

## **Prayer & Worship Committee Minutes**

**February 22, 2016**

**Attendance:** Fr. Ralph Gross, Cheryl Snyder, Kathy Plaisance, Debbie Hendrick, Sue Siepmann, Mary Pfaff – Pastoral Council Representative, Rita Borowski – Parish Cluster Director, Julie Stier – Interim Musician (via phone)

Opening Prayer

Minutes of January 4, 2016 approved

### **Old Business**

#### **Supplies**

- Prayer & Worship will manage the inventory and contact the office when liturgical supplies are needed. Office staff will order the supplies. Cheryl will contact Art & Environment to let them know this as well.
  - Deb will monitor the following supplies: wine, hosts, altar supplies and funeral supplies (charcoal & incense).
  - Seasonal supplies will be discussed at the preceding P&W meeting.
  - Suggestion for future – a community event for burning of the palms.
  - Mary Ann Harpster cleans the server albs once a year before Holy Week.
  - Cheryl will check the reader albs and clean if needed.
- Rita will put a note near the new boxed wine giving instructions on how to properly close the valve so it does not leak.

### **New Business**

#### **Assistant Director of Liturgy & Music**

- Have had good response with at least 11 applicants. A group of 10 people will be making the decision on the new hire. The first round of interviews will take place soon. Position will be at St. Bruno and will be the staff person associated with the liturgical ministries (will also coordinate/collaborate with Peggy Kolonko who will be the primary contact at St. Paul).

### **Palm Sunday/Triduum**

#### **Priest and Deacon Schedule**

- Palm Sunday – March 20
  - Fr. Chuck – all Masses (including Saturday night), Deacon Tom – 8am Mass
- Triduum
  - Holy Thursday – Fr. Ralph, Deacon Tom preaching, Deacon John assisting
  - Good Friday – Fr. Ralph, Deacon John preaching, Deacon Tom assisting
  - Holy Saturday – Fr. Ralph, Deacon Gordon & Deacon Tom assisting
  - Easter Sunday (two Masses) – Fr. Chuck, no deacons

#### **Logistics Planning Session**

- March 13 after the 10:30am Mass for deacons, priests, musician and coordinators.
- Need a digital copy of list of things that need to be reviewed at the session.

#### **Music**

- Julie has seen the program booklets used last year and the office has them. We will use again this year.

**Prayer & Worship Committee Minutes**  
**February 22, 2016**

**Art & Environment**

- Will discuss the setting up of the Gathering Place for Palm Sunday weekend at the Planning Session.
- The office has the Easter flower contribution flyer & will put in bulletin at the proper time.

**Palm Sunday**

- Coordinators: 5pm-Deb & Sue, 8am-Sue & Mary, 10:30am-Mary & Deb
- Sacristans: 5pm-Deb, 8am-Mary, 10:30am – will be on sign up
- Mass begins in the Gathering Place with the Blessing of the palms, Reading, a short homily and the procession into the church singing “All Glory, Laud and Honor”
- Need three readers (narrator, voice, crowd) – will use the old red hymnals for the Passion Play. Readers must be at church 40 minutes early to dress and practice.
- Need four servers per Mass, usual number of Eucharistic Ministers (8 total)
- Would like to have the liturgical movement after the 10:30 Mass where they youth carry symbolic gifts to the altar as done in the past. Cheryl will contact Sarah, the youth minister. Kathy will look into acquiring the CD that Mark used to play.

**Holy Thursday – Mass @ 7pm**

- Deb will coordinate with Sue & Mary helping
- Sacristan – Deb or Mary
- Need three servers, usual number of Eucharistic Ministers (have two deacons)
- Passover Story by family – Cheryl will contact Tammy Price for suggestions
- Bells (for Gloria) – Sue will put reminder in the bulletin to bring bells & rice bowls
- Washing of the feet – need 12 people & an extra - Sue will find people
- Holy Oils (Sick, Catechumens, Holy Chrism) – need three people to bring up to altar (someone who has been anointed, RCIA candidate, Confirmation candidate). Cheryl will contact Mary Kral about the RCIA candidate and Sarah about a Confirmation candidate. Fr. Ralph will find someone who has been anointed.
- Will have a blessing at the end of Mass for Eucharistic Ministers and a Eucharistic Procession, which will include the First Communicants and their families, and the Eucharistic Ministers.
- Deb will contact Amy Golden regarding the involvement of the First Communicants.
- **Music for Procession:** After the procession, the Blessed Sacrament is taken into the chapel and it is incensed in the chapel. Once in the chapel, Mark would switch to another piece of music. When the music is finished, priest & deacon come out of the chapel. In silence, the deacon and servers strip the altar. The congregation leaves in silence.

**Prayer & Worship Committee Minutes**  
**February 22, 2016**

**Good Friday – Service @ 1pm**

- Cheryl will coordinate
- Need sacristan, three servers, readers for “crowd” part (deacons will also be readers) & four Eucharistic Ministers total
- Will need to get the big cross out.
- Will post a sign-up for four cross bearers. (Sue & Jan)

**Baptismal Font/Pool Cleaning**

- Kathy will contact Mary Daniel (Building Grounds) regarding the cleaning and set up of the Baptismal font and pool.

**Holy Saturday**

- Fr. Ralph will have a Blessing of the Easter Foods in the church at noon.

**Easter Vigil – 8pm**

- Coordinators – Deb & Sue
- Sacristan - Deb
- Sue will check to see if the McComis family will do the fire. Should have fire going by 7:30pm. Ernie provides the wood.
- Need regular number of Eucharistic ministers, two epistle readers (one can also do the epistle for the Mass) & three servers
- Deacon Gordon & Cheryl will do the Creation Story.
- Music - will use the booklet from last year. Matt Bridge will sing the Exsultet.
- Readings and Psalms – same that are printed in the booklet
- Will look into the Litany of the Saints used.
- Baptism section of booklet - disregard – no one being baptized.

**Easter Sunday Masses**

- No coordinators, need sacristans, usual number of servers & Eucharistic ministers

**Priest Report – Fr. Ralph**

- Deacon Luis approached Fr. Ralph on behalf of the Hispanic Community. They would like to have a monthly Holy Hour in the chapel. It will be held at 6pm on the third Thursday of the month and they will use the small monstrance. Deacon Luis will be the director of it and Fr. Ralph has given him permission to have access to the keys so that they may use the restrooms. They will begin March 17. They would also like to have a Bible Study in the chapel on the fourth Thursday of the month beginning after Easter.

**Miscellaneous**

- Suggestion made to have an evening Rosary in May outside on the patio.

**Next Meeting: April 25 @7pm at St. Paul’s**

- It will not be necessary to meet on the next scheduled date of March 28.
- Sue will contact Marcy at St. Paul’s to update her.

**Closing Prayer**

Prepared by Sue Siepmann