

Prayer & Worship Committee Minutes
November 23, 2015

Attendance: Fr. Ralph Gross, Fr. Chuck Wrobel, Mark Gould, Sandy Dorff, Cheryl Snyder, Debbie Hendrick, Anna Marie Filipiak, Kathy Plaisance, Sue Siepman, Mary Pfaff – Pastoral Council Representative, Rita Borowski – Parish Consultant

Opening Prayer & Mission Statement
Minutes of October 26 approved

Old Business

Art & Environment Subcommittee

- Advent Wreath – set up Saturday (11/28). Candles already in stock.
- Altar cloth & runner for gift table will be placed out
- Next meeting is Dec. 1 @ 4:45pm.
- Memorial Poinsettias – donation form in bulletin in December.
- Christmas setup - 12/20 after 10:30am Mass. Notice asking for help will be in bulletin. The trees will be put up as close to Christmas as possible.
- Crèche will be used with help from Debbie & Kurt. Some items need repair.
- Reminder to Subcommittee: Don't place things immediately in front of the altar - need to be able to get there to place the book.

Liturgical Lay Ministry Updates

- Christmas Sign-up – Jan & Yvonne will create a ministry sign-up board for the Christmas Masses and the Masses for the solemnity of Mary, Mother of God.
- Servers – Sue (per Joe Senglaub):
 - The servers are trained in 2 groups. The 5th graders in the school are all trained and the 5th – 7th grade RE students are asked if they would like to go through training. Joe tries to make it educational and keep them interested. He would like to train in December as he has time then and is hoping that Fr. Chuck will join him. Joe also is planning a pizza party for servers. When the students are trained, they are asked if they would like to sign up to serve at Mass. The parents are not asked. A few years ago we had a class in which not a single student trained committed to serving. Joe has been encouraged to approach the parents before server training begins to let them know the important role that Altar Servers play and ask for their support in having their children participate in this ministry.
- Ushers – Cheryl (per Rita Mezdylo):
 - AED and emergency procedure during Mass training for ushers and other staff will take place Dec. 5 after the 5pm Mass & Dec. 6 at 9:30 with Tim Meyer. It will run 45 minutes. Rita will send an email to ushers & put a notice up in the ministry room to inform them.
- Lectors
 - Lectors were recently asked to see Mark after Mass for their books.

Commissioning/Blessing:

- Administration & Parish Ministries will be commissioned the second weekend of Advent.

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Mass Education & Evangelization Initiative

- No changes - next meeting Feb. 2, 2016

New Business

Upcoming Special Masses

- Nov. 26 – Thanksgiving Mass - 9am at St. Bruno, 8am at St. Paul
- Nov. 29 – First Sunday of Advent
- Dec. 7/8 - Solemnity of the Immaculate Conception Masses
 - St Bruno - Dec. 7 @ 7pm, Dec. 8 @ 8:45am (with school)
 - St. Paul – Dec. 8 @ 7pm
- Dec. 12 - Feast of Our Lady of Guadalupe – 5pm Mass
 - We will celebrate with Hispanic Choir & Hispanic Deacon
 - Deb will get children to process up with roses (to place in a vase in front of the image)
 - Advent wreath lighting will also take place. Advent wreath lighters will process up and go over to the wreath as usual.
 - Deb will coordinate the procession
 - Sue will get 2 dozen roses
 - Betty Igl will coordinate a small reception
- Christmas Masses
 - St. Bruno: Christmas Eve – 4pm & 10 pm; Christmas Day - 10:30am
 - Half hour concert before each Christmas Eve Mass
 - St. Paul: Christmas Eve – 4pm, 6pm & 10:30pm; Christmas Day - 9am
- Dec. 31/Jan. 1 - Solemnity of Mary, Mother of God
 - St. Bruno Masses Dec. 31 @ 7pm and Jan. 1 @ 8am

Thanksgiving

- Still need some lay ministers. Mary Pfaff will be the sacristan. Sandy & Jerry Dorff are ushering & will ask some people to bring up a few bags of food at the Presentation of the Gifts. Mark will plan music accordingly.

Christmas Eve 4pm Mass Preparation (Fr. Ralph 4pm Mass)

- Kurt puts up chairs beforehand and ushers take down chairs after the 4pm Mass.
- Six Eucharist stations needed: 4 regular stations + 2 additional in the Gathering Place. Need a total of 12 Eucharistic ministers.
- Procession at beginning of Mass – Will begin at the back of the Gathering Place so that everyone feels that they are a part of the Mass.
- Need 2 extra ushers in the Gathering Place for 4pm Mass.
- Sue will let Jan know the number of lay ministers needed for sign-up sheet.
- Any reserved pews or parking from Auction? Deb will ask Tammy.
- Coordinators for 4pm Mass - Cheryl & Deb.
- ~850-900 people attended 4pm in the past.

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Christmas Masses

- Deacon Gordon will get deacon schedule for Christmas Masses.
 - 4pm – Gordon, 10pm – Tom, 10:30am - John
- No coordinators needed at the 10pm and 10:30 am Masses.
- Need a sacristan for the 10pm & 10:30 am Masses. Anna Marie will check with existing sacristans.

Music

- There is a problem with sound system. Tim Dittman will bring up options at Finance Committee.
- Will use the same Christmas booklet as last year.

Reports & Comments:

Mark Gould, Director of Liturgy & Music

- Year of Mercy begins Dec. 8 - St. Bruno & St. Paul Celebration Ideas include:
 - 24 hour Eucharistic Adoration from March 4 at 2:30pm – March 5 at 3:30pm
 - Jubilee Year of Mercy on archmil.org has resources
 - Year of Mercy prayer cards are available

Mary Pfaff, Pastoral Council Representative

- No Common Meeting Night in January

Miscellaneous

- Knights of Columbus will begin offering valet parking service again
- Mark will be leaving his position as Director of Music & Liturgy at the end of the year.
- Steve Spiegelhoff, our new business manager, started today
- Looking to hire an administrative assistant.
- The question of who orders supplies used at Mass arose. Karen ordered many things and left a list detailing her order process. This list will be emailed out to the committee.

Next Meeting: January 4, 2016 @ 7pm at St. Bruno (**no December meeting**)

- Lent discussion (Lent begins Feb. 10)
- Catholic Schools Week (Jan. 31 – Feb. 6, 2016)
- Will determine if we need to meet again later in January.

Closing Prayer

Prepared by Sue Siepmann