

St. Mary's Parish Pastoral Council

Minutes for Business Meeting on January 18, 2021

On-Line Zoom, 7:00 PM

7:00 – **Gathering and Welcome:** St. Mary Vision Statement

To create and maintain a Christ-centered catholic community where our personal call to holiness, service and spiritual growth leads to continued authentic witness as Christ's disciples.

7:04 – **Roll Call:** Jeri Bollwitt, Sue Schmitt, Mike Montgomery, Father Charles, Mark Prentice, Alan Wieskamp, June Maiers

7:05 – **Opening Prayer:** Father Charles

7:06 – **Approval of Minutes:** December Meeting – Moved by Father Charles, 2nd by Mike Montgomery, approval – unanimous

7:07 – **Commission Reports Lightening Round**

Faith Formation (Religious Education)

- 1st communion – April 17-18. Plan to do smaller groups. Will try to adjust to families' comfort levels.
3 options: 5 PM Saturday Mass, Private Mass for immediate family members on Sunday morning, 5 PM Mass on Sunday.
- Confirmation – May 2nd at 2 pm. In March confirmation students begin interviews with Father. Still unsure if will hold confirmation as scheduled. Waiting to hear from diocese. Prayers needed.
- K-6 community service project – drawing pictures, etc, to be sent to families and care center and put in bulletin. Hoping to also do Valentines.
- Starting “Hold on to Love” for youth group – sent out by diocese - to help address mental health issues going on with high schoolers. Kevin Miller is excited to run the program.
- Adult: Have done Bible study, Virgin Mary, Eucharist, Logos Becomes flesh, Joy to the World. Doing 33 days to Morning Glory. Parousia study coming up – Scott Hahn – 2nd Coming.
- Catechists doing a great job online. Online Classes are all recorded per diocese requirement.

Church Life - no report – not much going on until safe to get back together.

Social Action - No report. Presents are going well. Nice that Father has been reporting as Mass.

Helping Hands – Per Marianne Harney: H.H. has not been meeting so nothing new to report.

Liturgy, Worship and Prayer- See attached Minutes from past 2 meetings.

Family Life No report

Knights of Columbus

- will try to do some sort of fund raiser meal – perhaps drive up and pickup/curbside.

- Still doing donuts (delivered outside)
- Working toward a Candle Mass with Father with blessing candles for homes.
- Planning to do something special for Valentine's Day. Still in the works.

Parish Nurse – no report

Stewardship Committee – Calls are continuing – See below. Next Stewardship Meeting – February 1.

7:40 – Topics

1. COVID update – Diocese –
 - We are still in Stage 2 and waiting for vaccine to make a difference. We received an update from the diocese allowing cantors to do more for services. Will work to get cantors and accompanists rescheduled.
 - New video equipment is in use starting today. It is much better than before. Many more capabilities for the parish for many celebrations, etc.
 - Per couple in **Germany!** – new camera angle & view are much better. Nice to have readings on screen.
 - Going to need to possibly train more people to run the controls.
 - Were able to hold a Baptism where godmother is in service in Qatar. Great grandparents were able to watch the baptism at home. Took a family picture together with those online on the big screen.
 - Two notes from California – have 2 couples viewing from there who are grateful to have found our Masses online.
2. Stewardship committee – Parish calls. Have gotten up to “M”s. Just up to halfway. 5 people doing calls continuously. Would like to have more folks making calls.
3. Christmas Masses – recap and murmurs. Those watching online thought it was nice. 2.5 pages of positive notes.
4. Reminder – Forming Intentional Disciples reading – Chapter 6 for next meeting.
5. Parish directory – pictures: From Nichole: Last week Randy, a rep from Universal (a parish directory photo company) called stating that he used to work for Lifetouch and is now with Universal. He was going to see if he would be able to use the images from Lifetouch that would have been in our directory. Nichole is waiting on an email from him with more information and once received she will share it with the council and Father so we can decide if you would like to go with this company to complete the registry. Common question – Will we have a new directory? Lifetouch needs to release licenses for us to use the old picture.
6. Per Jeri, Diocese is hosting some seminars. Last week was one on Evangelization. Was able to purchase recordings of all the seminars so we can perhaps do session as a parish, or as a parish council. Jeri will send out seminar topics to council members.
7. What's bothering Catholics – don't feel complete because locked out of church and can't receive communion. How can we do more to get communion to them? We are not currently doing homebound communion. We have had family members taking hosts to family members in pyx. When we hear of folks

who feel disconnected, we need to encourage them to reach out to Father to discuss and see how we can help them. Or ask if we can have Father call them.

8:03 – **Next meeting** (Work Session) – date & time – February 15 – 7 PM.

8:07 – **Closing Prayer:** Father Charles

8:09 – **Adjourn**

Liturgy Commission
12/07/2020 Minutes

1. **Opening Prayer** – Father Charles.

2. **Current status for Parishes** – in regards to Covid-19.

Outlook & update from Fr. Charles: Still holding as is. There is no change in regard to parishes and current precautions. Bishop Zinkula has reminded priests and parishes to be diligent with masks and hand hygiene.

