

St. Maximilian Kolbe Parish  
Worship & Sacraments Commission  
Minutes of Meeting February 27, 2018

**Members Present:** Adriana Inman, Hope Davenport, Christine Guerin, Amy Wissel

**Members Absent:** Mike Gardner (Chair), Michelle Meyer, Beth Brink, Dawn Mansour, Terry Schneeman, Helena Osubor, Michael Bolek

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

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

**Staff Visitor:** Mary Ella Wielgos

- I. Opening Prayer/Praying for Each Other – Jeremy opened at 7:04 PM
- II. Formation- Liturgy Document book – Built of Living Stones paragraphs 81-99

Is our church and surrounding space well-suited for the unique celebrations of Holy Week and the Triduum? What might serve us better?

Does our worship space fulfill the criteria for the postures of the assembly, the Paschal candle, gathering space, etc.? What might serve us better?

- A. When building a church design your church with Holy Week in mind. If you can do all the things you need to do during Holy Week, it will work just fine the rest of the year.
  - B. Does our church lend itself to fulfilling Holy Week?
    - i. Using the gym for Holy Thursday procession works out very well. This will not change when the new chapel is built because the new chapel will only hold 175 people. Before doing it this way the Blessed Sacrament chapel was used and only 70 people could get inside.
  - C. Where will we put the Easter Vigil fire this year?
  - D. Does our church allow for the right experience?
    - i. Site lines are good in our space. Processions work well. The space seems to work well. We have wide enough aisles.
    - ii. The amount of space for the musicians needs to be updated. We have grown to the point the space is not adequate.
    - iii. When we get new flooring, it might be a good time to update the space.
    - iv. There are audio problems with dead spots in the church.
    - v. Our candles are nice compared to some churches where they are smaller. It is nice the way we carry the candles to the ambo for the Gospel and bring the candles to the altar with the gifts.
  - E. Bells on the outside of church.
    - i. Township rules would restrict when we can ring bells.
    - ii. If we decide it is important we could push the issue and approach the township.
    - iii. A carillon tree might be an option vs building a bell tower.
- III. Approval of Previous Meeting Minutes from January 23, 2018.
    - A. Minutes approved with no changes.
  - IV. Pastoral Associate Report
    - A. Would a 4:30pm or 5:00pm Liturgy of the Word on Ash Wednesday be worth pursuing?
      - i. Low impact to do a Liturgy of the Word. Jeremy or Mary Ella and a deacon.
  - V. Visit from Assistant Liturgy & Music Minister - Mary Ella Wielgos
    - A. Liturgical Ministries Scheduling
      - i. 709 total ministers in the scheduling program. 90% are active.
      - ii. 366 EMHC, 125 servers, 101 lectors, 28 sacristans, 13 people doing linens, 23 people helping with Children Liturgy of the Word, 11 families help distribute Worship Aids.
      - iii. New spring schedule is out, and everyone seems to use it well.
    - B. Music Ministry

- i. Teen Ensemble doing well with 5 -12 teens.
    - 1. Try to give the teens space to develop.
      - a. Flocknote is a text service we use to send out texts to the teens. Great tool to handle the texts to the teens so there is no question about who is texting.
  - ii. Children's Choir – 32 active
    - 1. Grades 4–8.
    - 2. Goal is to get more youth cantors. Happy with how it is working. The youngest is in 5<sup>th</sup> grade.
    - 3. Another goal is using more percussions.
    - 4. Children's choir will be participating in a choral festival.
    - 5. National Anthem at a Red's game.
  - iii. Cherub Choir – 27 active grades 1-3.
    - 1. Kids love the hand chimes.
    - 2. Leading Stations of the Cross on March 9<sup>th</sup>.
    - 3. Kindergarteners for the first time this year – 16 children
      - a. They had 4 rehearsals and then they sang with the cherub choir at Mass.
  - iv. Every week Mary Ella handwrites 2 letters of gratitude to liturgical ministers. She has done about 100 letters so far.
  - v. Choir camp again this year in August.
    - 1. About 70 kids every year.
    - 2. 9:30am – 12:00pm for the younger kids, 9:30am – 2:00pm for the older kids.
  - vi. Mary Ella is going to focus on building up what we have going on now.
  - vii. Mary Ella has been working a lot with the musicians. There is a wide spectrum of musicians and their skill levels in our parish.
- C. 2/3 of our music at Mass is sung by the congregation.
- i. There are some of the musical elements that lend itself for the choir only.
- D. We could use a few more Children Liturgy of the Word ministers. Seem to have plenty of people in the other ministries.

