

LITURGY TEAM REPORT

Meeting of November 9, 2010

Attendees: Jeff Blice, Bill Crosthwait, Jean Herlihy, Jacqueline Scaletti, Joyce Seng, Mary Ellen Woehrman

Notes/Minutes:

- Bill opened the meeting with a prayer. Jeff is to lead us in the opening prayer for the January Liturgy Team meeting, which is scheduled for Tuesday, January 11th, at 7:30PM, in the Rev. Thomas T. Polk Social Hall. The date of the January meeting may change based on discussion of attendance at Liturgy Team meetings.
- The September Liturgy Team meeting report was distributed for review prior to the meeting and copies were available at the meeting. After review, 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 comments:
 - Mary Ellen will contact Gloria to be certain that the Bingo Planning meeting scheduled for November 10th at 7:30PM is correct.
 - “Advent Prep” on November 26th and 27th should be from 9:00AM until 2:00PM in the Ijamsville Church.
 - EM Training should be on the calendar on December 7th in the Ijamsville Church, from 7:30PM to 9:30PM. Jeff anticipates training as many as five EMs at this time. Bill will determine if there is a conflict with the scheduled “Contem. Ens.” at 7:30PM that evening.
 - On December 19th there is no time or location noted for the “Barn Mass (possible date)”.
 - On December 25th, the first morning Mass should be a 9:00AM in the Country Church, not the Ijamsville Church. The volunteer sign up sheet should clearly highlight that this Mass is to be held in the Country Church as there are different procedures for Liturgical Ministers in the Country Church. Jacqueline will send information to Bill on the number of Ministers required for a crowded Mass in the Country Church.
 - Bill will verify that there will be a 5:00PM vigil Mass on Friday, December 31st, the Feast of the Solemnity of the Blessed Virgin Mary, the Mother of God and a 10:00AM Mass on Saturday, January 1st.
 - EM training should be on the calendar on Tuesday, January 4th, from 7:30PM to 9:30PM in the Ijamsville Church
 - On the 23rd of January there is a note “Bishop’s visit”. Bill will check to see if the Liturgy Team should be involved in planning for this event.
- Old Business:
 - Evaluation of Multi-Purpose Building Dedication – In general all of the feedback on the Dedication was very positive. There was a comment that came out of the last Parish Council meeting indicating that the Dedication appeared to some of those involved to be “uncoordinated”. The examples given were the K of C, the Ushers, and the Music ministry. While the Liturgy Team did not plan for much of the Dedication, the Ushers and Music ministry have not been represented at a Liturgy Team meeting for most of this year. This is a topic discussed later in the November meeting. Also there was a comment that the Archbishop did not come to the Parish Hall to acknowledge the hard work of the many volunteers who prepared and served food.

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- Evaluation of Ministry Recruitment – The following are the numbers of volunteers who signed up for each Liturgical Ministry:
 - Cross Bearers - 4
 - EM's - 12
 - Altar Servers - 7
 - Greeters - 14
 - Ushers - 9
 - Liturgical Environment - 4
 - Lectors - 16
 - Music – 8

The ministry coordinators at the meeting indicated that they had contacted the volunteers repeatedly by email and/or phone and the number of volunteers who followed-up by filling out the required volunteer application, criminal history, and completed STAND training is very low. The next ministry schedule is coming out in the next week or so and most of the new volunteers will not be assigned in the December thru February schedule. It was felt that a better response would come if Fr. Mike sent out a letter or made a phone call thanking the volunteers and requesting that they complete the requirements for volunteering. Bill will discuss this with Fr. Mike.

