

LITURGY TEAM REPORT

Meeting of July 13, 2009

Attendees: Bill Crosthwait, Fr. Michael Jendrek, Claudia Lapcevich, Jacqueline Scaletti, Mary Ellen Woehrman

Notes/Minutes:

- Bill opened the meeting with a prayer. Bruce Baumgarten is to lead us in the opening prayer for the September Liturgy Team meeting, which is scheduled for Monday, September 14th, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.
- The May Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The May meeting report stands as documented.
- Mary Ellen inquired about the “dress code” for Lectors. Bill agreed to send Mary Ellen information he has on that.
- Calendars - The calendars for July, August, and September were distributed prior to the meeting and copies were available at the meeting. The calendars were reviewed with the following discussion:
 - Bill noted that he saw three or four apparent facility conflicts, none of which was extremely significant. Bill will cover these with Carol Smith for resolution.
 - Mary Ellen inquired about the K of C ticket raffle being on the calendar for only one weekend in July. Fr. Mike indicated that the raffle was taking place on Saturday the 18th and that the calendar was correct.
 - Fr. Mike pointed out that Archbishop O’Brien is going to celebrate the Noon Mass on Sunday, September 20th. After that Mass Archbishop O’Brien will preside over the installation of the new officers for the K of C, Fr. Vincent R. Capodanno, 4th Degree Assembly. This will be the Archbishop’s first formal visit to our Parish. We discussed some of the possibilities for arrangements for this visit and will resolve at our September Liturgy Team meeting. Bill indicated to Fr. Mike that the Liturgy Team would like to make this visit from the Archbishop a significant occasion and would be willing to help in any way possible.
 - The Feast Day of our parish Patron Saint, Ignatius of Loyola, is Friday the 31st of July. We decided that we will celebrate with receptions after each of the Masses, including the 5:30PM Mass on Saturday, on the weekend of August 1st and 2nd. On Sunday the 2nd of August the K of C is responsible for “Community Sunday” receptions after each of the Sunday Masses. Bill will coordinate with the K of C to work the theme of St. Ignatius of Loyola into the “Community Sunday” receptions. The Liturgy Team will handle the reception after Mass on Saturday the 1st. Bill will get bulletin announcements arranged and put together a brochure for the occasion. We discussed arrangements for the receptions. Claudia and Mary Ellen offered to help with the receptions.
 - Fr. Mike indicated that “groundbreaking” for our multi-purpose building should take place in September. We will want to have that be a significant parish occasion. The Liturgy Team will review at our September meeting to determine what kind of celebration will be appropriate.

LITURGY TEAM REPORT

Meeting of July 13, 2009

- Old Business:
 - Ambry – Joyce was not at the meeting and no new information on the ambry was available. We decided to defer further discussion on this subject to the September meeting.
 - Information for Ushers in case of Medical Emergency – Bill reviewed information that Chris was to distribute to the Ushers indicating that there are no very detailed and specific guidelines to use in case of a medical emergency in Church. It was suggested that the guide should be “what would a reasonably prudent person do given the situation” and error on the side of calling “911” if in doubt. We also discussed purchase of AEDs. Bill indicated that the AED question has been referred to the Parish Council. Jacqueline said that Lou Raeder may be an excellent contact to reference for AED instruction.
 - Church Etiquette and republish of our tri-fold – Fr. Mike indicated that he would like to take action on this. We need to determine the best timing and format to re-publish the etiquette brochure. Bill will work with Fr. Mike to review what we currently have and the team can discuss at our September meeting. Claudia suggested an announcement at the start of Mass indicating cell phones should be “silenced”. Fr. Mike will follow-up.
- New Business:
 - Bill handed out documentation of “Important 2009/2010 Liturgy Team Dates”. We briefly discussed upcoming dates and nothing requiring immediate planning from the Liturgy Team was identified.
 - Jacqueline asked about picture of Archbishop O’Brien outside the Social Hall and inquired if we could get a picture of Fr. Polk to put there. Fr. Mike will follow-up.
- Ministry Reports:
 - Lectors - Mary Ellen reported that she has two new Lectors she has trained who will be on the Ministry assignments starting with the September schedule. Bill suggested that the “Daily Mass Readings (Audio)” is an excellent reference for Lectors and there is a link to that web site on our parish website.
 - Altar Servers – Bill reported that he trained a couple of new Altar Servers.
 - Ushers – Fr. Mike suggested that we need additional ushers. Bill will get a bulletin announcement in the next week or so.
 - We discussed doing a Liturgical Ministry “in-pew” recruitment in November. We can follow-up at the September Liturgy Team meeting.
- Claudia led the team in a closing prayer. Joyce Seng is to prepare the closing prayer for the September Liturgy Team meeting, which is scheduled for Monday, September 14th, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.

NEXT MEETING:

Monday, September 14th, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall