

**Liturgy Committee Meeting**  
**Church of Saint Mary, Alexandria**  
**Tuesday, July 14, 2022**  
**5:30 p.m.**

Present: Luke VanOverbeke, Father Matthew, Father Rick, Father Fred, Sue McCulloch, Michele Neale, Kevin Gorghuber, Mary Gorghuber, Char Hanson, Kathy Fischer, Dave Reller, Bonnie Bromen, Grace Lambert. and Carol Gaffaney. Absent: Jody Koubsky, Erin Takle, Janice Doebber, Bill Verschaetse, Deacon Tony Pasko and Dawn Houska.

1. Opening Prayer

2. Father Fred is joining the Liturgy Committee.

3. Liturgist's Update

- Educational Reading - The educational reading: *Constitution on the Sacred Liturgy, Sacrosanctum Concilium, Part III, Reform of the Sacred Liturgy*, was discussed.
- Ministry Scheduler Pro Timeline – Luke said the use of the Ministry Scheduler Pro will be introduced slowly and shared a proposed implementation timeline. It is proposed that: Phase I would include Priests, Deacon, Lectors, Sacristans, Servers, A/V Booth, and Catechists; Phase II would include EMHCs and Hospitality Teams; Phase III would include Funeral/Wedding Liturgy & Meal Ministers and Coffee and Rolls Ministry; and Phase IV would include the Music Ministry and any remaining ministries.
- Adoration will be added to the Ministry Scheduler Pro.
- Benefits of Ministry Scheduler Pro include:
  - It schedules and manages all ministries electronically, with options for printing physical schedules as needed. The electronic schedule is always the most current.
  - It can sort by household or individual. Personal preferences are respected.
  - You can update contact information and submit ministry substitute requests instantly from your electronic device, using your personal volunteer account.
  - When sub requests are submitted, it instantly sends out a sub request to all available volunteers either by text and/or email.
  - All assignments are approved by Luke.
  - Schedule reminders can be sent out via text and/or email.

4. Father Matthew's Update

- Father Matthew thanked committee members for being a part of the Liturgy Committee. He noted that the Church of the Immaculate Conception (Osakis) and Saint Nicholas Church (Belle River) do not have Liturgy Committees; and, also, they do not have weekday sacristans.

5. Father Rick's Update

- Father Rick introduced himself and reviewed his assignments prior to being appointed to our parish.

6. Ministry Updates and Needs

- Lectors – Char reported new lectors have been trained and added to the ministry.
- EMHC – Kevin said teams are getting more comfortable with the new process.
- Greeters and Hospitality – Bill and Grace have met with Luke and Father Matthew. They are wondering if greeters and hospitality should be separate groups. A problem they explained is that the teams' primary focus is on ushers and if they are short people, they forget about hospitality. It was discussed that we could ask spouses and/or

family members if they could help with the greeting ministry. They will pursue this solution and, if needed, separate the greeting ministry from hospitality. Grace asked about having envelopes available by the entrances for people who request an envelope to give a donation. More new parishioner packets are needed, too. There are bibles available in the chapel, but it was noted we should have some in the gathering space.

- Sacristans – Four new sacristans are being trained.
- Altar Servers – It was suggested to have server instruction sheets on the front step, too.
- Eucharistic Adoration – Sue said they have been opening up more times for Adoration and people are coming forward to fill the spots. New carpeting is being installed in the chapel.
- Music – Father Matthew, Luke VanOverbeke and Erin Takle will give a recital sharing their musical gifts at 2:00 p.m. on August 7<sup>th</sup>.
- Children's Liturgy of the Word – Luke will look into resuming this ministry.
- Father Fred asked if there are bylaws for the Liturgy Committee. Does the Diocese have guidelines for liturgy committees? Luke will request information from Aaron Carpenter in the liturgy office at the Diocese of St. Cloud.

6. The next meeting of the Liturgy Committee will be August 11, 2022 at 6:30 p.m.

7. The meeting adjourned at 7:55 p.m.

Submitted by:  
Carol Gaffaney