



MEETING DETAILS

Description: **Worship Committee Meeting Minutes**

Date: Sunday November 20, 2016

Time: 2:00 PM – 4:00PM

Location: SJN

Chair: Larry Mustonen

Members

Present: Linda Heimerl, Larry Mustonen, Fr. Doug Ebert, Ann Schwartz, Kathy Browning, Mary Hoffman, Don Creighton, and Dorothy Guanella.

Absent: Laraine MacKenzie, Mary Margaret Hoden, Fr. Mark Pavlak, Dan Wahl (PPC), Marie Whelehan, Arlene Leibel, Colleen Davies

OPENING ACTIVITIES

Larry handed a document that listed the Worship Committee members and Ministries that fall under this Committee. Members reviewed the Ministries list and made changes to the Ministry coordinator names as follows:

- Altar Server ministry – Need new coordinators (Fr. Mark is sending an email to parents of the altar servers, stating the need for a new coordinator and asking if anyone was interested. Fr. Doug is willing to train on Saturday mornings.
- Greeters – new coordinators are Doreen and Joe Cullen
- Sacristans – new coordinator is Pam Erkel
- Ushers – new coordinators are Tony Paschuzzi and Erick Krausher
- Wedding Coordinators – new coordinator will be announced soon

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 at SJN timed with the First Sunday in Advent as directed in the Norms document initiated with pre-pouring of the cups (below). Full transition timing to be determined. Dorothy Guanella is the lead for the transition. Initial process changes seem to indicate a quicker flow and less overall time.

Discussion:

- The question of the EM leads no longer pouring the cups was addressed. Fr. Doug said this is a trial run/road testing the process and working out the kinks. Ann suggested that we communicate with the EM leads about this matter. Linda will send an email to Marg Wall about a short communication to the EM leads.

Action/Decisions Made:

- *(October) Fr. Mark will provide some information for procedures based on All Saint's Parish in Lakeville.*



- *(October) Many details to be worked out for EMs, altar servers, leads, presiders, and deacons.*

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:

(October Meeting) Groups mentioned that are known by the members include Taize Prayer, Adoration, Marian Rosary, Divine Mercy, Stations of the Cross, Tenebrae, and Emmaus.

Cenacles was identified as an additional group that meets Thursday night and Friday morning, Richard Iffert is coordinator for one.

- Action Item: Linda is getting additional information about the Cenacles.

Fr. Doug suggested the Stations of the Cross as a focus group not mentioned previously led by lay ministers. The first and last Stations of the Cross are said by either by Fr. Doug or Fr. Mark.

Action/Decisions Made:

- *(October) Communicate to all groups the need to coordinate activities and facility usage aligned with the parish mission and available time.*

FURTHER MINISTRY DISCUSSION & UPDATES

Ministry Name... (New Proposed) Gift Bearers

Ann Schwartz suggested creating a Gift Bearer's Ministry. She and other Sacristans have to routinely find gift bearers. Many times she is turned down. She ends up getting the Eucharistic Ministers leads and herself to carry down the gifts.

Ministry Name... Music

There was a short discussion about the speaker in Section 8 being off for the 10 a.m. cantor and the guitarist needed a tuner. Linda mentioned a need for tenors at noon and at the 6 pm Masses.

Ministry Name... Environmental

Environment Enhancements

- Precious metal vessels:

Cups: Fr. Doug showed the sample cups from St. Patrick Guild. He and Dorothy explained the differences, that weight can be added to the cups, material of the cups, shine, brushed, pounded. The committee discussed the pros and cons of

each sample. We discussed the minimal washing process and monthly polishing of the cups.

- Action Taken: The committee members voted on the sample cup style that was pounded but will be ordered with a shiny gold exterior.
 - Next Steps: The total number of cups needed regular Sunday liturgists 11 for the Worship Space and 2 for the Emmaus Chapel. Easter and Christmas do not require cups in the Social Hall.

- Fr. Doug presented the sample ciborium. He explained the size and the stack ability. The two different catalogs were passed around with discussion took place regarding the covers and the pros cons of the handles. The handle can be used or not at the option of the EM; therefore it was decided to go with the movable handle.
 - Action Item: Fr. Doug will check the Emmaus Chapel to see if the sample ciborium would fit in through the door of the Tabernacle.

The committee was informed that St. Patrick Guild was sending over a couple more ciborium samples for us to look at later in the week. The total number of ciboriums needed for Christmas and Easter is 11 for the Worship Space, 3 for the Social Hall and 2 for the Emmaus Chapel. Larry suggested ordering 13 cups and using the pewter plates for the Social Hall, saving some money. Fr. Doug stated that was possible.

 - Action Item: Fr. Doug will check with St. Patrick's Guild on the discount and pricing.

- Kneelers:
The topic of the kneelers was addressed.
 - Action Item: Fr. Doug stated that he needed to get information regarding the kneeler agreement from the previous Archbishop directly from Archbishop Hebda. He needs to understand if it is binding or not. Once the information is in hand then the kneeler situation can be addressed.

Fr. Doug mentioned that the kneelers in the Emmaus Chapel do not align up and it is impossible to kneel very comfortable.

 - Action Item: He asked the committee members to take away this fact and think about how the layout of the Chapel could be redone to resolve this issue.

- Handicapped seating:
Larry spoke about our worship space and the numbers of handicap spaces we currently have in place. We are not in compliance with the State code which would require 13 spaces for our "calculated 1500 seat capacity. There was a discussion regarding the seating capacity of the Worship space. Realistic seating capacity is 1200. We could simply take out the chairs in section one and leave



them empty for wheelchairs. We agreed to do the least invasive approach—not removing pews and instead using back aisle chairs.

- Action Item: We will readdress the handicap area in the back of the church with the assignment and identification of designated areas for seating.

Ministry Name... Ushers

Fr. Doug stated that ushers are not accurately counting the number of attendees at each Mass. He has asked that it be more of a percentage. Also the count should be taken after the readings, as many are still coming during the readings. The Archbishop evaluates Mass numbers and number of priests that the church needs. Changes based on those numbers. Hence we need to be more accurate on our numbers.

CROSS-COMMITTEE REQUESTS AND UPDATES

- **Communication –**

(October) It was suggested that one of the bulletin pages focus on L&W every week. We already have an Adoration segment, but it would be good to include some education, awareness, upcoming events, solicitations for ministry needs, etc. It would include some sacramental info including wedding, first Eucharist, and baptism policies.

AGENDA ITEMS FOR NEXT MEETING

- Focus further on plans to communicate / orientate on the Compliance with 2005 Norms for Distribution and Reception of Holy Communion
- Review the extent of the additional parishioner interest resulting from the stewardship campaign and initiate contact plans with each respondent

Next Meeting: December 1, 2016 7:00 PM