

**SETON PARISH  
LITURGY COMMISSION MEETING Minutes  
February 1, 2017**

**Opening Prayer:** We began 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
P	Dcn. Cand. Greg Waybright	E	A&E (Wannitta Dennis)
P	Jim McQuaide (Music)	P	SPY-Jesus (Jesse) Garcia
P	MC-5 (M Barnett, F Piper, J Garcia)	E	SPY-Jordan Kaylor
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)	P	Bill Richards (MC-8:00)

**Minutes:**

- ❖ January 2017 minutes approved by: J.Garcia and B. Richards
- ❖ We opened the formal meeting at 7:30 with a prayer and discussion led by Deacon Hector Raymond

**Sub-Commission Updates: None**

**Music:**

- ❖ Praise choir is starting back up and Jim is very busy with the children's choir because of the increase of members!
- ❖ Wayne stated, "The choir awesome job for the dedication Mass".

**Art:**

- ❖ Wannitta Dennis was ill and not present during the meeting.
- ❖ Please note: Flowers are beginning to transition from Christmas into the Lenten season.
- ❖ Bill Richards had a suggestion to add a roping during the 8:00 a.m. Mass to block off certain area of the church for non-use. However, Fr. Jim disagreed because the 8:00 Mass is a regularly scheduled Mass, not an "intentional liturgy" like SPY Mass.

**Youth:**

- ❖ Wayne stated, "The retreat was a unique one".
- ❖ J. Garcia added, "There were a lot of kids that didn't want to be there" but by the end of the retreat most of them were glad they attended. Overall the Confirmation Retreat was a success.
- ❖ **SPY MASS:** Sunday, February 12, 2017 6:45 p.m.

**Ushers:**

- ❖ Station #6 is a struggle during Mass and needs to be looked into further for better flow. See Concerns.

**Lectors/EM/Servers:**

- ❖ Lectors: Need to pull the microphone down in order to project their words more clearly. Deacon Hector will inform Debbie Clegg to address during training.
- ❖ Greeters: Do not hold the wheelchair/handicap accessible button. The motor will burn out, not to mention during the winter months the heat is escaping. If you see an individual that is in need of your assistance, please help by opening the door when they are close to entering. Be observant to those in need near the entrance doors.

- ❖ Servers: They seem to be getting their duties and timing figured out in the new worship space.
- ❖ Fr. Jim mentioned that he ordered kneelers for the Servers. They will take some time to arrive, but they are made with quality material built to last.
- ❖ Special needs altar servers: Scheduling parishioner's grandchildren with "seasoned" Servers during 11:15 Mass. They will both need trained, however the female server will be trained first and the male second. They will never serve alone.
- ❖ EM: Fr. Jim mentioned that the EM has slowly been drifting them back towards the choir space. They need to remain steady in their assigned areas for less confusion and efficiency during distribution.
- ❖ EM: Larger gap for CUP (not by the wall) more near and around the Altar.
- ❖ EM: Bill Richard provide a visual (Tabernacle=Host) for EM to position themselves.
- ❖ EM: Do not leave or consume until all three (3) Cups have returned.
- ❖ EM: Continue to learn the layout of where they (EM) need to stand..

#### **Greeters:**

- ❖ Pastoral council members reached out to Lori Cunningham in regards to lack of Greeters present during Masses. Lori in turn reached out to Deacon Hector and they have arranged a meeting/gathering for Wednesday, February 8, 2017 at 7:00 pm in the library. Bulletin announcement was been provided to Beth Tomson to announce event. Lori also asked Deacon Hector to send an email to the all Greeters/EM/Ushers/Lectors announcing the gathering.
- ❖ Fr. Jim would prefer to see all Greeters present at the exterior door area, not the middle of the gathering space. He also mentioned, by the time parishioners or guest approach the sanctuary door they are practically in the Worship Space.

#### **Children's Liturgy of the Word:**

- ❖ New rechargeable batteries need to be purchased for the walkie-talkie used during C.L.O.W. Please see MJ or John to order.

