

SETON PARISH  
LITURGY COMMISSION AGENDA  
(September Meeting)  
August 30, 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)
P	Deacon Greg Waybright	P	A&E (Wannitta Dennis)
P	Jim McQuaide (Music)	P	SPY-Jesus (Jesse) Garcia
P	MC-5 (M Barnett, F Piper, <b>J. Garcia</b> )	A	SPY-Jordan Kaylor 2017/8)
P	Russ Ridgeway (MC-8)	A	SPY-Alex Bogovich (2017/8)
A	MC-9:30 (G Kingera, J/C Thesing)	P	Bill Richards (MC-8:00)
P	W Patterson (MC-11:15) (Chair)	A	Mike / Danielle Sillings

**Agenda:**

- June minutes approved by: Jesse and 2nd by Matt
- Open the formal meeting at 7:30 with a prayer and discussion.

**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, Alter Dressers, etc.
- Six (6) week sign-ups only
- Deacons do not get automatically scheduled.

#### **Ushers:**

- Need more Ushers!
- Promote Ministry Marketplace: November 4-5, 2017 (Ryan Holstein new coordinator)
- Fr. Jim mentioned that there is a lot of unnecessary communication occurring prior to Mass. He also added, “No editorial comments are needed concerning people coming to the sanctuary”.
- Keep personal comments to yourself. There is no need to remind parishioners that “your late” or “You’ll never find a seat”?
- Fr. Jim most importantly added, “We all need to be models of Christ to one another”.
- Not a “social hour” or a “men’s club”.
- 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 Altar Servers.
- 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!
- “ALTAR SERVERS 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
- Create updated drawings to be 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
- **IMPLEMENTATION of new procedure will be the weekend of October 7th-8th, 2017.**

#### OLD BUSINESS:

##### Music:

- Most choirs are on summer break. All items are up to date. Beautiful music during Easter Season. Now into Ordinary Time.

##### Art:

- All is well Wannitta's Family is doing great job with the Art & Environment. Easter season was beautifully done.

##### Youth:

- The Renewal in Spirit and Encouragement (RISE) group is meeting on the 4th Wednesdays in the Loft. The youth are having a great time. There are a lot of SPY activities to choose from.

##### Ushers:

##### Lectors/EM/Servers:

- Training for EMHCs was Saturday Morning June 24th from 9 – 11 a.m. We had four new EMHC ministers who were commissioned on June 25th by Fr. Jim
- Server training was canceled. No one showed up. We had to cancel an earlier training session because of a funeral.
- The Diocese of Columbus sent out updated guidelines to all clergy. The letter along with guidelines were dated August 22nd and received on August 30th (today). We will have to review the materials and make appropriate changes. Fr. Jim, as the pastor, will have to approve any changes to be made.
- Recommend that we conduct a EMHC training session on the 30th of September.
- Kneelers for servers (as per Wayne)

##### Minister Kiosk:

- We have been running the Kiosk in a parallel mode for a month now and we will have to make a few adjustments to how we use it when we switch over to the automated form. Once operational, we will be able to send weekly email messages to ministers who did not show up for assignments. We will continue to monitor with ensuring that we have ministers who are committed to serving on a regular basis.

##### Ushers:

- Reserve signs for pews (as per Wayne Patterson). Wayne has ordered some for the Knights. He will show them to the commission and see if we would like to order some for the church.
- Check on back row kneelers and storage (as per Wayne Patterson)

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

- 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.

### **Greeters:**

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.

### **Concerns of the members (08/30/2017):**

#### **Storage Closet:**

- Reserve signs being purchased by K of C (fabric) will not damage pews
- Place existing signs on back of the pew, not the sides.
- Fr. Jim suggested a *Container Store* adjustable shelving unit for the storage closet. These shelves can be adjusted to hold the following: Bulletins, Collection Baskets, Car Seat Carrier blankets, Maintenance Signs (wet floors). Possibly a coat hanging area can be added in the design process.

### **New Business:**

- September (October 4<sup>th</sup>) Nominations for new Liturgical Administrator, Wayne will be stepping down from his post.
- October 25, 2017 election
- Please purchase gripping pad for the Gospel Book stand
- Server chairs are too close to the edge-may be a potential hazard
- Fabric "RESERVED" Signs getting price quote

### **Calendar Items:**

- **Please preview the parish calendar ([setonparish.com](http://setonparish.com)) and bulletin for updated information.**
- **Next Meeting:** October 4, 2017 (Feast of St. Francis)
- Evening Prayer beginning at 7:15 pm and Formal Meeting 7:30pm.
- Future Meetings:
  - ✓ October 25, 2017 (November Meeting/ due to All Saints Day 11/01/2017)
  - ✓ December 6, 2017.

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