

**SETON
PARISH
LITURGY COMMISSION MEETING
AGENDA
December 28, 2016**

Opening Prayer: We began the meeting with Evening Prayer (7:15 p.m.)

E	Rev James Klima	P	Ushers (D Miller, M Forshey)
P	Deacon Hector Raymond	P	Tim & Lori Cunningham
E	Dcn. Cand. Greg Waybright	E	A&E (Wannitta Dennis)
E	Jim McQuaide (Music)	P	SPY-Jesus (Jesse) Garcia
P	MC-5 (M Barnett, F Piper, J Garcia)	E	SPY-Jordan Kaylor
E	Russ Ridgeway (MC-8)	P	SPY- Jacob Thompson
P	MC-9:30 (G Kingera, J/C Thesing)	E	Mike / Danielle Sillings
P	W Patterson (MC-11:15) (Chair)		

Minutes:

- ❖ December minutes approved by: J.Garcia and M.Forshey
- ❖ We opened the formal meeting at 7:30 with a prayer and discussion led by Deacon Hector Raymond

Sub-Commission Updates:

Music:

- Hymnals have arrived but will not be used until AFTER the re-dedication of the newly renovated church and the dedication of the Eucharistic Chapel on Wednesday, January 4, 2017.
- Choir members may potentially receive bread and cup at the choir rail-will be discussed with Jim McQuaide and Fr. Klima to ease the process.

Art & Environment:

- The Mary statue will be arriving on Thursday, December 29, 2017. Wannitta will be removing the Nativity to prepare the Marian Shrine. Wannitta and Fr. Klima will discuss the placement of the Nativity for Christmas 2017 (possibly repositioned near the back-left side behind the Ambo). Note, the nativity scene was removed.

Youth:

- New S.P.Y member to liturgical committee: Jordan Kaylor (was not present December 28, 2017 meeting).
- Confirmation Retreat January 27-29, 2017 at the Sts. Peter and Paul Retreat Center. Confirmation Mass will be Sunday, January 29, 2017 at 4:00 p.m. with Fr. Jim residing.
- S.P.Y Mass Sunday, February 12, 2017 at 6:45

Ushers:

- All Christmas Masses went very well.
- Four (4) Ushers for lighter Masses.
- Five (5) or six (6) for heavier Masses.

- Keep eyes open in order to direct the EMHC to parishioners with mobility issues.
- Station one (1) need to remain in review because of the heavy presence. Redirect the EMHC that are finished to stations in need.
- Choir members may potentially receive bread and cup at the choir rail-will be discussed with Jim McQuaide and Fr. Klima to ease the process.
- All EMHC/Servers/Lectors/EMHC must arrive by 6:00 p.m. Wednesday, January 4, 2017 for the re-dedication Mass.
- Ushers will secure the doors for no prior entrance before the re-dedication Mass. Depending on the weather the service may or may not begin outside. Due to inclement weather the service will begin in the gathering space and overflow into Herrmann Hall.

Lectors/EM/Servers:

- No pre-signups for EMHC. Some are NOT showing up after they have signed up (on sheet) and in return requested a sub for that particular Mass or simply not showing up at all.
- Work on standing positions for EMHC near Baptismal fountain.
 - ❖ Station six (#6) one (1) Host and two (2) cups.
 - ❖ Stations seven (#7) have two (2) Host and two (2) cups.
- After serving host and cup at the EMHC stations just stand and wait for direction. If no directions are given, EMHC are to wait to the left of the Ambo on steps for the Ushers to guide EMHC if parishioners are in need.
- All EMHC/Servers/Lectors/EMHC must arrive by 6:00 p.m. Wednesday, January 4, 2017 for the re-dedication Mass.
- We have decided to place the bowl distributors closer to the sanctuary wall and the cup distributors will be closer to the assembly. Line up on the side of the sanctuary altar where you will be distributing the Eucharist. This will allow the non-cup ministers and servers to go away from the wall and ease the congestion around the altar.

Greeters:

- Lori expressed concern because of the lack of volunteerism during the 2016 Christmas Masses. She suggested for Easter 2017 send an email letting Welcoming Center and Greeters know that a row WILL BE reserved for them.
- All EMHC/Servers/Lectors/EMHC must arrive by 6:00 p.m. Wednesday, January 4, 2017 for the re-dedication Mass.

Children's Liturgy of the Word:

- No news to report.
- C.L.O.W will NOT resume until January 2017.

Old Business:

Music:

- Jim McQuaide relayed message to Deacon Hector that the NEW Hymnal would not be present during the Masses leading up to Christmas Holy Days. Jim will provide a Worship Aids until the NEW Hymnals are received by January 2017 (re-dedication ceremony).

Art & Environment:

- The Nativity will be present in the newly renovated Worship space within the Mary Shrine. The new statue will not be in possession until January 2017. Christmas decorations and Poinsettia's will be at a minimum; the Advent wreath will be brought over from the PAC and will remain in Church until the

conclusion of the season.

