

St. Maximilian Kolbe Parish  
Worship & Sacraments Commission  
Minutes of Meeting September 26, 2017

**Members Present:** Mike Gardner (Chair), Michelle Meyer, Christine Guerin, Adriana Inman, Dawn Mansour, Hope Davenport, Helena Osuber, Amy Wissel, Michael Bolek

**Members Absent:** Terry Schneeman, Susan Maddox, Beth Brink

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

**Ex Officio Absent:** Fr. Geoff Drew (Pastor)

- I. Meeting opened at 8:20 PM following the first town hall meeting on the chapel reconfiguration.
- II. Formation- Liturgy Document book – Topic: Arrangement of the Church - General Instruction of the Roman Missal paragraphs 296-318.
  - A. Prompts for discussion.
  - B. How does the location, construction, and decoration of the altar emphasize that it is the physical “center of the thanksgiving that is accomplished through the Eucharist”? (GIRM #296)
    - i. In what ways does the arrangement of our parish church fulfill what is described in the GIRM?
    - ii. What opportunities for growth exist? Does the *physical* arrangement of altar/ambo/chair/assembly effectively symbolize the *liturgical* relationship between Word/Eucharist/ministry/assembly (the ways in which Christ is truly and really present in the liturgy)?
      1. Dawn finds it fascinating when visiting other churches how the design guidelines are interpreted. Jeremy pointed out that it is a general instruction.
      2. St. Max was built after the Second Vatican council, so the new design principles were able to be built into the design of the church. Many older churches built before the Second Vatican council cannot be changed easily.
      3. Paragraph 303 – Rite of Mass after Vatican II says you should have an altar that you can walk around. If an existing church has a fixed altar against the wall and you cannot remove it without breaking it, a second altar should be built and used to celebrate Mass.
      4. Michael related his experience attending Mass at St. John the Evangelist where the design is circular around the altar and it has a completely different feel to the celebration of Mass.
      5. Hope would like to see a stone altar at St. Max to contrast with all the wood in the church. In the U.S. wood is considered dignified and can be used as long as the altar is immobile.
      6. We have some relics at St Max sitting on Fr. Geoff’s desk. A decision needs to be made on what to do with them at some point.
- III. Approval of Previous Meeting Minutes from August 22, 2017.
  - A. Minutes approved with no changes.
- IV. Pastoral Associate Report
  - A. The pastoral team along with the pastor has developed a policy for ministry leaders. Currently there is no policy on the qualifications for ministry leaders and the question has come up a couple of times on whether someone who is not Catholic and/or a parishioner can be a ministry leader. The policy coming out will be that normally a ministry leader should be Catholic and a parishioner. Exceptions can be made with the approval of the pastoral associate and the pastor.
- V. Continuing Business/Projects
  - A. Chapel Town Hall Meeting
    - i. WSC will wait to decide on alternative chair configurations in the chapel until after the next town hall meeting.
    - ii. It was decided not to make any changes in the chapel until after the next town hall meeting.
  - B. Discussion to honor head usher Walt Schaefer – Dawn
    - i. Since Walt’s ministry falls under WSC we will get a gift for Walt to be presented by Mike and Jeremy.
      1. Dawn is suggesting possibly a mug, key chain and a granite piece along with a thank you note to honor Walt’s years of service. Dawn asking for input from members.

- ii. Jeremy brought up to the pastoral team the idea of honoring parishioners who have given years of service to the parish, which started a conversation about a Stewardship award.
- iii. It was decided to take Walt out to lunch and Dawn will proceed with purchasing the gifts.

C. Pastoral Council Meeting – Adriana

- i. Debt elimination by the end of year. May have a mortgage burning in January.
- ii. Replacing the bricks in the plaza. There is an issue with insurance and the condition of the bricks.
- iii. Hosts - Shortage during communion and EMHC having to break hosts into small pieces
  - 1. WSC should look into this issue.
  - 2. There are logistical issues with the EMHC not moving into areas of the church where more hosts are needed. This is a training issue that needs to be addressed.
  - 3. Jeremy, Fr. Geoff, and Larry are meeting with a company that has technology to count the people as they enter the church.
  - 4. Sacristans need to be aware of the number of people in church and adjust the host count.
  - 5. Jeremy will respond to the person who took the concern.

VI. New Business

- A. All of Jeremy's staff and the seminarian intern will be attending one of the WSC meetings this year.

VII. Closing Prayer offered by Mike

VIII. Meeting adjourned at 9:12 PM

Respectfully Submitted,

John Stengel, *Ex Officio* (Secretary)