

Liturgy Committee Meeting
Church of Saint Mary, Alexandria
Wednesday, September 8, 2021
4:30p.m.- In Person and Zoom

Present: Father Matthew Kuhn, Michele Neal, Bill Verschaetse, Char Hanson, Deacon Tony Pasko, Sue McCulloch, Grace Lambert, Mary Gorghuber, Bonnie Broman, Janice Doebber, Erin Takle, Jody Koubsky, and Carol Gaffaney.

1. Prayer – Led by Father Matthew.
2. Introductions - Each person at the meeting introduced themselves and indicated the ministry they represent.
3. Ushers, Greeters and Hospitality Desk – Do we keep together or separate these ministries?
Discussion followed with the following points being made.
 - Since July when the mask mandate was dropped, some of the volunteers in this ministry have expressed that they only want to do just one of the 3 ministries, and not be asked to fill in for the other two areas. Some wanted to volunteer only during the “restriction months” and may or may not want to continue doing what they were helping with.
 - The captain of the Usher/Greeter/Hospitality teams should talk with their team members and determine which of the 3 areas they want to be part of and encourage them to be trained for all three if possible.
 - Volunteers need to have a clear vision of what they are volunteering for and determine which ones they want to help with.
 - It would be helpful to have training to refresh the roles of the ushers, greeters and hospitality. They need to be able to handle emergency preparedness and safety as welcome people attending Mass.
 - We need to remind volunteers to find a replacement if they cannot attend when they are scheduled. This has been causing problems for teams. It would be beneficial to have captains contact their teams during the week before they are scheduled with a reminder about the upcoming assignment.
 - The schedules for the ministry areas are sent to volunteers and are also posted on the parish website and in the Sacristy. There was a request to identify a more accessible place to post the volunteer schedules, possibly in the Gathering Space. It was suggested to put them in a binder in the drawer of the hospitality desks.
 - With Stewardship Weekend coming up on October 9-10, Father Matthew will be informing the congregation that more volunteers are needed, that more information will be available during the Stewardship Weekend, and he will invite everyone to think about where they might want to help out.
 - A personal invitation seems to be more effective in getting people to volunteer.
 - Consensus was to keep the Usher/Greeter/Hospitality desk teams as they are, and have the captain ask volunteers what they want to do, hoping/stressing that they’d like people to be open to helping in any one of the three ministries.
4. Extraordinary Ministers of Holy Communion – Do we split up teams into smaller groups if we are not distributing the Precious Blood?
 - Consensus was to keep teams as they are and not split them into smaller groups.
 - Captains establish a rapport with their team members.
 - Father Matthew said there can be more than 6 EMHC helping to distribute Communion at a mass, possibly up to 10 people. He will meet with team captains regarding this.
 - Training to refresh procedures would be helpful.

- When the deacon is assisting at a Mass, he will distribute Communion, too. Erin will send captains the schedule of when Deacon Tony will be assisting at Mass.
5. How having a Deacon affects liturgies – When Deacon Tony is assisting at mass, there are several things he does, as follows:
 - Carries the Gospel Book in during the Entrance procession.
 - Reads the Penitential Act, the Gospel and the Petitions.
 - Receives the Gifts with the Priest.
 - Prepares the Altar with the Servers.
 - Distributes Communion.
 - Clears the Altar with the Servers.
 - Dismisses the Congregation.
 6. Training Sessions for Various Ministries – Father Matthew will schedule training sessions for the ministries listed below. He would like to have one big training meeting for each ministry the first part of November. After that, any new volunteers would be trained by the team captain. Captains can also do periodic reviews of procedures with their team members.
 - Ushers
 - Greeters
 - Hospitality
 - Lectors
 - Altar Servers
 - Technology
 - Extraordinary Ministers of Holy Communion
 7. Medical Events at Mass
 - Ushers should complete an incident report every time someone passes out at Mass (as well as any other medical or injury incident).
 - The Incident/Injury Report forms are in the Ushers Cabinet and in the Sacristy.
 8. Audio in Great Hall 10:00 Mass – For additional seating, audio will be made available in the Great Hall during the 10:00 Mass.
 - The doors to the Great Hall will be closed during Mass because there is a sound delay.
 - The EMHC team captain will bring Communion to the people in the Great Hall.
 9. Updated Ministry Instruction Cards – The ministry instruction cards that were prepared a few years ago will be updated and made available for Stewardship weekend.
 10. The meeting adjourned at 5:50 p.m. with prayer.

Submitted by:
Carol Gaffaney, Secretary