

St. Mary of the Hills Worship Commission

September 20, 2014

Present: Anna Marchese, Dan Greig, Steve Cody, Tim December, Mary Bomarito, Holly Foldessy, Karen Dudek

Recording Secretary: Karen Dudek

Main goals for year: Documentation updates and recruitment

Standing Ministry Reports

Music Ministry: Dan Greig

Documenting status: Pam San Jose keeps track of all choirs and e-mail lists for 7 groups (Adult Choir, Contemporary Choir, Brass Ensemble, HandBells, Jesus Jam, Praise Kids and Children's Choir). AV documentation needs updating due to many recent changes. The AV desk has moved and still is the same but tweaking is needed. Sound system also needing tweaking. The priests are now used to the new mics, and each has his own. Dan plans to train all who use the sound system in its basic functions.

Singer schedules are being solidified. Children's choirs will begin in October. The cantor schedule has been made until Advent, and there are 8 new cantors. Dan is planning a cantor training date TBD in the Fall. Dan wants to increase the Contemporary Choir by 6-8 more singers for a core, and would like to recruit at least two tenors for the Adult Choir. Recruitment for Jesus Jam is another goal; this group is under new leadership and they are planning to focus on the Holy Family Middle School for new members.

Action Items: Send volunteer contact information for the Worship Binder. Contact people for Stewardship Fair representation and recruitment.

Extraordinary Ministers of Holy Communion: No report. Katie Galli not present.

EMEs need to be documented as certified. This is done on-line through the AOD website. Need to talk to Fr. Stan about a start date for the new distribution of Communion to the Homebound. Timing needs to be worked out with Communion song, assembly being seated, repose of the Blessed Sacrament and sending forth of EMEs.

Action Items: Does Katie need help with documentation EMEs? New training will be done after Stewardship Fair. Start planning and designating EMEs before the holiday so there is no scramble at the last minute.

Readers: Tim December

Documentation is complete!

Tim needs 7 more readers for the Saturday 5:00 Mass

In future, Tim will be the one ordering workbooks (August)

Action Items: Reader workshop, contact volunteers for Stewardship Fair

Prayers of the Faithful Writers: No representative, no report.

Altar Servers: Mike Soisson not present, sent report

Documentation status: Mike has an up-to-date list of contact information, primarily communicates with servers through email. He is in the process of updating the document on procedures.

Training is planned for 9/24/14 at 7pm and Sunday after 11 am Mass. MaryB mentioned that this should be coordinated so that she and the Deacon are present.

Issues: Complaint about lack of preparedness by Fr. Strain, problems with attendance especially at the 5 pm Mass. Mike has made a recommitment document to sign. Extra training was also proposed to address the issue of preparedness, as was publishing server names in the bulletin for accountability.

Mike is planning to be present at the Stewardship Fair after all Masses to represent the servers and AV techs.

Action items: Finalize and send in contact information, procedures, and recommitment document, communicate w/ MaryB about upcoming trainings

Media Ministers: Dan Greig

There is a need for more AV techs as well as training on all the new technology. It is a lot to manage; adults might be needed or a staff overseer. Will reconvene after Stewardship Fair.

Art and Environment: Holly Foldessy

For Ministry Stewardship Fair – making 5 posters

Holly offered to make spreadsheets for each commission to record contact information – she will not be at the Fair

Dropping off materials at St. Mary's to be set up in gym at 10am on Saturday, Oct. 4

Action items: Make posters and spreadsheets for Stewardship Fair

Ministers of Hospitality: Steven Cody

Documentation status: Has an annual schedule as well as a list of usher names with email addresses and phone numbers. Is aware of an usher protocol document but needs to locate it.

There are currently 3 teams of ushers for 9 AM and 11 AM Mass and 2 teams for 5 PM. Steve's goal is to recruit 6-8 more ushers a year. Sometimes it is difficult to keep track of volunteers if they change parishes without notifying anyone. Involving families has been a successful recruitment strategy.

Action items: Contact volunteers for Stewardship Fair and prepare a ministry description, send in updated contact information (after Stewardship Fair), locate usher protocol sheet for Worship Binder by the next meeting

Sacristan: Mary Bomarito

Discussed the need for planning ahead for special Masses (especially for the Christmas Eve Mass in the gym). Set the goal to begin discussing Christmas Masses at the next meeting.

Evangelization: John Hundiak not present, no report sent in.

Budget: Dan Greig

New procedure: If anyone needs money, they need to contact Dan so he can sign off on a check request form. Will explain in more detail next meeting.

OLD BUSINESS

AnnaM will serve as the Parish Council representative for Worship.

NEW BUSINESS

Stewardship Fair

October 4-5

Discussed set-up for each table, layout of posters, what paperwork should be at each table, and what materials each commission head would like at their stations. Every commission head noted to arrange for volunteers to represent their commissions after each Mass.

Next meeting is Saturday October 18 at SMOTH.

Submitted by Anna Marchese