3. **Weekend Mass – status update**

A. Overall attendance update – Numbers have been steady. Seeing approximately the following:

- i. Sat 5 PM: 45-55 in attendance
- ii. Sun 8:30 AM: 75-80 in attendance
- iii. Sun 5 PM: 35-40 in attendance

B. Current Mass times will remain as it is not possible to move the Sunday 5 PM Mass to late morning due to cleaning requirements and getting volunteers in.

C. Additional thoughts, observations, suggestions.

- Parishioners very much want the online option to continue.
- Father has been calling some readers to see if they will be there. We need to add a message in bulletin for folks to check the ministry schedule. Ask Nichole to put message in bulletin to make sure to put updates in the MSP for availability

4. **Recap – recent events:**

A. Thanksgiving Mass – 9 AM – 40 to 45 people attended.

B. Ecumenical video – Father Charles and Pastor Ken. – turned out awesome. Those watching thought it was very well done.

5. **Upcoming Liturgical events.**

A. 12/08/2020 – Immaculate Conception – (Tuesday) –

- Masses: Tuesday 9 AM and Tuesday Evening at 6:30 PM. 9 am is livestreamed. Could 6:30 pm be livestreamed? Chuck will check with Nichole.
- Ministers needed for the evening service. One Deacon will be there. Email sent out.
- Not putting up Blue Marian Banners at this time. .

B. Christmas – See below.

C. January 1, 2021 (Friday) – Not a Holy Day of Obligation – due to Covid-19. Mass times will be 6:30 PM on 12/31 and 9 AM on 01/01. Ministers needed for the 6:30 PM Mass if possible. June will request. No extra ministers needed for 9 AM.

D. January 3, 2021 – Epiphany – Undecorating sometime after this date. Was decided to do on 01/10 after Sunday 5 PM Mass.

E. Lent – Ash Wednesday is on February 17, 2021.

6. **Mass – Lay minister recruitment** – continuation.

- Need more people to step up to help, especially at the Sunday 5 PM Mass.
- Add notes to bulletin & continue to announce in Mass. Continue to send in MSP.

7. **Advent**

A. 4 banners for behind altar – were altered for use and are working well.

B. Did not put large advent banners on side walls? Perhaps next year. Or an alternate location.

C. There will be no Mass of anointing during Advent due to Covid.

D. Eucharistic Adoration – hours – continue.

- Mondays: 6 – 9:30 PM
- Fridays: 7 AM – noon
- Not likely to have an additional worship/adoration service this year.

E. Reconciliation dates and times:

- Per the diocese: “Say an act of contrition and it will suffice.”
- Mondays at 6 to 7 and by appointment.

F. Schedule communication: Nichole is taking care of getting full schedule in bulletin for Advent & Christmas events. Also creating mailings, no newspaper ad, will do bulletin inserts.

8. **Christmas**

A. Service dates and times and locations

i. Christmas Eve:

- Drive in Masses at 5 PM and 7 PM at auditorium.
- Father will offer Mass in front of big glass windows in lobby of theater.
- Also on FM station and will be streamed on FB too.
- Sending out a hard copy to everyone. Father will address in upcoming Masses.
- If possible, have KC’s and/or ushers park cars. 300 stalls available. Can see from all parking spots. Father will talk to Knights. (Dennis Uhl and John Donatelly.) June will also email Mark Roskopf. Would be nice to have knights to direct traffic for parking.
- 8 EMCH’s needed to go to parking area and distribute to the cars. Will send emails with sign up genius. Also Father will mention in masses and send messages out with bulleting. Try to get 8 for the parking lot. We will have 1 EMHC on each side of car and distribute to 2 rows of cars at a time. Send out folks in pairs. If fewer cars, work it out.
- Will need one lector for each Mass. Will send emails.
- Father has sent request for usage form to the school. Waiting for approval.
- Chuck will talk to Keith Duster (SCSD Technical director) if needed. Need to find out bandwidth that can be used to not interfere with law enforcement, etc.
- Choir will likely be behind father at theater. Chuck will work out logistics.

- As much as possible will be sung. Gloria, etc.
- Will have as much music as possible for the Masses. Will keep choir socially distant.
- Decorations – 2 Christmas banners on side windows, 1 tree?, 4 big poinsettias. June working with Keith Duster to determine when we can get in to set up. Need to determine a time and day to get everything over to PAC that is needed.
- Deacons and Father will take care of getting everything needed for the Eucharist and celebration of Christmas Eve Mass. June will send list to Father and the Deacons.

ii. Christmas Day Mass – Will be 9 AM at the church.

- Will livestream if possible.
- Will need 3 ushers for 9 AM Christmas Day Mass. 1 EMHC, 1 Lector. Will send emails

B. Misc.

- No 2nd collection for Christmas flowers this year.
- No books or gift bags given out this year. No carolers this year.
- Chuck will take care of music and choirs and follow guidelines.

