

## Prayer & Worship Committee Minutes

April 25, 2016

**Attendance:** Fr. Chuck Wrobel, Cheryl Snyder, Anna Marie Filipiak, Debbie Hendrick, Sue Siepmann, Carmela Matysiak, Sandy Dorff, Mary Pfaff – Pastoral Council Representative, Rita Borowski – Parish Cluster Director

Opening Prayer

Minutes of February 22 approved

### Old Business

#### Feedback

- Assistant Director of Liturgy & Music position
  - Formal job description is being created
  - Interviews have taken place & potential candidates have visited choir rehearsal
- Holy Week
  - In future, have some sort of confirmation (email/phone) for those who have signed up to eliminate no-shows.
  - Would like to have the Passion Play reading in hard copy so that the congregation may participate on Palm Sunday & Good Friday.
  - Music – was lovely
  - Art & Environment - was beautiful
    - Some miscommunication between Buildings & Grounds and A&E. Anna Marie will contact Mary Daniel to clarify.
- Budget
  - Cheryl is no longer receiving monthly updates from the office. Rita will review the proposed 2016-17 budget with Cheryl and will ask Steve to resume monthly updates to Cheryl.
- Mass Supplies
  - Deb offered to keep an eye on supplies & let the office know when it was time to reorder. This has been a difficult experience as there are so many unknowns. Sue will look into the supply ordering process.

### New Business

#### Upcoming Dates

- Ascension Thursday (5/5) – will be celebrated weekend Masses
- Mothers' Day (5/8) – will have a blessing for mothers
- Pentecost Sunday (5/14, 5/15) & **First Weekend of New Mass Schedule**
  - Have cantor give a special greeting to new worshippers
  - Already a scheduled *Welcome Weekend*

#### New Hymnal Covers

- Hymnals leave blue marks on the pews. Those who clean the church would like to donate covers for the hymnals. An explanation & recognition of the donation would be appropriate.

#### July Outdoor Mass

- It was felt that it would be best to have one year off from the outdoor Mass as we are switching to the new Mass schedule and will only be having one

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Sunday Mass. Also, the logistics without a music minister would be more difficult. We will plan on continuing this important tradition in 2017.

### **New Mass Times/Schedules – Comments/Concerns**

- Would like to see a list of Sacristans for each Mass and subs.
- The amount of hosts/wine will be different due to the reduced Mass times. Ushers should count early so that the sacristan has time to adjust the amount. Larger vessels and extra wine/hosts should be readily available.
- Lay ministers at Mass
  - Jan sent out an email asking which Mass ministers would like to be scheduled at. She has not heard back from 40 people.
  - Presently, only three ushers have signed up for the 4pm Mass.
  - Will ask Jan to send out a reminder to get replies from the 40 who have not responded and also ask lay ministers to please check in the ministry room to see if help is needed when they arrive for Mass.
  - In the future, plan an orientation for any members of St. Paul who would like to help out.

### **Vince Strand Mass of Thanksgiving, June 5 @10:30AM**

- A&E will decorate
- Vince will take care of the Mass
- Michelle Vandenhouten in charge of the reception.

### **Fr. Ralph's Retirement Farewell, June 18/19**

- Sharon & Yvonne are meeting with Fr. Ralph to plan

### **Reports & Comments**

- Fr. Chuck– presently working on Priest schedule for the next six months.
- Rita Borowski
  - Susan Atwater is retiring. The new hire for this position will be the contact for ordering supplies. P&W Committee will be responsible for letting this person know what to order & when.
  - Chrystal focuses mainly on financial matters.
  - Bulletin announcements go to the same email as in the past.
- Mary Pfaff, Pastoral Council Liaison
  - Discussion about Mass times took place at the last meeting
- Debbie Hendrick
  - Please give her anything that could be considered historical or meaningful to our parish as she is the St. Bruno historian.
  - Adoration sign-in book disappeared from the chapel about a month ago. It has been replaced with a new one.

**Next Meeting: May 23 @7pm at St. Bruno**

**Closing Prayer**

Prepared by Sue Siepmann