

St. Maximilian Kolbe Parish
Worship & Sacraments Commission
Minutes of Meeting October 24, 2017

Members Present: Mike Gardner (Chair), Michelle Meyer, Christine Guerin, Adriana Inman, Dawn Mansour, Hope Davenport, Helena Osuber, Amy Wissel, Susan Maddox, Beth Brink

Members Absent: Michael Bolek, Terry Schneeman

Ex Officio Present: Jeremy Helmes (Pastoral Associate) and John Stengel (Recording Sec.)

Ex Officio Absent: Fr. Geoff Drew (Pastor)

Guest Present: Nicholas White

- I. Opening Prayer/Praying for Each Other – Beth opened at 7:07 PM
 - A. Saint of the Day – Saint Anthony Mary Claret
 - i. Brief biography and prayer.
- II. Mike introduces Nicholas and asks him his impression of the liturgy at St. Max.
 - A. He feels the liturgy is very well done. Nice pace and rhythm to the liturgy. Feels very welcoming and inspiring with so many people participating in worship.
- III. Mike asked members about moving forward with the chapel configuration.
 - A. No parishioners present for this evening's town hall meeting.
 - B. Parishioners have had the opportunity to voice their opinions on the chapel configuration.
 - C. One person sent a document about the placement of the tabernacle. However, according to the current church documents the Archbishop can decide on the placement of the tabernacle.
 - D. Mike will respond to the parishioner and explain we are following the current documents and the proper procedure is being followed for the placement of the tabernacle.
 - E. Jeremy thinks the next step should be to draft the recommendation on the chapel configuration and send it to the Pastoral Council. Jeremy will work on drafting the recommendation.
- IV. Formation- Liturgy Document book – Built of Living Stones paragraphs 1 – 45
 - A. How does the design of our church building balance its twofold role as both “house of God” and “house of the Church”?
 - i. Churches that are built in the round arose from wanting the altar to be the center.
 - ii. Our church design achieves a lot of the concept of church in the round, without having seating behind the altar.
 - iii. What does it mean for this building to be fit for the House of God?
 1. It has been consecrated and set apart for prayers and the sacraments.
 2. Large space for people with the suitable arrangement of furniture. A noble simplicity.
 3. Must be suitable for music.
 4. It is not just a house for the people, but it is for the people to worship God, and God is present.
 5. Church buildings are a witnessed to the community of the presence of God.
 - B. Which liturgical principles (pp. 27 and forward) are best embodied in our church building? Which principles need more attention?
 1. Our altar feels like it is the central focal point of the space.
 2. Crucifix is large by design. Many people look at the crucifix before receiving communion.
 3. The sound system needs improvement.
 4. Church is not light enough and it is especially noticeable at night. We are maxed out on lumens in the fixtures.
 5. We should look at ways to better include the various ethnic communities as a part of the décor. The design of the new chapel presents an opportunity to include art from the various ethnic communities that are a part of our parish.
 6. Because of the number of liturgical ministers some may only get the chance to serve once every three months.

- V. Approval of Previous Meeting Minutes from September 26, 2017.
 - A. Minutes approved with one change.

- VI. Pastoral Associate Report
 - A. Saturday Nov 4th will be the memorial Mass.
 - B. Phone conference with a company that installs a “people counting” system.
 - i. A lot of questions about how it would work.
 - ii. Would take 15 minutes to get the count of people. In order to help the sacristans, we would need the information much sooner.
 - iii. They do not have a mobile app.
 - iv. A lot of questions about installation and maintenance and how it would all work.
 - C. Lectors and EMHCs were invited to take part in the Archdiocesan liturgical renewal training. Not sure at this point how many are taking advantage of the opportunity.
 - D. Religious education staff working on getting children caught up on their religious education.
 - E. RCIA has started a year-round approach instead of the “school year” model, which is a better approach to match people’s faith journey.
 - i. Candidates are being offered the choice to stay at Mass when the catechumens are dismissed. If you have been baptized you can stay for Mass.
 - ii. Those who have not been baptized will be baptized at the Easter Vigil. Those who have been baptized and are well catechized may be received into the Church at other times during the year.
 - iii. Faith Flights
 - 1. We do not have enough opportunity to offer adult faith formation.
 - 2. 5 times this year on 5 different topics will be open to the whole parish. First one is this coming Thursday.
 - 3. Presentation on a topic with some discussion.
 - 4. Helps those in RCIA to mix with other parishioners.

