

**Liturgy Committee Meeting  
Church of Saint Mary, Alexandria  
Wednesday, November 10, 2021  
5:00p.m.- In Person and Zoom**

Present: Father Matthew Kuhn, Char Hanson, Grace Lambert, Bonnie Broman, Kevin Gorghuber, Sue McCulloch, Erin Takle, Carol Gaffaney, Kathy Fischer, Jody Koubsky, and Michele Neale.

1. Prayer – Led by Father Matthew.
2. Training Sessions & Updated Instructions for Various Ministries
  - Hospitality (Ushers/Greeters) – Written instructions are being updated. Captains will go over the updated instructions with their team members.
    - Annual Safety Training – Kathy Fischer said the Hospitality teams need to receive annual safety training.
  - Lectors – Char Hanson and Michele Neale feel they should have a refresher session with lectors. Father Matthew will schedule a session.
  - Altar Servers – Father Matthew will do training with altar servers in January/February.
  - Sacristans – The Instruction Sheet for sacristans has been updated. No training will be scheduled.
  - EMHC – If teams are having trouble with ministers not coming when assigned, the captain could send a “reminder email” 2-4 days prior to their assignment. It was also suggested that teams should train 1 or 2 members of their EMHC team to be a sub for the team captain. Father will again remind parishioners that if they want to receive the precious Body “on the tongue” that they should go to his line. If an EMHC is comfortable with giving “on the tongue,” they can do so, but then should sanitize their hand afterwards, before giving the Precious Body to the next person. When the Precious Blood is added back to the Mass, a training session will be scheduled with EMHC ministers.
3. Arrangement of Furniture in Sanctuary – How has it been after one month with the new furniture arrangement?
  - Father Matthew noted he has received feedback from people at weekend masses in regard to the new arrangement of furniture; several have said they feel the ambo is positioned too far forward so that some people on the side sections are sitting “behind” the lector.
  - After discussion, the following plan received support.
    - “Full Form” will be used for Weekend Masses, School Mass, & large events
      - Use High Presider’s chair
      - Position Ambo further back
    - “Short Form” will be used for Weekday Masses, small funerals, & small events
      - Presider chair placed in front of credence table
      - ambo next to the altar
    - Father and the sacristans will move the furniture to the next setting after Masses.
4. Director of Music and Liturgy Progress
  - Three applications were received last week. One interview has been scheduled and they are planning to schedule another interview for one of these new applicants.
5. Advent and Christmas at St. Mary’s Church
  - After discussion, it was decided on mass times as follows:
    - Christmas Eve: 4:00 p.m. and 7:00 p.m.
    - Christmas Day: 9:00 a.m. (and 5:00 p.m. – see next bullet)
    - Since Christmas Day is a Saturday, there will be the normal 5:00 p.m. mass on Saturday, the 25<sup>th</sup>, as well as the 8:00 and 10:00 a.m. masses on Sunday, the 26<sup>th</sup>.

- New Year's Eve: 4:00 p.m.
  - New Year's Day: 9:00 a.m. (and 5:00 p.m. – see next bullet)
  - Since New Year's day is a Saturday, there will be the normal 5:00 p.m. mass on Saturday, the 1<sup>st</sup> and the 8:00 and 10:00 a.m. masses on Sunday, the 2<sup>nd</sup>.
  - Handbell ringing will be scheduled if we can get someone to work with people who volunteer.
  - Erin Takle will send an email to volunteers to sign up for the various ministry positions needed for the above-mentioned masses.
  - Father Matthew also noted that another area for social distancing has been added in the northwest section of pews in the church as the current sections have been filling up and more space is needed. The Great Hall will be set up for use during the Christmas masses to accommodate the additional people that are anticipated.
6. Vestments for Priests and Deacons
- St. Mary's does not currently have vestments for a deacon; therefore, an order has been placed for a matching set of vestments for the deacon and priest for each of the four main liturgical colors (white, green, red, violet). Donations have been made to cover the cost of the vestments.
7. Wedding Coordinators/Hospitality Hosts
- Father Matthew wants to have at least two people trained as Wedding Coordinators/Hospitality Hosts. This would be a paid position. It was felt that there are instructions available for such a position that could be updated and used for this position (which could include tasks such as: fill in for pastor at wedding rehearsals, train ushers & lectors, etc. for special events, and be able to do logistical problem-solving).
8. Weekday Mass Times
- Char Hanson said several people have expressed a desire to have a 5:00 or 5:30 p.m. weekday mass again. After discussion, it was decided that being the current Thursday 7:00 a.m. mass has a small attendance, that the Thursday mass time would be changed to 5:30 p.m. effective the first Thursday of 2022, January 6<sup>th</sup>.
9. The next meeting of the Liturgy Committee will be January 12<sup>th</sup>, 2022 at 5:00 p.m.
10. The meeting adjourned at 6:15 p.m. with prayer.

Submitted by:  
 Carol Gaffaney, Secretary