

MEETING DETAILS

Description: **Worship Committee Meeting Minutes**

Date: Thursday December 1, 2016

Time: 6:00 PM – 8:45 PM

Location: SJN – Meeting Room 2

Chair: Larry Mustonen

Members

Present: Linda Heimerl, Larry Mustonen, Ann Schwartz, Kathy Browning, Mary Hoffman and Fr. Mark Pavlak, Dan Wahl (PPC), Marie Whelehan, Mary Margaret Hoden

Absent: Laraine MacKenzie, Arlene Leibel, Colleen Davies, Fr. Doug Ebert, Dorothy Guanella

OPENING ACTIVITIES

- Opening Prayer: 6:00 – 6:40 Opening prayer & light Supper with all committees.
- Review/Approve previous minutes: Updates and corrections provided to the November 20 minutes noted and will be included in the final release by Dan Wahl.
- Overall Committee Mission/Purpose: ***To assist in the Parish celebration of the Eucharist and assist the Pastor in planning worship services that will truly welcome all and effectively proclaim Christ present among us in Word and Sacrament. The Committee will aid active participation by all members, and help us to take the Gospel message to the world. We will do this as all parishioners initiated and sustained in the Body of Christ.***
- Parish Pastoral Council Update: Recruitment campaign summary provided by Deb Mason at the close of supper.

Agenda Item 1: Long Range Plan Focus Area: Compliance with 2005 Norms for Distribution and Reception of Holy Communion Under Both Kinds In The Dioceses Of The United States Of America Part II

Short Term / Current Year Goal/Objective(s):

Transition as directed in the Norms document. Transition timing and full implementation of the norms is to be determined.

Discussion:

- Father Mark talked about the procedures at All Saints. All Saints has a larger sanctuary than SJN, but there is sufficient room for all EMs to come up behind the altar, create a space of reverence, and then proceed to their stations at the same time. At All Saints the EMs wear a colored cord with a cross to designate if the individual is assigned the plate or the cup.

Action/Decisions Made:

- The new method of having cups filled ahead of time is working very well. The procedures are documented and posted in the sacristy for sacristans to review. Marg Wall has been notified and will continue to be in the communication.
- Additional changes will be made over time, with no date currently set for completing the transition. Dorothy Guanella is the lead for the transition.

Agenda Item 2: Long Range Plan Focus Area: Assure worship/devotional groups related to Liturgy and Worship fall under the auspices of the Worship Committee.

Short Term / Current Year Goal/Objective(s):

Request all known groups using SJN facilities and associated with the parish coordinate through the Worship Committee.

Discussion:

- A list is being compiled. Worship/devotional groups identified by the committee (at previous meetings and the current) include Taize Prayer, Adoration, Marian Rosary, Cenacles of Divine Mercy, Stations of the Cross, Tenebrae, Emmaus, and Stations of the Cross.

Action/Decisions Made:

- Communicate to all groups the need to coordinate activities and facility usage aligned with the parish mission and available time.
- Linda agreed to make sure they are under the umbrella of this committee.
- Linda and Dan will draft a memo with guidelines for the groups and forward for committee review.

FURTHER MINISTRY DISCUSSION & UPDATES

Ministry - Master Directory & Parishioner Interest

- The directory was reviewed and additional updates and corrections provided to Larry. Marie Marden has agreed to be the wedding coordinator. It was noted that there is still a need for altar servers, EMs and lectors.
- The recruitment campaign provided the names of 29 interested persons interested in Worship ministries. Doug (SJN music liturgist) called those with music interest and Linda contacted all others.

Ministry Name... (New Proposed) Gift Bearers

Discussion continued on the proposal from the November meeting to consider a gift bearer ministry. With the changes taking place aligned with Agenda #1 there will only be 2 persons required at each Mass versus 4 previously. It was suggested that the ushers may be able to coordinate with parishioners as part of their responsibilities. Also, consideration may be given to highlight special occasion opportunities (i.e. anniversaries)

- Action Item: Linda to test with ushers and consider further direction for at the next meeting.

Ministry Name... Music

The microphone in Emmaus Chapel needs to be fixed/replaced. Linda will look into the concern.

Ministry Name... Environmental

Environment Enhancements

Precious metal vessels:

- The 14 ciborium were ordered on Wednesday December 1st. There are 11 for the worship space, 2 for the Emmaus Chapel, and 1 extra. The cups were ordered last week.
- It was suggested that the first use be timed with the Christmas Masses.
- Noted that the funding was provided through a memorial donation.

Kneelers:

- Fr. Doug continues to look into historical information regarding the kneeler agreement from the previous Archbishop directly from Archbishop Hebda. He needs to understand if it is binding or not.
- Fr. Doug mentioned at the prior meeting that the kneelers in the Emmaus Chapel do not align up and it is impossible to kneel very comfortably.
 - Action Item: Larry, Dan, and Mary will review arrangement options and report back to the committee.
- Handicapped seating:

There are 11 spaces in the worship space now marked for handicapped seating and a 12th space available near the sound board.

 - Action Item: Communication to the general public is required. Dan volunteered to look into posting seating diagrams at the church entrances.



Ministry Name... Ushers

The concern raised previously regarding ushers not accurately counting the number of attendees at each Mass has been addressed. Ushers are now waiting until the homily begins and using percentages of total space occupied. Dorothy and Linda have also been counting and estimating percentages. Committee agreed to close this item.

CROSS-COMMITTEE REQUESTS AND UPDATES

Communication

1. There was ongoing discussion from the October topic to consider a bulletin page with focus on Worship each week. It would include some sacramental info including wedding, first Eucharist, and baptism policies.
2. Utilizing the weekly email blast was suggested as another option
3. Question was asked if the web site needs to be updated – suggestions include links to ministries and posting ministry leads.
4. Are the committee meeting minutes posted to the web site?
 - Action Item: Dan Wahl to review the current web site information and discuss this and the bulletin with Nic Decapia (Communications) and report at the next meeting.
 - Action Item: Larry will reach out to the ministries to inquire as to whether they would like a reoccurring item in the bulletin
 - Action Item: Linda will identify the person responsible for the email blasts

AGENDA ITEMS FOR NEXT MEETING

- Updates on open items from the December meeting.
- Discuss and recap the Advent and Christmas season activities
- Plan for serving the soup and salad dinner at the February 2nd joint committee meeting.
- Objectives and Plan (as outlined in the Annual Committee Reporting Tool)
 - Note: Align with budgets. Linda has budgeting responsibility for Worship
- Look ahead to the reporting at the (tentative April 6) open parishioner meeting.

Next Meeting: **January 15, 2017 1:30PM**

Closing Prayer: Our Father led by Kathy