- VII. Continuing Business/Projects
 - A. Discussion to honor head usher Walt Schaefer – Update – Dawn
 - i. Plaque, mug, and personalized card.
 - 1. Mike will reach out to Walt to set up a time.
 - B. Pastoral Council Meeting – Adriana
 - i. Meeting on Wed Oct 4th.
 - ii. Role of councils and commissions in the budgeting process
 - 1. Should be an ongoing process and not at the budget time of year.
 - iii. The plaza condition is an issue. Insurance company could tell us to fix at any time.
 - 1. Moving ahead with the lower cost option. Pavers will be replaced with asphalt which may be \$16,000. This is a short-term fix until we break ground on the expansion.
 - iv. Leadership discernment
 - 1. Need to provide two names from WSC in November or December to be on the steering committee.
 - v. Common Bylaws
 - 1. Need someone from WSC to look over the current bylaws and propose a revision to bring them up to date.
 - 2. Compare the updated bylaws to what will be in the new common set of bylaws.
 - vi. Fr. Geoff wants the commissions to meet on the same night. He wants a concrete proposal put together.
 - 1. Some value to meeting on the same night.
 - 2. Pastoral team looking at the calendar on what night will work.
 - 3. Looking at the 2018/2019 year.

- VIII. New Business
 - A. New document on Ministry Leadership Qualifications – Jeremy to post on website
 - i. It arose from a situation where a ministry wanted to have a non-Catholic as a leader. Since we did not have a policy to cover this situation one needed to be written.
 - ii. The policy allows for flexibility so that a non-Catholic could be a leader in some situations with the approval of the pastoral associate and the pastor.
 - iii. Those who are leaders must represent what the Church teaches. You cannot as a ministry leader express contrary opinions to Church teaching.

- iv. This policy will be communicated to all council and commissions, as part of the resources on the parish website for ministry leaders, and will be part of a new orientation training program for ministry leaders.
- v. The policy offers backup to those faced with the question of can someone who is a not Catholic or a member of the parish be a ministry leader.
- vi. The policy is now official and is on the website.
- B. January luncheon for ministry leaders under WSC
 - i. Offers fellowship and an opportunity to listen to ministry leaders under the WSC.
 - ii. Will be after a noon Mass either January 21 or 28. Jeremy is going to check the parish calendar to see what date will work the best.
 - iii. Roundtable sharing and open discussion.
- C. Seasonal sneak peek for Advent and Christmastide – Jeremy
 - i. Since Christmas Eve is a Sunday, there will not be a noon Mass on Christmas Eve.
 - ii. New Year’s Day is on Monday with no obligation, so we will drop the vigil Mass and have a 10:00 AM & 12:00 PM Mass on Monday.
 - iii. Dec 8th is always a day of obligation no matter what day of the week it falls on, because Mary under the title of the Immaculate Conception is the patroness of the US.
 - iv. If Christine needs more money for Arts & Environments it should be put in next year’s budget. She needs about another \$1,000.
 - v. During Advent and Lent there is no singing during the recessional. The idea is to leave it somewhat unfinished. A hymn of praise is sung after Communion.
- D. Look at new seating configurations for the chapel
 - i. Mike asking everyone to think about what to try next for the seating configuration and we will discuss at the next meeting.
 - ii. Next step should be to get a proposal to the Pastoral Council and then get the approval of the Archbishop. Jeremy will write a proposal to be sent to the Pastoral Council after the approval of the WSC.
 - iii. After approval of the proposal we need to engage a liturgical design consultant to think through the bigger picture.

IX. Closing Reflection – Beth

- A. What have we done tonight to draw people closer to the Lord?
 - i. Continued reflection on our church buildings and whether they are welcoming and suitable for the prayers of the saints, as the church documents state.
- B. What have we done tonight to help engage parishioners?
 - i. Invited the parish into the process of the new configuration of the chapel.
 - ii. Efforts to educate the parishioners. That we are guided by the Holy Spirit in our recommendations.
 - iii. How we invite people through monetary donations and their labor to make the church more beautiful.
- C. Express prayers of thanks
 - i. A moment of gratitude for our living temple of St. Max.
 - ii. Thankful for the opportunity to serve God by making our buildings more beautiful, inviting, and praiseworthy for the glory of God.
 - iii. Thankful for the efforts in our parish to meet people where they are in their faith journey.
 - iv. Thanks to those who participated in the original design and financial assistance for our building.
 - v. Thankful our parish continues to grow and to be a beacon of hope, light and love in our community.

X. Meeting adjourned at 9:10 PM

Respectfully Submitted,

John Stengel, *Ex Officio* (Secretary)