## VI. Continuing Business/Projects

- A. Pastoral Council Meeting – Adriana
  - i. Jim Lipidi, a parishioner and construction manager presented an update on the capital campaign.
    - 1. We may have to do short term debt to move things along and keep people interested.
    - 2. Preliminary target is to get the chapel open April 2020.
    - 3. Request for proposals have been sent out to architects.
    - 4. Next step after the selection of an architect will be to choose additional contractors with the help and input of the selected architect.
  - ii. PC feedback items for WSC
    - 1. Why do we not mention names of the deceased during Mass?
      - a. An article was in the Modern Saint last month that talked about this issue.
    - 2. A Eucharistic minister blessed a child with the same hand as they used to distribute the Eucharist.
      - a. They are trained not to bless with the same hand.
    - 3. Problems with the wireless mics cutting out.
    - 4. When are we supposed to genuflect?
  - iii. The building debt has been paid off as of 2/5/2018.
- B. Ministry Leadership Luncheon
  - i. Dawn has the minutes and once they are distributed to members WSC will discuss.
- C. Leadership Discernment project – Amy & Helena
  - i. Amy has not heard from anyone at this time.
  - ii. A lot needs to start happening soon.
- D. By-laws update – Hope
  - i. Hope reviewed the common by laws
    - 1. Some items not in our by-laws.
      - a. Term and Continuity
        - i. Term of council and commission members should be 3 years, chairperson 1 year.
        - ii. Our charter does not state vice-chair becomes chair.
          - 1. We are doing this, but our charter needs updated.
      - b. Member Roles and Expectations
        - i. Chair should be a 3<sup>rd</sup> year member and vice-chair a 2<sup>nd</sup> year member.

- ii. Vice-chair should verify compliance with the by-laws.
- iii. Leadership Discernment team members should be 2<sup>nd</sup> year members.
- iv. Leadership Roundtable liaison should be the chair or vice-chair.
- v. PC liaison should be the same person at every meeting.

2. We will need to make some changes to our by-laws.

E. Liturgical Minister's Formation Day proposal – Jeremy

- i. A day for all 900 ministers – Same program on 2 days.
  - 1. Saturday Oct 13th in the morning
  - 2. Thursday Oct 11th in the evening
- ii. In the past we have had a keynote talk of about forty five minutes before the break-out sessions.
- iii. What topics for keynote?
  - 1. From previous years
    - a. How to be more prepared as a minister in the spirit of the Liturgy?
    - b. The role of the Bible.
    - c. Hospitality – How do all of the ministers serve as ministers of hospitality?
    - d. Liturgical ministers being both like Martha busy doing their job and like Mary sitting at the feet of the Lord.
  - 2. Hospitality and Evangelization and how to mesh the two.
  - 3. The rite and role of RCIA
  - 4. Mass 201 – Why we do what we do during Mass? Presented at a higher level than Mass 101.
  - 5. More spiritual renewal and more invigorating.
  - 6. Another way to do this would be 3 talks of 15 minutes each. They could be either the same topic or on various topics.
  - 7. A panel discussion where panel members would be asked questions.
  - 8. Topic should be on Liturgy and Worship.

F. Chapel Reconfiguration

- i. The master plan is the next step before proceeding.

VII. New Business

- A. Filling vacancy for 2018 term left by Susie Maddox
  - i. Leave the spot vacant because it is only three months.
- B. Informal feedback on Ordinary Time and Ash Wednesday
  - i. Ash Wednesday
    - 1. 6:30am Mass on Ash Wednesday is growing and meets the need.
    - 2. 6:30am Mass on Holy Days has a good response.
    - 3. When we tried 6:30am Mass every week attendance was very light.
- C. Review Lent Evaluation
  - i. Evaluation tool is on the member's page of the website.
  - ii. Jeremy asking everyone to read and keep the prompts in mind during the seasons for evaluation.
  - iii. Jeremy stressing how important it is to give essential feedback that is necessary to help us pray better.
- D. Seasonal peek of Eastertide
  - i. Eastertide a lot like last year
    - 1. Variety of the responsorial psalms will be tweaked this year with different settings.
    - 2. The fire pit for the Easter Vigil will be on the island in the grass next to handicapped spots.
      - a. We want to start doing it in the same place it will be after the expansion.
- E. Needs for FY 18-19 budgeting?
  - i. Jeremy thoughts – will bring proposal in March
    - 1. New rite of baptism books and new RCIA ritual books will be needed because of new translations that will be coming out.
    - 2. Replace the 3 wireless mics which are 15 years old with state of the art mics.
    - 3. Upgrade of the brains for other sound system components.
    - 4. The budget for first penance and first communion needs to be increased.
      - a. This past year it was \$2,000, but we still need more money.
      - b. Confirmation has a \$11,000 budget.
        - i. Confirmation has offsite retreat and some other additional expenses.
    - 5. Try to budget for some additional things for the Sunday experience
      - a. Are people being greeted?
      - b. Umbrellas when it is raining.

- c. Jeremy wants to start a conversation on what it will look like. He does not have a concrete proposal at this time.
- 6. Arts and Environment
  - a. Some money for basic needs.
  - b. Maybe we contract for plant care.

VIII. Closing Reflection – Jeremy

- A. Express prayers of thanks
  - i. Thankful for the 900 ministers.
  - ii. Mary Ella and Jeremy for their work in music ministries.

IX. Meeting adjourned at 9:08 PM

Respectfully Submitted,

John Stengel, *Ex Officio* (Secretary)