colleen is handling.
  - 5:00PM Mass - Chris noted that attendance at the 5:00PM Mass on the second Sunday of the Month has gone from 380 when initiated to 160 last month. The plan is to continue with the 5:00PM Mass thru June and then pick back up in September.
  - Jeff requested that “summer scheduling” be on the agenda for the May Liturgy Team meeting. Bill will arrange.
  - Budget for Nativity Set – After discussion it was concluded that we do not currently have a useable nativity set. Joyce would like to go to a “liturgical warehouse” she has heard of in Pennsylvania to get a “feel” for what it may take to purchase a nativity set. It is felt that between \$500 and \$1500 may be required to purchase a new nativity set. Bill and Joyce will pursue.
- New Business:
  - Attendance at Lent/Easter Services – Bill reported the following numbers which he got from the parish staff:
    - Ash Wednesday
      - 8:45AM – 75
      - 5:30PM – 519
      - 7:30PM – 281
    - Holy Thursday – 240
    - Good Friday
      - 3:00PM – 60
      - 7:30PM – 217
    - Easter Vigil – 280
    - Easter
      - 8:00AM – 542
      - 10:00AM – 815
      - Noon – 750

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- Evaluation of Lent/Easter
  - Would like to use the Country Church in some way for Lent/Triduum/Easter Services.
  - The 10:00AM and Noon Masses on Easter Sunday had people standing outside the front doors of the Church. It would be nice to extend the sound system outside with temporary speakers for those people outside.
  - We could speed up distribution of Communion with more “Host” stations when the Church is filled.
  - Foot Washing on Holy Thursday, with the children observing, was well received.
  - Joyce noted that the Easter Lilies which were in the Church for Easter Sunday would not last for much of the Easter Season. Joyce arranged to have them replaced, free of charge, with the beautiful hydrangeas which are currently in the Church.
- Ministry Reports:
  - Cross Bearers and Lectors – Dave reported via email that “All is well” with the Cross Bearers and Lectors. There is a need for more ushers, especially at Noon
  - Altar Servers – Bill reported that training for new Altar Servers will be this coming weekend. The documented “Procedures for Altar Servers” will be updated.
  - Ushers – Chris will meet with Fr. Mike to discuss how to increase the number of Ushers.
  - EMs – Jeff requested that, any deviations from normal practice at Mass, such as First Communions, should be reviewed with the Ministry Coordinators impacted, so that procedures can be communicated to the ministers affected.
  - Deacon – Larry reported that there are three potential candidates for Baptism at the Easter Vigil next year.
  - CLOW – Additional CLOW ministers are needed. We are down to nine ministers which are minimally sufficient to support CLOW at one weekend Mass. Our objective is to expand to two or three Masses per weekend with CLOW. Claudia will coordinate with Colleen to see if sending something to parents of Faith Formation students would be appropriate. Claudia will also discuss the situation concerning the number of CLOW ministers with Fr. Mike.
- Bill led the team in a closing prayer. Joyce is to prepare the closing prayer for the May Liturgy Team meeting, which is scheduled for Monday, May January 12<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.

### NEXT MEETING:

Monday, May 12<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall