

# LITURGY TEAM REPORT

## Meeting of September 14, 2009

Attendees: Bruce Baumgarten, Jeff Blice, Sandy Byrnes, Bill Crosthwait, Chris Lunsford, Deacon Larry Matheny, Cathy Scoppa, Joyce Seng

### Notes/Minutes:

- Bruce opened the meeting with a prayer. Jeff is to lead us in the opening prayer for the November Liturgy Team meeting, which is scheduled for Monday, November 9<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.
- The July Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The July meeting report stands as documented.
- Calendars - The calendars for September, October, and November 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 an apparent facility conflict on September 24<sup>th</sup>. Sandy pointed out that the conflict had been resolved and the calendar updated.
  - The “Marriage Renewal” Masses in November on the 7<sup>th</sup> and the 21<sup>st</sup> are “private” Services for couples renewing marriage vows. Sandy will update the calendar to reflect such.
  - The Mass on Thanksgiving Day will be at 8:00AM in the Ijamsville Church, not 8:45AM in the Urbana Country Church. Sandy will update the calendar.
  - November 1<sup>st</sup> is All Saints Day and November 2<sup>nd</sup> is Commemoration of All the Faithful Departed (All Souls) Day. Sandy will update the calendar.
  - The First Sunday of Advent will be celebrated at the Vigil Mass on November 28<sup>th</sup>. Sandy will update the calendar.
  - Larry reported that Fr. Mike is OK with the plans for the Noon Mass that Archbishop O’Brien will be celebrating on September 20<sup>th</sup>. The K of C is handling planning for this Mass as after the Mass Archbishop O’Brien will preside over the installation of the new officers for the K of C, Fr. Vincent R. Capodanno, 4<sup>th</sup> degree assembly. There was some discussion/clarification of distribution of Eucharist for that Mass.
  - Training for new EM’s on the first Tuesday of each month appears to have dropped off of the calendar. Sandy will update the calendar for October and November. Jeff will work with Carol Smith to attempt to find a convenient time for training “Youth” as EM’s.
  - Larry indicated that on October 11<sup>th</sup>, after the 10:00AM Mass, Bishop Rozanski will lead a “groundbreaking/blessing of the site” ceremony for the new multi-purpose building. Bill requested that if any support is required from the Liturgy Team for the groundbreaking or Mass that Bishop Rozanski will be celebrating, please let him know and he will engage the appropriate Ministry coordinators.
- Old Business:
  - Anything required for September 20<sup>th</sup> Noon Mass – Covered when discussing the calendar.
  - Evaluation of St. Ignatius Feast Day Celebration – Bill said that he had feedback from two parishioners who regularly attend the Saturday Vigil Mass, indicating that they appreciated the reception after the 5:30PM Mass. There was discussion about the issues related to having “Community Sunday” include the 5:30PM Mass each month. No conclusion was reached.

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- “Groundbreaking” Plan – Covered when discussing the calendar.
  - Ambry – Joyce reported that no new information on the ambry was available. It seems like the significant decision to be made is where to locate an ambry. Once the location is determined then discussion can proceed on what kind of an ambry would be appropriate. We decided to defer further discussion on this subject to the November meeting.
  - Joyce reported that arrangements are being investigated to get an electrical outlet on the shelf that extends above the Church doors.
  - Joyce also indicated that there is consideration of a location and method for better storing the processional cross that is typically in a stand in the Narthex.
  - Chris brought up the fact that the entry doors, which are “fire doors”, into the Church are collapsing on each other because the closing arms have been removed so that the doors can swing completely open. This is an issue for the Ushers. After considerable discussion it was determined that Bill will bring this up with the Facilities person on the Parish Council.
  - Church Etiquette and republish of tri-fold – Bill indicated that nothing has been done on this since the last Liturgy Team meeting. Bill will pursue with Fr. Mike prior to the November Liturgy Team meeting.
  - Fr. Polk picture – Larry reported that Fr. Mike is working on this. It was suggested that there are pictures of Fr. Polk that were used for the Church dedication program and the Parish directory that could possibly be scanned and used.
  - In-Pew Ministry recruitment in November – The plan continues to be that an “in-pew” recruitment of Liturgical Ministers will be held in November. The date has not been set. Bill will work to get a date established. Sandy pointed out that, if people are to be trained before the next schedule, we will need to do the recruitment and training in early November.
- New Business:
    - Bill handed out a one page list, developed by Carol Smith, of Religious Education Liturgical Events for 2009-2010. Nothing immediate is on that list requiring Liturgy Team support.
    - Bill handed out a flyer/registration form, at the request of Carol Smith, for the 20<sup>th</sup> Anniversary of the Archdiocesan Institute, on October 10<sup>th</sup>, in Severn, MD. A note from Carol indicated that the event would be “FREE” to members of the Liturgy Team. If interested, Liturgy Team members should complete the registration form and get it to Carol.
    - Mass attendance numbers – Jeff provided charts on and discussed the Mass attendance numbers from December of 2008 thru July of 2009. This information will be used for determining the number of hosts provided at weekend Masses.
    - Mary Ellen Woehrman indicated, via email, that we will be having “flu clinics” at the Community Sunday in both October and November. Bill will clarify with Mary Ellen and arrange for a bulletin announcement.
    - Joyce reported that the “Dustbusters” are following the diocesan guidelines recommended for Church cleaning to minimize spread of any flu virus.
    - Bill reported that Fr. Mike has arranged for hand sanitizer to be available for EM’s at the foot of the ramp leading to the sanctuary. There was discussion of distribution of Eucharist during this time of heightened sensitivity to “flu”.
    - Advent – Other than the Liturgical Environment and Music, there is nothing “significant/special” planned for Advent.

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- Ministry Reports:
  - Cross Bearers – Bruce reported that he had no requests to provide training for new Cross Bearers recently. He has followed-up on all of the names he has been given for potential new Cross Bearers.
  - CLOW – Cathy reported that CLOW has restarted after the summer break. Things are going well. Of the five names she has been given for CLOW volunteers, one has been trained and is now helping out. We continue to have sufficient volunteers for the 10:00AM Mass but, at this time, we don't see expanding CLOW to another Mass. It was estimated that approximately 25-30 children participate in CLOW at the 10:00AM Mass each weekend.
  - EM's – Jeff would like the team to consider a directory of ministers with pictures. It was not determined if this is feasible.
  - Ushers – Chris handed out a suggested guideline for Ushers responding to a medical emergency during Mass. This was discussed at length. Chris will follow-up with Fr. Mike on the suggested guideline.
  - Altar Servers – Bill reported that he trained three new Altar Servers last month.
  - Deacon Larry – Larry reported that RCIA may have two candidates for Baptism.
  - Liturgical Environment – Joyce pointed out that "Holy Dustbusters", who clean the Church, is an extremely dedicated group. We discussed the issue with the candle extinguishers and the mess the extinguishers are causing on the sanctuary wall where they are stored.
  - Music – Sandy reported that the Women of Worship group is expanding.
  - Scheduling – We discussed "swap requests" and those names being deleted from the schedule. Sandy will look into.
- Chris asked about a requirement for a "fire drill", whether it be from the county or the diocese. Bill will pursue.
- Joyce led the team in a closing prayer, "The Prayer of St. Ignatius". Deacon Larry is to prepare the closing prayer for the November Liturgy Team meeting, which is scheduled for Monday, November 9<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall.

### **NEXT MEETING:**

**Monday, November 9<sup>th</sup>, at 7:30PM, in the Ijamsville, Thomas T. Polk Social Hall**