

**St Luke's Liturgy Committee Meeting  
October 3, 2019**

**Members present** – Fr. Ken Halbur, Deacon Fred Cornwell, Cari Higgins, Karen Bishop, Mike Otis

**Approval of minutes from September**

**Ministry reports**

**Altar Servers:** Fr. Ken trained all school 4<sup>th</sup> & 5<sup>th</sup> graders. He & Pete Haack will work on training RE students.

**Extraordinary Ministers:** Karen Bishop, nothing new

**Hospitality/ Cross Bearers:** Dana Bastian did train another family for greeters/ushers. The name tag box has been cleaned out and all current active greeters are made and are in the box. It was discussed whether sacristans should wear something so they are easily identified. Fr. Ken would like a ministries' board made for the narthex that could hang by the TV. There would be magnetic tiles that would post the positions that we still need filled for Mass.

**Lector/Commentators:** Mike Otis

**Communications:** Kyle Curran & Gary Olson - absent

**Music & environment:** Cari Higgins – talked about how nice the new altar linens look and upcoming Mass times (see below). Will hope to have an anointing of the sick during a Mass before Advent.

**Discussion Items–**

- Deacon Fred had a document that explains the Liturgy as described in the *Sacrosanctum Concilium*. A thorough discussion took place on how our different ministries can show reverence during Mass.
  
- Here are a few observations that could be changed & the above ministry leaders can let their volunteers know:

**Bowing** – all come to altar, bow at the center point

**Ministers not showing up** – always a challenge to find subs before Mass; are substitutes trained?

**Cross bearers** – walking way too fast/please wait until singing begins; need to just bow head and not at waist; immediately put cross in stand

**Book bearer** – in the procession: place the Book of Gospels in the stand on the altar from the front of altar; show reverence for Book of Gospels; simple bow keeping book upright

**Altar servers** – simple bow keeping candles upright; always walk in front of altar and do not need to bow each time; synchronize movements for gospel & setting altar

**Lector** – Proclaim only what is in the Lectionary (do not say “The first reading is....” Or “The second reading is.....” Handle the Lectionary or Book of Gospel with reverence; bow at front of altar

**Cantor/s** – Option of walking to in front of the altar, bow & walk up steps or continue to bow at side and walk up ramp; please leave mic off during practice and let rosary know to start 20 min before Mass & that you will turn mic on for that; do not leave ambo too quickly after done singing (wait for piano to end); be mindful of conversations that they are not during the rosary or too loud

**Commentator** – bow to the front of altar; be at the ambo for the priest’s introduction to the petitions (Leave the pew at the creed’s “One, Holy Catholic, Apostolic church”), REMAIN at ambo until the priest has concluded the closing prayer

**Ministers of Holy Communion** – it would look nice if they approached the altar and waited for all & bow together

#### **Right to Life Month -**

**Oct. 5/6 Masses - kick off to Right to Life Month** – children invited to process in with Fr. Ken and he will bless them. Father Ken will have his bulletin letter be about life.

**Oct. 6 Pet blessing**, Sunday, 2 PM (St. Francis day was Oct. 4)

**Nov. 1 All Saints Day** – Friday, 12:00 PM, 6:30 PM Mass

**Dec. 8 – Immaculate Conception.** This is a Saturday, so normal weekend readings.

**Christmas Masses will be Tuesday, Dec. 24 at 4:00 PM (2 Masses at this time; Fr. Larry in gym), 6:30 PM & 10:00 PM. Christmas Day, 9:00 AM**

**Next Meeting:** November 7

**Closing Prayer**

## **Liturgy Committee Meeting Minutes September 5, 2019**

**In attendance: Kyle, Mike O, Dana, Gary, Karen, Cari, Fr Ken**  
**Minutes from previous meeting – Approved**

### **Ministry Reports:**

**Altar Servers:** Fr Ken has an altar server training scheduled for the school and is also going to have a training during RE as well.

**Eucharistic:** Karen trained several of the teachers as ministers for the school mass. We discussed rules around being in good standing with the church to be a minister. We talked about putting together a form to hand to new ministers to help them identify their standing with a note to talk to Father if they have any questions.

Talked about changing the captain title to sacristans and changing the sign in sheet to cups and plates. Cari is going to send the updates to Mike G to print a new sign in sheet and Vicki/Kendra to update the bulletin and print out sheet.

**Hospitality \ Cross Bearer:** Two new families have joined hospitality. Discussed the cross bearer process and some things that we might need to address. Discussed counting for mass attendance in October.

**Lectors \ Commentators:** Mike is going to find a training date for early in the fall. Commentator will just be doing prayers and petitions. The announcements will be handled by Father and the cantor.

**Environment & music:** No new updates.

**Communications:** Mike has requested updated availability for the 4th quarter schedule. We discussed having Father put out a reminder during mass to ministers to find subs, be there 10 minutes early and ask the sacristans if they need any help. Kyle will talk with Vicki and Kendra about getting the online calendar updated with masses and other events.

### **Upcoming/Previous Events:**

- Pet Blessing Sunday, October 5th at 2 pm
- Cari to have Vicki send out information about it.
- Right to Life Month - October
- Oxtoberfest - October 12th 2-8pm

### **Other Liturgy Items**

- Discussed mass times and how they are working.

### **Next Meeting:**

October 3rd, 2019 from 7:00-8:00pm.