#### **Old Business:**

##### **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).

##### **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.

#### **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.

#### **New Business:**

(Bill Richards' Three (3) Points)

1. Distribution points: Drop #5 and go directly to #6 to distribute to the 8-12 parishioners.
2. Reserve signs placed on pews in order to redirect parishioners to new suggested spaces to sit during the Mass. Fr. Jim said that the 8:00 Mass was a regularly scheduled Mass, not an "Intentional Liturgy" like SPY where you can direct SPY and others attending the Mass to specific areas.
3. Bill mentioned that many parishioners are busy talking and disrespecting other who are praying prior and/or after Mass. Lori Cunningham suggested that Fr. Jim have a Worship Space Etiquette section in the bulletin/announcements and perhaps call the section "Worship Space 101"? Fr. Jim continued by mentioning that Herrmann Hall is the proper space to socialize before and after Mass.

### Concerns of the members:

- Fr. Jim also mentioned that he is continually cleaning up the Adoration Chapel which is slowly being filled with clutter (old prayer books, little figures and other items). Others on liturgical council mentioned that perhaps parishioners feel they shouldn't throw liturgical books (old Lenten reflection books) away that others may want the material? Perhaps address the issue of proper recycling during Pastor's Reflections?
- Lori Cunningham mentioned the need to instruct existing, new, old and young parishioners of the need to show reverence the Blessed Sacrament by genuflecting prior to entering the pews. She continued by explaining that her children have never known to how to genuflect? In their defense, the Blessed Sacrament was not in the main Worship Space during their lifetime, they've only known to bow? During Scripture Study class, the instructors (the Cunningham's) explained and demonstrated the proper times to genuflect and to bow when entering and exiting certain spaces.
- Liturgical members have noticed that parishioners have been using the Eucharistic Chapel to exit. Some thought perhaps they were just admiring the new Adoration Chapel at the beginning, but that is not the case. This is unacceptable behavior; Fr. Klima suggested placing a pedestal like sign in front of the door explaining that this door is NOT an EXIT. Jim McQuaide did confirm that parishioners and their families are using the door as an exit.
- Jim McQuaide also added that the grand piano is also being used to dispose of unwanted items. He is continually throwing items in the trash because they do not belong in the choir area.
- Communion:
  - ✓ Adam and Karen @8:00 Mass need to hold the designated amount of host for the choir and send the vessel forward with Mass Coordinator.
  - ✓ #1 & #2 are in charge of the Special Need parishioners in their areas.
  - ✓ Ushers are responsible for noting: Who are in need upon entrance and please have a EM assist the parishioner.
  - ✓ DO NOT consume the CUP until ALL stations are present. There will be less confusion for the Mass Coordinator and EM.
  - ✓ Matt Forshey made a suggestion for all to monitor #1/#4 and #2/#3/#6. Note: #1/#4 are always done compared to all other stations compared to #2/#3/#6. Please note: The flow always depends on the Mass size. Make suggestion for improvement during Wednesday, February 24, 2017 meeting.
- Hymnals: Jim McQuide was approach regarding the placement of ribbon/markers for hymnal pages. He is suggesting that no adjustment being made to the spine of the books.
- New Sacristy Use: Keep in current place until all logistics have been considered. Fr. Jim has been reflecting on the new spaces and in what way the space should be used. Opening the doors (2) with a chalices (6) full of wine will be a challenge. Purification should be done by a Priest or a Deacon.

- Mike Sillings suggested that prayer kneelers be ordered and installed for select back rows. These potential prayer kneelers would be used by parishioners that are standing in the back during the Mass. Some are concerned of a potential safety hazard; however prayer kneelers were in the old Worship Space.
- Transition Time: Fr. Jim again reminded all present that our new Worship Space is in a “transition time” for the upcoming weeks, months and years ahead. Topics of discussion will continually need to be addressed.
- Storage Closet: Matt Forshey suggested having shelves in place to store the collection baskets, extra bulletin, reserve signs and other items needed throughout services. Fr. Jim explained that he has been in dialogue with one of Seton’s parishioners that specialize in professional organizing. Please provide the list of “needs” to Fr. Jim and he will work with the organizer to make the space customized and efficient.

**Closing Prayer was lead by:** Fr. James Klima

**Calendar Items:**

- Combined calendar can be found on the [Pastoral Council Page](#). Please review before the meeting. **Please note: Parish Mission is April 2-5, 2017.**

**Next Meeting:** Wednesday, February 22, 2017 at 6:00pm in Loft.