



MEETING DETAILS

Description: **Worship Committee Meeting Minutes**

Date: 01/04/2018

Time: 6:30 pm

Location: Annual Open Meeting in the Social Hall, Meeting Room 8

Chair: Larry Mustonen

Members Present: Kathy Browning, Dorothy Guanella, Linda Heimerl, Mary Hoffman, Arlene Leibel, Larry Mustonen, Ann Schwartz, Marie Whelehan, Rick Durig (PPC), John Peterson (PPC), Joe Keating

Absent: Colleen Davy, Mary Margaret Hoden

OPENING ACTIVITIES

- Light dinner at 6:00 followed by the annual open meeting from 6:30 to 7:00. (Leadership training/strategies presented by Rick Durig)

Agenda Items (Old Business)

1. Review of Action Item List

Upon review, some action items have been completed while others remain.

- Action Items remaining
 - Develop a ministry recruitment plan (Worship Committee)
 - Contact with Ministry Leads for needs and requests (Worship Committee)
 - Redesign of Chapel icon flyer (Colleen)
 - Update of budget status (Linda)

2. Ministry Recruitment Weekend (January 14th after 8, 10, noon Masses)

- Goal of Recruitment weekend: To increase number of volunteers in ministries. Eucharistic Ministers (EM's) are especially needed.
- Linda is coordinating tables, signs, etc. There will be a total of 10-12 tables.
- Ministry Leads are recruiting members from their ministries to be at the tables after the Masses. Information about what the ministry does, the time commitment, sign-up information, etc. will be provided to interested parishioners.
 - Dorothy discussed a new program, "Ministry Scheduler Pro" that will expedite scheduling for EM's. This will be utilized in the near future.



- A special Worship Committee meeting will be held in February to compile results and steps moving forward.

Agenda Items (New Business)

3. Evaluation of Incarnation Season

- Many compliments from parishioners and visitors regarding the environment of our church and chapel for this season
- Christmas attendance: 2200 people at the 4pm Christmas Eve Mass. Both the chapel and social hall were used. Remaining Masses had approximately 700 – 900 in attendance.
- At the 4pm Christmas Eve Mass, a family carried the Baby Jesus up to the altar. This was very well received by parishioners and will happen again next year.
- The regular Sunday Masses (Saturday and Sunday) were lightly attended. This year, the Saturday and Sunday fell the day before and the day of Christmas Eve.
- New Year's Day: There was one Mass at noon. 283 people were in attendance. Not a Holy Day of Obligation this year.
- Christmas decorations will be taken down after Epiphany and Baptism of our Lord. Linda will work with maintenance staff to coordinate.

4. Parish Retreat – February 25-28

- Sessions will take place both morning and evening
- Adoration will be closed down during the session times to allow adorers to attend. Marie will find people that can repose and expose during that time. Marie will also coordinate with Theresa Kraus to get exact times.

5. Divine Mercy Sunday - April 18 (first Sunday after Easter)

- SJN partners with both St. Peter's and St. Joseph's in West St. Paul for this day. It is on the rotation for us to host this year. Fr. Doug will discuss with other priests the issue of having no kneelers at SJN for Divine Mercy Sunday.
 - Dependent upon discussion, if the event takes place at SJN, planning will need to begin now.
- **Crucifix Lighting**

- Similar to our Stations of the Cross, spotlights would also be ideal for the crucifix. Linda will discuss this with Fr. Doug to see if this is in the budget.
- Larry also expressed a need for outlets above the granite wall behind the altar. Currently, many extension cords are run from the top to the lower outlets. Linda will also bring this up with Fr. Doug.

6. Altar Cloth

- We are in need of a new altar cloth that hangs 18 inches on each side of the altar. Larry will look for cream/ivory material that would be in keeping with the noble simplicity of Ordinary Time. Once the fabric is found, the Sewing for Grace ministry will make the new altar cloth.

7. Leadership Training/Committee Goal

- Rick Durig continued the leadership discussion with the Worship Committee that took place earlier with all committee members. The Worship Committee will hold a special meeting in February to continue discussion of strategies that identify the “Who, What, How, and Need” as it relates specifically to our committee’s mission. This will enable us to further craft and finalize our goal.
- Revised Worship Committee Goal (further discussion/revisions pending):
Our goal is to assist and support the pastor and the faithful community in the celebration of the Eucharist and the enrichment of the spiritual life of the community. To this end, we support and guide several ministry leaders, including those who coordinate parish devotions and recruit, educate and train lay ministers.

8. Lenten Season

- Ash Wednesday is on February 14. There will be four Masses that day.
- Volunteers are needed during the Lenten Season in the various ministries, especially for the Triduum. Hopefully, the January 14 Ministry Fair will produce more volunteers, especially EM’s.

AGENDA ITEMS FOR FEBRUARY MEETING (Sunday, February 11, 2018)

- Results of the January 14 Ministry Fair and steps moving forward
- Discussion of strategies in leadership, as it relates to our committee goal

AGENDA ITEMS FOR NEXT REGULAR MEETING (March 1, 2018)

- Updates on open items from prior meetings



- Results of the January 14 Ministry Fair and steps moving forward
- Further discussion of the Leadership model provided by Rick Durig, including discussion of the Worship Committee goal.
- Lenten Season
- Divine Mercy Sunday
- Crucifix lighting and outlets

Next Meeting: Sunday, February 11th at 1:15pm (Music Room)

Next Regular Meeting: Thursday, March 1st

Action Item List

Item Number	Responsible	Closed	Action item
40-09-001	Dorothy Guanella	11/02/17	Additional training sessions for Ems have been schedules particularly to encourage both cups to be used.
40-09-002	Dorothy Guanella	11/02/17	Need to mark Station 4
40-09-003	Linda Heimerl	11/02/17	Ministry flyer from Parish Picnic placed in narthex and gathering space
40-09-004	Larry Mustonen Linda Heimerl	11/02/17	Larry to update bulletin piece with edits from the WC on accessibility. Linda will post map and have article inserted in bulletin.
40-09-005	Fr. Doug Ebert	1/4/18	Need a bulletin piece to communicate how activities and facilities are to be used
40-09-006	Committee		Develop a ministry recruitment plan January 14th after 8, 10, noon Masses
40-09-007	Committee	1/4/18	Website cleanup
40-09-008	Linda Heimerl		Provide a copy of the Worship budget status report at the next meeting.
40-09-009	Colleen Davy		Colleen to talk to her son about redesigning the Chapel icon flyer.
40-09-010	Linda Heimerl	11/02/17	Gift Bearer invite in bulletin. Emphasis to sign up for birthdays, anniversaries, and other special occasions.
40-11-001	Committee	1/4/18	Contact with Ministry Lead for needs and requests.
41-01-002	Fr. Doug Ebert		Determine if SJN will host Devine Mercy Sunday April 18 (first Sunday after Easter)
41-01-03	Linda Heimerl		Review with Fr. Doug need for Crucifix lighting and electrical outlets above black granite wall.
41-01-04	Linda Heimerl		Need two new altar cloths one side to side and another ½ length hang to floor.
41-01-05	Rick Durig		Leadership Training – Mission revision