

## **St. John Neumann Catholic Church**

A First Fruits Community

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### **Liturgy Commission Meeting Minutes**

**March 12, 2014 – 7:00 p.m.**

**Attendees:** Anne Schwartz (Chair), Andy Lang, Kay Provo, Laraine MacKenzie, Larry Mustonen, Marie Whelehan, Virginia Stillwell (Staff)

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#### **OPENING ACTIVITIES**

Meeting began with prayer lead by Marie.

#### **Housekeeping:**

- Virginia agreed to take minutes. Minutes from January meeting were previously approved.
- Andy is signed up for minutes for next meeting.
- Addition to agenda: Visual Clutter

#### **PARISH PASTORAL COUNCIL REPORT**

**Long Range Plan Focus Areas:** Welcoming/Inclusion 1

**Liturgy Commission Objectives:** #1.1

In Dave's absence, Kay Provo gave us a report from the Council.

- The bylaws have changed to create two separate councils: parish pastoral council and finance council. The PPC membership process will also change to include parish-wide nominations and a discernment meeting, in place of elections. Nomination cards will be in pews March 29/30.
- PPC encourages commissions to appoint a secretary to keep minutes for a specified term.

**Action:** Commission will discuss chair and secretary positions at our evaluation meeting in May.

#### **2014-2015 BUDGET**

**Long Range Plan Focus Areas:** Welcoming/Inclusion 1; Formation/Education 4

**Liturgy Commission Objectives:** #1.3; #3.2.

**Discussion:** We discussed music and liturgy program budgets and expenditures for current year. Any savings we can make will be significant, because revenues are not meeting parish expenses.

- Seasonal Mailers: The cost of paper mailings has increased to twice what we have budgeted. We recommend mailing Advent and Lent calendars only to households for which we do not have email addresses. This will hold this line item steady. Recommend broad communication with parishioners about how to access paper and electronic versions of the calendars.
- Music budget: YTD expenditures for postage and copyrights are lower than budgeted.
- Commission recommends budgeting something for staff development.

**Action:** Staff members will meet to propose budget revisions for FY14-15.

#### **LITURGY OFFICE REPORT**

**Long Range Plan Focus Areas:** Welcoming/Inclusion 1; Formation/Education 4

**Liturgy Commission Objectives:** #1.1, 2, 3; #3.1, 2, 4.

**Discussion:** Virginia presented Liturgy Office Report. Comments on several events & ministries:

##### **LITURGY UPDATES:**

- At Fr. Dave's recommendation, weekend presider list is being published in the bulletin.
- Taizé Prayer: 48 people attended. Chapel works well. Use fresh candles.
- Catholic Services Appeal: Recommend informing the parish of what our goal is.
- Lent: Consider using incense at one Mass per weekend next year.

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- Good Friday: The liturgy for the Celebration of the Lord's Passion calls for distribution of Holy Communion from hosts previously consecrated. While it has been parish custom to "fast" from Holy Communion on Good Friday, Fr. Dave requests that we now integrate communion into our Good Friday liturgy. He reminds us that the Second Vatican Council encouraged frequent communion, and that it is not our prerogative to deprive the faithful of communion, since it is part of the Good Friday liturgy. Discussed revised order of liturgy and process for bringing communion from the place of reservation in Emmaus Chapel.
- Deacon Kevin Manthey Mass of Thanksgiving: Marie will ask him if he is able to celebrate a 12 noon Mass on June 1. Donut Sunday volunteers could assist with reception that day.

**Action:** Implement Good Friday revisions immediately. Contact Kevin Manthey regarding 12 noon June 1 as possible Mass of Thanksgiving. Consider other recommendations for 2015.

### MINISTRY UPDATES:

- New Purificators: Thanks to Sewing for Grace Ministry, Altar Linen Ministry, and Beth Determan for making new purificators.
  - Art Committee is overseeing creation of the Book of Founders for Emmaus Chapel, a parish art catalogue, and a new blessing font bowl.
  - Divine Mercy devotions April 27<sup>th</sup> are being coordinated. Fr. Jaspers is providing support.
  - Environment: Thanks to Pastoral Care Commission for providing funds from funeral donations to purchase new furnishings for the gathering space. We reviewed style and fabric. Finance Council approved expenditure with request to communicate with parishioners about the funding source. New furniture to arrive late May / early June.
  - Several new LWC ministers and altar servers. Trainings are ongoing.
  - Ministry Appreciation and Showcase well received. Several people signed up for adoration.
- Action:** Collect ministry data from coordinators before May evaluation /goal setting meeting.

### VISUAL CLUTTER

#### Long Range Plan Focus Area:

#### Liturgy Commission Objectives:

**Discussion:** Larry distributed photos and led discussion of sound / light issues in worship space.

- Large speakers obstruct views and would be better situated above the beam line.
- Down lights in the sanctuary draw attention and make circles of light on the floor. Lighting in the chapel demonstrates how the worship space lighting could be improved.
- Spot lights are in the way of sightlines, do not provide good coverage, reflect off the black wall, burn out often, and require a lot of electricity.
- Maintenance is looking into smaller, sturdier, more energy efficient lighting.
- Commission strongly supports updating sound and light equipment as finances allow in order to reduce energy costs and improve aesthetics for worship.

**Action Items:** Consult with maintenance and administration before drafting any proposal.

### NEXT MEETING:

**Wednesday May 21, 2014 – 7:00 p.m. in Rooms 3 and 4 (downstairs)**

**Snacks: Colleen**

**Prayer: Laraine**

**Minutes: Andy**

*Respectfully submitted by Virginia Stillwell March 18, 2014*