

LITURGY TEAM REPORT

Meeting of November 9, 2009

Attendees: Bruce Baumgarten, Jeff Blice, Sandy Byrnes, Bill Crosthwait, Jean Herlihy, Chris Lunsford, Deacon Larry Matheny, Helen Percy, Mary Ellen Woehrman

Notes/Minutes:

- Jeff opened the meeting with a prayer. Fr. Mike is to lead us in the opening prayer for the January Liturgy Team meeting, which is scheduled for Monday, January 11th, at 7:30PM, in the Rev. Thomas T. Polk Social Hall.
- Bill noted that he will not be available for the January or March meetings of the Liturgy Team. Chris Lunsford will lead the January 11th meeting and Jeff Blice will lead the March 8th meeting. Thanks to both Chris and Jeff for volunteering.
- Bill will not be available to represent the Liturgy Team at Parish Council meetings on the third Tuesday in December, January, February, or March. We did not get volunteers to attend the Parish Council meetings in those months. If any member of the Liturgy Team would like to attend the Parish Council meeting in any or all of the months noted above, please let Bill know via email.
- Bill introduced Jean Herlihy who has agreed to be the Ministry Coordinator for Greeters. Thanks Jean for volunteering.
- Bill introduced Helen Percy who is very active in the Music Ministry and is currently directing the Women Of Worship. Thanks for attending Helen and we hope to see you at future meetings.
- The September Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. The September meeting report stands as documented.
- Calendars - The calendars for November, December, and January were distributed prior to the meeting and copies were available at the meeting. The calendars were reviewed with the following discussion:
 - Training for new EM's on the first Tuesday of each month has dropped off of the calendar. Sandy will update the calendar.
 - November 22nd is the Feast of Christ the King. Nothing out of the ordinary is planned for the liturgies that weekend other than provisions for the environment and music.
 - November 29th is the first Sunday of Advent. We agreed that, as we have done for the past two years, we are not preparing prayers or writing scripts for the weekend Liturgies during Advent. The significant efforts during Advent will be in the areas of the liturgical environment and music. Joyce reported via email that "plans are under way for the environment for Advent, material enhancement for the two side window alcoves and the back window. We are also coming up with a magnolia/pine cone swag for the 18 small windows. An electrical outlet was put in the overhead shelf in the narthex." We can anticipate that the environment will contribute to a beautiful and meaningful Advent season again this year.
 - The feast of the Immaculate Conception is on Tuesday, December 8th. This day is a Holy Day of Obligation. In addition to the regular morning Mass in the Country Church, there will be a 7:30PM Mass that day.

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- On December 20th there appears to be a conflict for use of the Church and Social Hall with Lessons and Carols and a High School Social. Sandy indicated that Carol Smith is aware of the potential conflict and will work something out with Frank when the plans for Lessons and Carols are firmed up.
 - The Mass schedule for Christmas will be the same as last year. On Christmas Eve there will be a 4:00PM, 6:00PM, and 8:00PM Mass in the Ijamsville Church. On Christmas Day there will be a Midnight Mass in the Ijamsville Church, an 8:00AM Mass in the Country Church, and an 11:00AM Mass in the Ijamsville Church. We discussed parking for the Masses that are spaced two hours apart. There does not appear to be good solution for that problem and we are hoping that weather will permit parking in the grass.
 - Friday, January 1st, is the Feast of Mary Mother of God, a Holy Day of Obligation. The recommendation is to have a 5:30PM Vigil Mass on Thursday, December 31st, and a 10:00AM Mass on Friday, January 1st. Bill will check with Fr. Mike to validate the Mass times for this Holy Day.
- Old Business:
 - Ambry – Joyce and Fr. Mike were not present at the meeting so it was decided to defer further discussion on this subject to the January meeting.
 - Location and method for better storing the processional cross - Joyce was not present at the meeting so it was decided to defer further discussion on this subject to the January meeting.
 - 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 January Liturgy Team meeting.
 - In-Pew Ministry recruitment – We discussed recruitment. The plan continues to be that an “in-pew” recruitment of Liturgical Ministers will be held in November. The only date available, prior to the start of Advent, appears to be the weekend of November 22nd. Bill will validate that date with Fr. Mike and, if OK, will get “in-pew” recruitment cards made up for use on that weekend.
 - Fire Drill – Bill checked with Gloria and she was unaware of any requirement for a fire drill. Gloria recommended that Fr. Mike be consulted on this. Bruce indicated that there is no Frederick County requirement for a fire drill. Bill will check with Fr. Mike about a diocese requirement for a fire drill.
 - Fr. Polk picture – No additional information was available on this since the September Liturgy Team meeting. Bill will check with Fr. Mike for information on progress with this.
 - Emergency Procedures for Ushers – Bill will check with Fr. Mike to determine if he has reviewed the procedure developed by Jeff and Chris, and if he is OK with what was recommended.
 - New Business:
 - Advent / Christmas Plans – We discussed distribution of Eucharist at the Christmas Masses with the following recommendation:
 - 4:00PM and 6:00PM – 8 distribution stations with 1 species
 - 8:00PM and Midnight – 8 distribution stations, 2 species
 - 8:00AM – 4 distribution stations, 2 species
 - 11:00AM – 8 distribution stations with 1 speciesThis will require 35+ Eucharistic Ministers. Bill will check with Fr. Mike on this recommendation.

