

St. Mary of the Hills Worship Commission

November 15, 2014

Present: Anna Marchese, Dan Greig, Mary Bomarito, Holly Foldessy, Karen Dudek, Beth Belesky, Katie Galli, Steve Cody, Mike Soisson, Tim December, Fr. Stan Ulman

Recording Secretary: Karen Dudek

Reader Report: Tim December

1 new reader trained on 11/11, will be on 5 PM Mass schedule. Received names of 4 additional new readers from LauraC, emailed them and received responses back. Will hold another training after Christmas. Is working with Fr. Stan on submitting reader names to AOD for commissioning. Has readers lined up for Healing Mass, Immaculate Conception Mass, and Communal Penance service, and will create new schedule after Christmas to cover the time until Easter.

Action Items: Submit list of readers to Fr. Stan to submit to AOD

OLD BUSINESS

All Saints Day

Discussed some logistical issues due to low turnout, new altar servers, and substitute Mass coordinator. Suggestions were made, including making Holy Days part of the regular server schedule rather than relying on volunteers. MikeS explained that this has not been effective for Holy Days for a variety of reasons. Other suggestions were to invite substitute Mass coordinators to attend worship meetings as part of gaining experience, review the documentation for coordinating Masses, and to expand EME training to include how to handle unusual situations. The discussion was tabled.

Overall Documentation Update

Rosters are still needed from ushers, altar servers, AV techs, and POF writers. EME roster is a work in progress (see EME report below). After all rosters are collected, AnnaM will cross-check w/ LauraC's volunteer database so all are in synch.

Procedure documents are up-to-date for readers, and a list of ensembles with a description was requested from Music. AnnaM passed out the current procedural documents for ushers, altar servers, and Art&Environment, and requested updates as needed (esp. regarding recent procedural changes, ex. Bringing Communion to the Homebound). Collected a booklet describing EME procedures for AOD; MaryB and KatieG will locate document specific to St. Mary's EMEs.

NEW BUSINESS

Thanksgiving Eve Mass in Church: 11/26 7 PM

Need servers. Readers set.

Healing Mass: 12/6 10 AM

Reader assigned, MikeS has started asking servers to volunteer, ushers ad hoc (SteveC will be there), AV tech not needed. BethB will make flier to publicize at Faith@Work and will transfer box of materials to AnnaM for set-up and eventual storage. Seating will need to be marked for those who will receive Anointing, with a table set up to distribute lanyards, as well as an easel to display instructions. AnnaM will check with DebV on scheduling extra presiders for this Mass.

DanG mentioned that any extra items stored in the church will be purged after Christmas, so mark everything carefully that needs to be saved.

Immaculate Conception: 12/8 7 PM

Readers are covered, ushers are needed, and MikeS has started asking servers and AV techs to volunteer.

Communal Penance Service: 12/20 10 AM

Deacon Joe writing script. Reader set, AV tech, servers, and ushers not necessary. AnnaM will check with DebV on contacting extra priests for individual confessions.

Taize Prayer: 12/3 7 PM

BethB will publicize at Faith@Work and to Women's Bible Study. AnnaM also passed on to PPC (along with dates of other upcoming events).

Christmas Eve 4:15 Mass in Gym

Plan to have as many volunteers as possible lined up by the next meeting. Readers are set, ushers will be assigned through sign-up board (2-3 weeks before), servers and AV techs will be emailed and then called individually if emails do not receive a response. DanG has contacted two possible musicians and has back-up musician if neither can play, will contact a cantor ASAP. New sound system will be in place in the gym and is fabulous. Art&Environment will place poinsettias, manger, Christmas tree, which will be moved to the Chapel after Christmas Eve.

It was suggested that, in order to have an accurate number of hosts for this Mass, that maintenance give a count of the chairs when setting up and use that, with some extra, to count hosts beforehand.

The Christmas Eve Mass in the gym is getting more and more crowded every year. DanG said that a suggestion was to move the children's Christmas pageant to the 6 PM Mass, but that this was not a popular idea among families. Overcrowding at 4 PM Christmas Eve will be an ongoing issue; unresolved at this time.

Misc

AnnaM will contact JohnH and then commission about putting stickers on Little Blue Books.

The revised Nicene Creed will be recited beginning in Advent. It will rotate with the Apostle's Creed. There will be a bulletin insert to help parishioners learn it.

MINISTRY REPORTS

Extraordinary Ministers of Holy Communion: Katie Galli

AOD certificates have been received for 29 EMEs. Their names and commissioning date have been added to database and certificates have begun to be distributed. KatieG has contacted BillD, DianeR, and DarleneK to find list of EMEs but it has not been located. Next plan is to have a clipboard for EMEs to leave their names and contact info when they sign up to EM. Their names will be added to the database and those who have not been commissioned through AOD will be submitted. This will begin during the weekend of the First Sunday of Advent (11/29-30). New EMEs will be trained on 12/14 after 11 AM Mass.

The procedure for those who bring Communion to the Homebound is still in transition. New training will include bringing Communion to Music Ministry at 5 PM Mass so that this procedure is consistent.

Action Items: Train new EMEs on 12/14, arrange volunteers to collect contact information during weekend of 11/29-30, pick up extra procedure booklets for Worship Binder

Altar Servers and Media Ministers: Mike Soisson

See Old and New Business regarding volunteer schedules. There will be several servers transitioning out at the end of the year (mainly to graduation), and two new servers will be trained in the next couple weeks.

Action items: Schedule servers and AV techs for upcoming Thanksgiving Eve Mass, Healing Mass, Immaculate Conception, and Christmas Eve Mass in the gym. Send AnnaM current roster of servers and AV techs, and review and update procedure documents for servers.

Art and Environment: Holly Foldessy

Holly has contacted everyone who signed up to help with decorating for Advent and Christmas; has one new helper for decorating on Christmas Eve but has sufficient help. Will meet with helpers to decorate for Christmas on 12/23 at 4 PM but will be setting up throughout the day. Reviewed description of Art and Environment responsibilities and confirmed that no revisions are necessary.

Ushers: Steven Cody

See New Business regarding upcoming liturgical needs.

Action items: Send in usher roster, review and possibly update usher procedure document, arrange ushers for Immaculate Conception Mass and set up sign-up board for Christmas Eve Mass in the gym

Music Ministry: Dan Greig

See New Business.

Action Items: Contact possible cantors for Christmas Eve Mass in the gym and confirm accompanist, print out current AV procedural document to be revised later.

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

AnnaM has been in contact with CarolG about getting a representative in touch with the committee.

Action items: Follow up

Sacristan: Mary Bomarito

See Old and New Business.

Evangelization: John Hundiak not present, no report

Budget: Dan Greig

Nothing new to report.

Next meeting is Saturday December 13 at SMOTH.

Submitted by Anna Marchese