

SETON PARISH  
LITURGY COMMISSION MINUTES  
October 25, 2017

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 (Greeters)
A	Deacon Greg Waybright	A	A&E (Wannitta Dennis)
P	Jim McQuaide (Music)	P	SPY-Jesus (Jesse) Garcia (CHAIR)
P	MC-5 (M Barnett, F Piper, J. Garcia)	A	SPY-
A	Bill Richards/Russ Ridgeway (MC-8)	A	SPY-Alex Bogovich (2017/8)
E	MC-9:30 (G Kingera, J/C Thesing)	E	Bill Richards (MC-8:00)
P	W Patterson (MC-11:15)	E	Mike / Danielle Sillings

**Agenda:**

- October 2017 minutes approved by: Wayne/Jim
- Open the formal meeting at 7:30 with a prayer and discussion.

**Music:**

- All is going well.
- Janet and Jim are in rotation with 8:00am and 5:00pm Masses

**Art:**

- Palms are gone.

**SPY:**

- Two (2) new EMHC from SPY
- 57 Total- took part in the Shoe Drive
- They had an “adventure with the charter”, but all went well and hoping to use the same company next year.
- Two (2) trucks were used, note one (1) as originally planned.

**Lectors/EM/Servers:**

- The flow during distribution is seamless
- Server Training: Sunday, November 12, 2017 from 2:00-3:00pm Deacon Hector and Lori will be assisting. Email blast to parents and handout to be given to students during religious education.
- Fr. Jim asked to be reminded to reach out to MJ in regard to Server recruitment/training.
- Jim McQuaide has purchased extra anti-slip product.

**Greeters:**

- We have all Masses covered for the Ministry Market place. Contacted Ryan Holstine and let him know who will be representing the ministry: 5:00pm: Lori Cunningham, 8:00am: Betty Crock, 9:30am: Carol Yurt, 11:15am: Pamela Glass

**Ushers:**

- Mass count is going well.

## **OLD BUISNESS:**

### **Music:**

- Going well
- SPY Mass Sunday, October 8, 2017
- Group Numbers are good
- Men's Choir has seven (7) members

### **Arts:**

- Nothing to report
- There was an issue with the placement of the palms. They were getting in the way of the servers. Corrected.

### **Seton Parish Youth (SPY):**

- SPY Mass Sunday, October 8, 2017
- Two EMHCs need to be commissioned at the First SPY Mass.

### **Lectors/EM/Servers:**

- Training for EMHS was held on Saturday, September 30 from 9:00am-11:00am.
- EMHC New Communion Reception: 78-80 people in attendance, no new members.
- Server Training was Saturday, September 30, 2017 at 11:00am: Six (6) new servers trained, one (1) of which will be a "book holder" for some time for needed growth/strength.
- Distribution of Cup and Host: Three (3) People moving ONLY during distribution: Presider, Deacon and Coordinator
  - ✦ Presider will distribute the Host, Deacon will distribute the Cup and Coordinator will be available as needed.
  - ✦ All will hold their position UNTIL the Presider is at his station to distribute.
  - ✦ New procedures will begin **October 7-8, 2017**
- Religious Education Classes Visited (Monday & Tuesday Classes): Fr Jim explained, that he spoke to approximately 100 kids and only six (6) attended Server training. Fr. Jim also mentioned there need for an additional training prior to November 18, 2017. Date will be announced, please watch for posting in the bulletin.
- Religious Education: Fr. Jim plans on reaching out to MJ regarding the process of new recruitment of Servers. Possibly meeting with potential Servers as well as parents to discuss the commitment. Parents will need to "sign off" on the commitment and understand the importance of getting their children to Mass.
- Jim McQuaide has purchased a new gripper/anti-slip for the podium. Wayne alerted Jim-the clear plastic book stand is starting to crack and needs replace. Jim said, he would replace after the meeting and order a spare for future use.

### **Greeters:**

- Nothing to report.
- Planning stages of the Ministry Market Place.

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

- All is going well.
- This ministry goes on throughout the calendar year.

### **Minister Kiosk:**

- Bill Richards is still learning the “working of the system”. The running Kiosk has been in a parallel mode for a month+ and adjustments are still in process. Soon the system will be in the automated format. Once automated, Bill will be able to send weekly email messages to ministers who DID NOT show up for their assigned date and time. This will be continually monitored to ensure that ministers who are committed to serve will be scheduled.
- Bill Richards also added, he just sent out the ministry schedule up to the 2<sup>nd</sup> week in Advent.
- Deacon Hector explained, there is hierarchy/order of priorities in scheduling for the following: #1 Lectors (reviewing the readings in advance), #2 Mass Coordinator, #3 EMHC, and so forth. If an individual is assigned for multiple assignments during the same Mass, manual scheduling may need to occur (example used, Jim Thesing).
- Jim McQuaide thanked and gave kudos to Bill Richards for taking on the ministry kiosk and scheduler.
- Mass Coordinators: Please plan with your same Mass scheduled peers if you are unable to attend your scheduled time. Please reach out to Chuck for potential Mass Coordinator. Ray will continue to assist Msgr. Fairchild while presiding during Sunday 8:00 am Mass. Ray Creamer also is a Daily Mass Coordinator.

### **Ushers:**

- Mass Counts: Mass count must be completed by all Ushers. The number count paper is on the ministry check-in table, as per Fr. Jim.
- This needs to be reported correctly. Showing; choir, clergy, servers, ushers (all that serve) and parishioners.
- According to Fr. Jim, the most recent count is showing more attendance at Sunday’s 8:00 am Mass than Saturday’s 5:00 pm Mass. This is not an accurate count.

### **Minister Kiosk:**

- Jim McQuaide has been turning off the system during the week.

### **New Business:**

- New Parishioner Welcoming: Sunday, October 29, 2017 @ 1:00pm Herrmann Hall.
- All Saints Day: Lectors, Presiders are covered the rest will fall into place, as per Wayne.
- Hospitality Weekend & Ministry Market Place: November 4-5, 2017. All ministries should have representation present. Contact Ryan Holstine. Access to the HH will be at 9:00am on Saturday, 11/4/2017 to set-up the table.
- Remembrance Mass and Reception: Monday, November 6, 2017 @ **TIME**
- Server Kneelers: Have been ordered and will be installed.
- Back Row Pew Kneelers: Jim McQuaide will ask pew vendor about the cost of kneelers for a couple back row pews. Will update Liturgical Committee in December.
- Thanksgiving Day Mass: Thursday, November 25, 2017 9:00am Mass
- Immaculate Conception: Friday December 8, 2017 Masses: 8:30am/7:00pm
- Christmas Mass Times announced: December 23, 2017 @5:00pm, December 24, 2017 @8:00am, 9:30pm, 4:00pm PAC, 4:00pm Church, 6:00pm Church, 11:00pm Church (please confirm these times, please)
- Fabric “RESERVED” Signs getting price quote (pending) as per Wayne Patterson.

**CONCERNS:**

- Keep Don Miller in your prayers. He is feeling very ill. He was not able to participate during the Shoe Outreach.

**SCHEDULE:**

- **Next Meeting:** December 6, 2017 • Evening Prayer beginning at 7:15 pm and Formal Meeting 7:30pm.  
Future Meetings for 2018 TBA:

**Closing Prayer was led by:** Fr. Jim