Youth:

Sunday, 12/11/2016 SPY will be having their Christmas Celebration with a “Living Rosary”, closing prayer service and a combined two (2) session Christmas party beginning at 6:30 p.m. SPY/ Grades 1-6 Rel. Ed. are also actively taking baby items (diapers, wipes, baby food, etc.) for Portsmouth, Ohio Food Drive. Drop items off by the entrance doors of the Religious Education wing.

Ushers:

- Christmas Eve Masses: 4:00p.m. Church, 4:00p.m. PAC, 6:00p.m. Church, 11:00p.m. Church
- Christmas Day Masses: 8:00 Church, 9:30 Church
- Ushers need to communicate with the Mass Coordinator and Christmas Mass Parking Security officials when the New Worship Space is FULL. The Parishioners and their extended family/visitors will be re-directed to the PAC for the 4:00 p.m. Mass.
- While talking to parishioners please remind them to park in Post Office, Spence Funeral Home and please caution them in regards to crossing State Route 256 Christmas Eve night.
- Tentative gathering for Ushers for training in the Newly Renovated Worship space on Thursday, 12/15/2016 held by Wayne Patterson at **6:00 p.m.** All are encouraged to attend, however all understand that not all can attend that evening. The gathering will begin with assisting the transportation of Portsmouth Food Drive boxes into the trucks (through the education wing). Please mention to all Team’s to “pencil in” the event and to be watching for a confirmation email from Deacon Hector.
- Jim Thesing explained that an Amber Park resident was extremely upset because she did not receive the CUP; please see bullet point regarding limited mobility/disabilities. Please remind Ushers to keep an eye out for individuals with limited mobility/disabilities to ensure distribution of the HOST and CUP.
- Across the front row ALL with **limited mobility/disabilities** must be served with preferred status prior to others. After sections 1-6 have served, the Ushers will direct both the Host and Cup to desired locations throughout the church.

Greeters:

- Christmas Eve Masses: 4:00p.m. Church, 4:00p.m. PAC, 6:00p.m. Church, 11:00p.m. Church
- Christmas Day Masses: 8:00 Church, 9:30 Church
- Fr. Klima would like to have 4-5 greeters per mass (2 at each entrance way and 1 near the side door entrance).
- Tentative gathering for Greeters for training in the Newly Renovated Worship space on Thursday, 12/15/2016 held by Wayne Patterson at **8:00 p.m.** All are encouraged to attend, however all understand that not all may be able to attend that evening.
- While talking to parishioners please remind them to park in Post Office, Spence Funeral Home and please caution them in regards to crossing State Route 256 Christmas Eve night.

Lectors/EM/Servers:

- Christmas Eve Masses: 4:00p.m. Church, 4:00p.m. PAC, 6:00p.m. Church, 11:00p.m. Church
- Christmas Day Masses: 8:00 Church, 9:30 Church

- Tentative gathering for Lectors/EM/Servers for training in the Newly Renovated Worship space on Thursday, 12/15/2016 held by Wayne Patterson at **8:00 p.m.** All are encouraged to attend, however all understand that not all can attend that evening.
- Debbie Clegg will be working with Lectors regarding the newly renovated Worship space and the new Ambo.
- Jim Thesing explained that an Amber Park resident was extremely upset because she did not receive the CUP; please see bullet point regarding limited mobility/disabilities. Please remind Ushers to keep an eye out for individuals with limited mobility/disabilities to ensure distribution of the HOST and CUP.
- Across the front row ALL with mobility/disabilities must be served with preferred status prior to others. After sections 1-6 have served, the Ushers will direct both the Host and Cup to desired locations throughout the church.
- While talking to parishioners please remind them to park in Post Office, Spence Funeral Home and please caution them in regards to crossing State Route 256 Christmas Eve night.

Children's Liturgy of the Word:

- No news to report.
- C.L.O.W will NOT resume until January 2017.

Renovation Dedication Mass Committee:

- First meeting Wednesday, 11/9/2016, classroom 5 at 7 p.m.
- The committee will include: Wayne Patterson & Bill Richards from Liturgical Committee, Denise Thompson from Parish Life and Deacon Hector will lead the Dedication Committee. Debbie Clegg will also serve as the Liturgy Program designer.
- Denise Thompson is sending a representative because she cannot be present.
- Jim McQuaide is currently working on the Music Selection.
- We will be working on the reception details and guest list (clergy, parishioners, etc.) for invitations.

New Business:

- All EMHC/Servers/Lectors/EMHC must arrive by 6:00 p.m. Wednesday, January 4, 2017 for the re-dedication Mass.
- List of Ushers/Greeters/Knights for re-dedication Mass.
- Baptismal of the Lord: January 9, 2017 (keep decorations up)
- Ordinary Time: January 10, 2017

Concerns of the members:

- Place a dimming switch inside the cry room.
- Lighter Masses have one (1) bread and (2) cup station 6 & 7
- Heavier Masses have (2) bread and (2) cup stations 6 & 7
- Remove the signup sheets for EMHC

Closing Prayer was lead by: Deacon Hector

Calendar Items:

- Combined calendar can be found on the [Pastoral Council Page](#). Please review before the meeting.

Next Meeting: Wednesday, February 1, 2017, Evening Prayer@ 7:15 p.m. and Meeting begins@ 7:30 p.m.