

# Liturgy Team Report

## Meeting of March 9, 2010

**Attendance:** Fr. Mike, Deacon Larry, Claudia Lapceovich, Bruce Baumgarten, Joyce Seng, Mary Ellen Woehrman, Jeff Blice, Carol Smith

**Opening Prayer:** Fr. Mike offered the opening prayer and meeting commenced at approximately 7:40PM

**Calendar Review:** The major events on the calendar were reviewed and no major conflicts were noted. All services were scheduled appropriately

### **Old Business**

- **Ambry- Joyce Seng and Father Mike continue to investigate this issue and recommend placing on the agenda for SEP 2010**
- **Father Polk picture –Joyce has not successfully located the picture of Fr. Polk she had in mind. She will attempt to contact Fr. Polk’s sister and if necessary contact the Archdiocese who should have a copy. Report back May 2010.**
- **Location and method for better storing the processional cross - Joyce and Fr. Mike will explore the Narthex and discuss the options. Report back May 2010.**
- **Church Etiquette and re-publish of the tri-fold - Father Mike suggested that this be moved to an agenda item for SEP 2010 when he has the opportunity to give it the attention it deserves following construction efforts.**
- **Ministry recruitment – Pastor Correspondence – Fr. Mike expressed a strong desire to begin organizing a Ministry Fair to be held in the new building once it opens in the Fall of 2010**
  - **He would like to begin planning at the next meeting in May 2010.**
  - **As a interim measure he would be willing to send a letter to prospective ministers. He would be willing to have someone on the Liturgy Team “ghost write” a template for him.**
- **Emergency procedures for ushers – Chris Lundsford and Fr. Mike were working on the procedures. Fr. Mike wants make this an agenda item for SEP 2010.**
- **Evangelization: Redesign of parish website and update of ministry information is currently underway. If any of the ministry heads have updated information they should contact the Webmaster at [webmaster@e-stignatius.org](mailto:webmaster@e-stignatius.org).**
  - **Rachel Baumgarten at the request of her father Bruce will set up a parish Facebook page to promote dissemination of information.**
- **Sacristan: There are currently no plans to hire a Sacristan. Closed.**
- **Lent/Easter plans –**
  - **Schedule Review /EM Utilization:**
    - **PALM SUNDAY: 10 Host stations only distribution 1000 AM Mass ; Other Masses as usual**

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- PALM SUNDAY: Joyce will handle procession with 2 large palms, banners will be stationary in the sanctuary.
- EASTER VIGIL: 4 Host stations, 4 Chalices
- EASTER SUNDAY 0800 4 Host stations, 4 Chalices
- EASTER SUNDAY 1000 10 Host stations only
- EASTER SUNDAY 1200 10 Host stations only
- The layout of the fire pit and baptismal pool – Deacon Larry is the head of the “Easter Vigil Firepit and Baptismal Pool Subcommittee”
  - He will recruit necessary help
  - Joyce will investigate the possible construction of a support for the “plastic pond”

### New Business:

- Jeff Blice takes over the schedule program - Fr. Mike says, “Thank You”
- Return of Paul Szczerowski as the new Music Director- Paul will be attending meetings in the future will be included on distribution lists.
- Ash Wednesday: Fr. Mike will DEFINITELY have a 0530 PM Ashes Service in addition to a 0730 PM Mass next year.
- Stand Training for ministers: Requirements will be researched and Carol Smith will report back MAY 2010.
- New Electronic Security System- Access to the church is now controlled by a fob
  - The GREETERS need to open the entrance door on the right and prop open prior to Masses
  - Jean Herlihy should pass the word among the GREETERS
- Special Masses: First Eucharist, Bachelareate Mass, volunteers will be solicited via the web terminal. Carol Smith will recruit if need for unfilled postions.
  - First Eucharist distribution procedures will remain unchanged from last year.
  - Carol Smith will be present at most or all Masses for

### Ministry Reports:

- Ushers- Chris Lundsford- absent
- Cross Bearers- Bruce is training a few young ministers.
- Lector- Nothing to report.
- CLOW- The ministry may be changing Carol Smith is working out the details and will report in MAY 2010
- EM’s- Training continues monthly on the first Tuesday. Ministers are being trained sporadically.
- Music-see above

Closing prayer: Deacon Larry led the team in a closing prayer around 900 PM.

THE NEXT LITURGY TEAM MEETING SHOULD OCCUR IN THE SECOND WEEK OF MAY 2010. DATE TBA.