

**SETON
PARISH
LITURGY COMMISSION MEETING
AGENDA
December 7, 2016**

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

P	Rev James Klima	P	Ushers (D Miller, M Forshey)
P	Deacon Hector Raymond	P	Tim & Lori Cunningham
E	Deacon 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)		SPY-Vacant
P	Russ Ridgeway (MC-8)	P	SPY- Jacob Thompson
P	MC-9:30 (G Kingera, J/C Thesing)	P	Mike / Danielle Sillings
P	W Patterson (MC-11:15) (Chair)		

Minutes:

- ❖ October/November minutes approved by: Miller & Ridgeway
- ❖ We opened the formal meeting at 7:30 with a prayer and discussion led by Deacon Hector Raymond

Sub-Commission Updates:

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 officers 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.

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.

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.

Children's Liturgy of the Word:

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

Old Business:

Music:

- New hymnal was passed around for Liturgical Committee Members to view for the new Worship Space. The new Hymnal should last approximately 10 years due to the high quality material used to produce the book.
- The new Hymnal pages are opposite to the Hymnals used currently in the PAC. Jim will list the page #'s for readings and hymns for that particular Mass. Instructions will be given to the parishioners that will explain the content of the new hymnal a couple of weeks after we move into the renovated worship space. We will probably have Worship Aids for the Christmas Holy Days.
- Fr. Jim added- the new Hymnal has a variety of both traditional and contemporary music selections.

Art & Environment:

- Wannitta explained that the ADVENT WREATH used in the PAC will be of a smaller scale. The ADVENT WREATH will be constructed of Wrought Iron with a Glass Top adorned with traditional color candles (pink and purple) and fresh evergreens branches.
- Weekly arrangements will be simplistic during the Advent season.
- Wannitta also added that the Christmas Decorations will be at a minimal this year. There will be a beautifully decorated tree in the gathering space, small nativity, and approximately 10 poinsettias verse the usual 100. Due to the part of transporting all the decoration to the main Worship Space within a week. Deacon Hector will get with Beth Tomson for the Advent Candle Lighting sign-up board.
- 12/17/2016 Memorial Service Liturgical Colors ONLY, as per Fr. Jim and Wannitta.

Youth:

- SPY Mass November 13, 2016. No other items to report. The second youth representative has not yet been selected.

Ushers:

- Amber Park residence will be attending the 9:30 Mass. The residents usually arrive just after 9:00 a.m. Please ensure that all the Ushers/Welcome ministers and others are there to assist, lend a helping hand and help parishioners get seated.
- Keep an eye on the bus driver-he/she tends to accelerate through the parking lot, please let Mass Coordinator (8/9:30) know if there is an issue.
- 8:00 Mass has gotten better and Wayne will reach out for further information.
- Fr. Jim commended the Ushers at all the Masses-they're doing a great job! .
- All Saints Day there was NO SIGN-UP. **There needs to be a SIGN-UP for December 8, 2016 Immaculate Conception Mass at 7:00 p.m. and November 24, 2016 Thanksgiving Day Mass at 9:00 a.m. Ushers usually are assigned at**

Masses on an odd or even date basis. Most ushers do not have ministry scheduler accounts. This seems to work out except for special liturgies outside the normal weekend Masses.

Greeters:

- Amber Park residence will be attending the 9:30 Mass. Have Greeters report earlier than usual during these Mass times. They need to be ready to assist and seek out Ushers for additional help, if needed.

Lectors/EM/Servers:

- Wayne pointed out during the 11:15 Mass-Emma Shillings was a true leader in supporting the new servers. See Deacon Hector in regards to the color ribbon needed in the Roman Missal for the presider during the Mass.
- Wayne pointed out there are two new altar servers with attention issues. They should not be permitted to serve solo, they must serve with seasoned servers. If problems should arise during the Mass these issues will be addressed.
- All Lectors/EM/Servers commissioned prior are all approved to serve.
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Children's Liturgy of the Word:

- On hold until AFTER 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: New business will be entered as items come up. There may be many items upon the moving in and settling into the Worship Space.

Concerns of the members:

Storage: Fr. Klima emphasized that suggestions for storage are welcomed. The Newly Renovated Worship Space will have many "open spaces" and need to fill with efficiency.

Closing prayer was led by: Fr. Jim

Calendar Items: Deacon Hector:

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

Next Meeting: December 28, 2016. Prayers @ 7:15pm, Meeting at 7:30pm.