

SETON PARISH
LITURGY COMMISSION MINUTES
October 4, 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	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-
P	Russ Ridgeway (MC-8)	E	SPY-Alex Bogovich (2017/8)
E	MC-9:30 (G Kingera, J/C Thesing)	P	Bill Richards (MC-8:00)
P	W Patterson (MC-11:15) (Chair)	P	Mike / Danielle Sillings

Agenda:

- September 2017 minutes approved by: Russ/ Jesse
- Open the formal meeting at 7:30 with a prayer and discussion.

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 2nd 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 o'clock 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 8:00am Mass than Saturday's 5:00 Mass. This is not an accurate count.

OLD BUISNESS:

Music:

- Promote Ministry Marketplace: November 4-5, 2017
- Beginning in September 2017 there will be a Men's Choir
- Liz Christy is now the assistant Choir Director

Art:

- Wannitta is currently planning Christmas for the Sanctuary
- Wannitta is also "thinking about" Easter 2018!

C.L.O.W:

- Promote Ministry Marketplace: November 4-5, 2017 (Ryan Holstein new

coordinator)

- Walkie-Talkies will be placed in an area near the Ministry Kiosk, as per Jim McQuaide. Please alert Kim Kerchner.

Youth:

- Religious Education has begun
- Five (5) SPY Masses scheduled
- Confirmation Retreat: January 26-28, 2018 Sts. Peter & Paul Retreat Center
- Leadership Team is currently meeting

Greeters:

- Promote Ministry Marketplace: November 4-5, 2017 (Ryan Holstein new coordinator)
- Please do not hold the doors while the handicap button has been pushed- the motor will burn up and the gears will need to be replaced.
- If any person notices that doors are open, please close them. Due to the semi-rural setting, the church will get wildlife visitors that are not welcome.
- Please keep the doors shut/closed when not in use. Fr. Jim added, “you wouldn’t do this in your own home”.
- Keep the doors on “AUTO” always
- Greeters are to remain inside or outside (beautiful weather) to “greet” parishioners and/or visitors to our parish. Please make sure you are closest to the entrance of the church, not near the entrance of the sanctuary.

Minister Kiosk:

- Jim McQuaide is concerned with the Minister Kiosk having open access and the additional internet connections.
- Bill Richards is “working on” programing for a drop down for Host & Cup, Altar Dressers, etc.
- Six (6) week sign-ups only
- Deacons do not get automatically scheduled. Scheduling in coordination with the Presider schedule.

Ushers:

- Need more Ushers!
- Promote Ministry Marketplace: November 4-5, 2017 (Ryan Holstein new coordinator)
- Cry Room needs to be directed to a different station during Communion.
- Mass Attendance Count: September 30th -October 29th, 2017

Lectors/EM/Servers:

- Mass Coordinators need to try to attend different Masses to see how each Mass flows.
- EM Training in August only five (5) were present
- Server Training will be September 30, 2017 (Time to be announced).
- 4th Grade Seton Religious Ed and St. Pius X students will be approached regarding the recruitment of new AltarServers.
- Fr. Jim will be reaching out to:
- MJ regarding talking to the 4th graders during Religious Ed class date
- Msgr. Funk at St. Pius X Tuesday, September 12, 2017 after Mass in the classrooms.
- Deacon Hector also expressed an interest in speaking with the 4th graders as well!
- “ALTARSERVERS NEEDED” announcement will be in the bulletin as well.
- COMMUNION: ALL must be updated!

- Cups on one side (left looking at Alter), Host on the opposite
- Presiding Priest will distribute Host first to all, followed by Deacon or Mass Coordinator.
- Please make sure the Presiding Priest Chalice has more wine added because all around/near will be taking from this cup.
- Deacon or Mass Coordinator will then distribute cups to the EM standing to the left of the alter.
- LESS MOVEMENT
- Updated drawings are posted near Ministry Kiosk.
- COMMUNION Continued...
- Station #1 (cry room/choir) needs to be assisted first.
- Re-direct the cry room to a different station
- Show EM where to stand when they are finished with their station. For example, when assisting move near the front pew for a better flow.
- Station #5 should help #2
- Special Needs: ALL Ushers need to direct to Special Need parishioners
- **IMPLEMENTAION of new procedure will be the weekend of October 7th-8th, 2017.**

New Business:

- New Parishioners Welcoming: October 29th, 1 pm in Herrmann Hall. Members are invited.
- Hospitality Weekend & Ministry Marketplace: November 4-5, 2017
 - All ministry groups should have a presence on the table assigned. Please reach out to Jim McQuaid if you would like any pictures for a display board. He can/will print images for your ministry at Walgreens.
 - Ensure that one (1) or more members of each ministry are present after ALL MASSES to recruit, educate or hopefully sign-up parishioners to serve our parish.
- Fabric "RESERVED" Signs getting price quote (Still pending)

Effective November (October 25th meeting) Jesse Garcia has accepted the Chair position for Seton's Liturgical Committee. Thank you!

Concerns:

- Deacon Hector mentioned that his wife will not be requiring surgery. Treatments and physical therapy for the next month. The doctor will continue to reevaluate. Thanks for the concerns of the Commission.

Calendar Items:

- Combined calendar can be found on the [Pastoral Council Page](#). Please review before the meetings. **The calendar has not been updated. Is someone in the office taking this responsibility or is this going to be dropped?**
- **Next Meeting:** October 25, 2017 (November 2017 Meeting)
- Evening Prayer beginning at 7:15 pm and Formal Meeting 7:30pm.
- Remembrance Mass and Reception: Monday, November 6, 2017
- Future Meetings:
 - ✓ December 6, 2017.

Closing Prayer was led by: Fr. Jim