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- Action(s) for “Year of the Priest” - The recommendations from the USCCB web site were discussed. It was decided that we would pursue having a prayer for priests and vocations said at the conclusion of each weekend Mass, starting as soon as we are able to come up with an appropriate prayer. Bruce indicated that he would look into getting a prayer.
 - Lent / Easter Plans – Will be a subject for discussion at the January Liturgy Team meeting. Scripts from last year for the Triduum Services are on the Wp as WORD documents. The bulletin insert we used last year, for information on activities during Lent / Easter is also on the Wp as a PUBLISHER document.
 - Evangelization – We discussed the call by Pope Benedict and Archbishop O’Brien to focus on the importance of evangelization as the responsibility of each ministry in the faith community. We discussed how this focus may change the way we approach what we do as Liturgical Ministers if we believe that every opportunity, when we interact with another person, we have the occasion to bring Christ to them or discover Christ in them. As an initial step towards more clearly defining each Liturgical Ministry, the Ministry coordinators are asked to review the information on our Parish web site related to the Ministry they coordinate, and make any recommendations for updates to Bill on or before November 20th. This information will be used in a “Welcome” packet/brochure to be provided to new parishioners.
 - STAND Information on the web site – The STAND information on our Parish web site is outdated. Bill will check with Carol Smith on what is appropriate to update the data on our site.
- Ministry Reports:
 - EM’s – Jeff indicated that three new EM’s were trained. Jeff will provide education on the role and responsibility of a “Head” EM.
 - WOW – Helen indicated that the Women Of Worship will be singing at the Feast of the Immaculate Conception and the 6:00PM Mass on Christmas Eve. They currently have several new members in WOW. The Women Of Worship will potentially be singing at Lessons and Carols.
 - Deacon Larry – Larry reported that RCIA is going on quite well.
 - Scheduling – Sandy reported that scheduling for the December thru February timeframe is in progress.
 - We discussed using some of the “social networking” sites for communications to our parishioners rather than our web site. Nothing was concluded.
 - We discussed upcoming Liturgy changes which may be implemented in Advent of 2010. Deacon Larry recommended that those on the Liturgy Team attend the December 13th Adult Religious Education session by Fr. Rick which may cover some of the potential changes.
 - Deacon Larry led the team in a closing prayer. Jacqueline Scaletti is to prepare the closing prayer for the January Liturgy Team meeting, which is scheduled for Monday, January 11th, at 7:30PM, in the Rev. Thomas T. Polk Social Hall.

NEXT MEETING:

Monday, January 11th, at 7:30PM, in the Rev. Thomas T. Polk Social Hall