- Volunteer Process – It was felt that there are intermittent issues remaining with the volunteer process but we are getting closer to the process that was discussed with Deacon Larry at the September meeting.
 - Storing the Processional Cross – Joyce indicated that this project is moving slowly. We should review at our March meeting.
 - Parish web site – Information on the web site for the Liturgical Ministries has been updated. If additional updates are required, please let Bill know. We did discuss who has “authority” to authorize updates to the web site. Bill will pursue this with Fr. Mike.
 - Ambry – Joyce indicated that she and Fr. Mike have not talked on this subject in some time. She recommended that it be a subject for the March Liturgy Team meeting.
 - Church Etiquette – Fr. Mike indicated, prior to the meeting that he planned to cover the subject of etiquette, from the pulpit, potentially on the feast of the Baptism of the Lord. If the “tri-fold” is to be updated Bill will work on that. It was suggested that “No Food or Drink” in the Church be stressed.
 - Emergency Procedures for Ushers - Fr. Mike indicated, prior to the meeting that he would talk with Chris Lunsford about a representative from the Ushers to the Liturgy Team.
 - SRO People First for Communion at Christmas – Prior to the meeting Fr. Mike indicated that he was OK with trying this at the Christmas Masses we anticipate will be crowded. Hopefully the SRO people will remain until the end of Mass.
 - New method of hanging materials on the front walls of the church – Joyce has been working with Steve Benner on an approach for this. Fr. Mike is OK with they idea they are pursuing. They will review the idea with Felix Killar. It will not be ready for Advent.
- New Business:
 - Introduction of Changes in Mass Text – We discussed several approaches to introducing the upcoming text changes. The conclusion of the team was that further discussion is needed at future meetings and the earlier we start to explain the changes to our parishioners, the easier things will be when the changes are adopted on the first Sunday of Advent, 2011. There was

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discussion of using “monthly or quarterly disposable” misselettes as the changes are introduced. This will be a subject for our January meeting.

- New Meeting Date for Liturgy Team Meetings – Due to the fact that the second Tuesday every other month presents conflicts for Fr. Mike, Deacon Larry, and the Music ministry, it was suggested that a better regular date for Liturgy Team meetings be determined. The recommendation was that better a better date(s) be suggested by Fr. Mike, Deacon Larry, and Paul and the rest of the team would then determine which date was best for the majority. Bill will pursue.
 - Meeting prior to Christmas – Fr. Mike would like to meet with the Liturgy Team to discuss details of the Christmas Services. Fr. Mike suggested either before or after the Mass celebrating the Solemnity of the Immaculate Conception of the Blessed Virgin Mary on December 8th. The team agreed that after that Mass on December 8th was a good time. Bill will send out a notice for that meeting.
 - “Bottle Neck” on Receiving Communion at 10:00AM Mass on Choir Side – Jeff is aware of the concern but has not observed an issue the last few times he has attended the 10:00AM Mass. The issue is related to the relocated position of the piano. Jeff will contact Fr. Mike on this.
 - Parking “Full” but Fire Lanes Remained Open with the 8:00AM and 10:00AM Masses and 8:30AM – 9:45AM Faith Formation last Sunday – Fr. Mike suggested, prior to the meeting, that parking and options available need to be considered as we plan for future liturgies.
 - Training of Liturgical Ministers – Jeff pointed out that he is not the only one training EMs. We need to be sure that the training is consistent and that, no matter who trains the Ministers, the volunteer process is observed. Bill will pursue with Fr. Mike.
 - Cleansing/Purification of Sacred Vessels, EMs leaving the sanctuary when distribution is concluded, people leaving Communion distribution station without consuming the Host – These subjects were discussed. Bill and/or Jeff will pursue with Fr. Mike.
 - Christmas Mass Schedule: Prior to the meeting Fr. Mike indicated that the Christmas Mass schedule would be the following:
 - Christmas Eve
 - 4:00PM Mass – Fr. Mike
 - 6:00PM Mass – Fr. Rick
 - 8:00PM Mass – Fr. Rick
 - 11:30PM – Caroling will begin
 - Christmas Day
 - Midnight Mass – Fr. Mike
 - 9:00AM Mass in the Country Church – Fr. Mike
 - 11:00AM Mass in the Ijamsville Church – Fr. Mike
 - Chair for January Meeting – Jeff volunteered to lead the January meeting as Bill will be out of town.
- Ministry Reports:
 - None were solicited.
 - Jean led the team in a closing prayer. Bruce is to prepare the closing prayer for the January Liturgy Team meeting, which is currently scheduled for Tuesday, January 11th, at 7:30PM, in the Rev. Thomas T. Polk Social Hall.