C. Christmas decorating

- Have a couple who is interested in being in charge of Christmas decorating.
- June to work with Nichole and new couple or others.
- Minimal decorations this year.
 - 2 nativity sets – one in church and big one outside if possible.
 - Inside church – Suggest doing big trees. And the big wreaths. Also will put banners up.
 - Gathering space - just one decorated tree, one giving tree.
- Poinsettias on order: 2 big ones for church, 4 for PAC. June will get those to church.
- We can have a group do decorating. Will put out messages for help for after 5 pm mass on 12/20. June will work on getting volunteers for that and check with folks who have helped in previous years.

9. Church sanitizing.

- Has improved considerably. Continue to encourage and promote. Could still use more.
- Keep sending out in emails.
- Sign up if available.

10. Divine Mercy – question was asked if we would put up a large banner as on the north side of St. Wenceslaus Church. This will not work on our church due to the structure. We will not be doing a banner or holding a Divine Mercy Sunday.

11. **Next meeting** - January 11th - 7PM

12. **Closing prayer.** Father Charles.

Liturgy Commission
01/11/2021 Minutes

1. Opening Prayer. – Father Charles.

2. Christmas – recap on services at hall, decorations, lessons learned, etc.

A. Responses and thoughts on Christmas Masses as held, number attending, etc.?

- I. 5 PM Christmas Eve Drive-in Mass – 75 to 80 cars – guessing 300 hosts used
- II. 7 PM Christmas Eve Drive-in Mass – 100 hosts
- III. 9 AM Christmas Day – attendance unknown

Lots of notes of thanks and comments on the lovely Masses, and opportunities to attend Mass and receive communion.

Was hoping for more folks but it was very cold, and covid numbers up from Thanksgiving. It all came together.

- B. Decorating was minimal this year, but enough folks showed up to help. Takedown done on 01/10 and plenty of folks showed up. Emails to the KC's and announcements at masses helped. June elated at all folks who stuck around to help. Young families got involved.

3. Licensing for reprinting readings, and Youtube rules. See attached Liturgy notes.

Chuck will check with Nichole regarding OCP and printing requirements to make sure we are covered. If we have hymnals we are allowed to print as many copies as we have hymnals. We don't do anything on Youtube so that's not an issue.

4. Upcoming miscellaneous events/dates from Liturgy Notes

- a. January 22: Day of Prayer for the Legal Protection of Unborn Children
- b. February 2: World Day for Consecrated Life,
- c. February 2 – will have a candle Mass to get candles blessed – time TBA.
- d. February 3: St. Blaise – blessing of throats should be avoided this year according to liturgy notes. Instead, priests may want to use the blessing formula as a prayer over the people to close the general intercessions.
- e. February 7 – 14 – National Marriage Week
- f. February 14 – World Day of Marriage (Sunday)
- g. February 14 – KC's thinking of doing something special for Valentines....donuts, etc.
- h. March 6-7 – Safe Haven Sunday

5. Beginning of Lent - Ash Wednesday – February 17

- a. Will we do ashes this year? If so, how? This will be discussed in staff and communicated to committee.

From Liturgy Notes: As with the blessing of throats, in order to avoid prolonged time together as well as proximity, consideration should be given to omitting the imposition of ashes this year. If ashes are to be imposed, consider the following:

1. Say the formula once over the assembly, so there is no talking while in proximity.
2. Use an instrument to impose the ashes or, following careful catechesis, sprinkle the ashes on the top of the head. See below for a sample bulletin insert, courtesy of Eliot Kapitan (adapted).
3. Consider imposing the ashes outdoors (weather permitting), as people leave the church after the liturgy, rather than within Mass.
4. Consider celebrating the imposition of ashes outside of Mass (see the Book of Blessings,

#1656ff). A deacon may preside at this rite (and bless the ashes); a lay person may lead this rite, using ashes blessed on a previous occasion (but no “drive through” ashes divorced from a celebration of the word).

- b. day of fast and abstinence (Fasting- One regular meal two lighter meals and Abstinence of Meat)
- c. Do we need to collect old palms for burning? If so request in mass announcements & bulletin
None needed this year. Can still bring back – get basket put in gathering.
- d. Mass times – will have same as last year:
 - i. 6:45 AM - Mass
 - ii. 12:00 noon – Scripture and Distribution of Ashes
 - iii. 6:30 PM – Mass
- e. Will need extra chairs set up for evening mass.
- f. Care Center receipt of ashes in light of Covid? – Father will discuss with care center.
- g. No ad in Economist for Ash Wednesday services this year.
- h. Deacon Mitch will be here for all Masses. At 6:30 – will also need 1 eucharist minister (to also do ashes) and a lector.

6. Lent

- a. 1st Sunday of Lent – February 21 - Rite of Election – to be celebrated within parishes this year. We may have possibly 1 candidate.
- b. 2nd Sunday of Lent – February 28 - Penitential Rite for Candidates
- c. 3rd Sunday of Lent - March 7 - First Scrutiny of the Elect
- d. 4th Sunday of Lent - March 14 - Second Scrutiny of the Elect (Daylight Savings Time)
- e. 5th Sunday of Lent – March 21 - Third Scrutiny of the Elect
- f. Chrism Mass tentatively scheduled for March 29. More information to follow on distribution of oils.
- g. Holy oils – usually taken care of by Mary Knight. Will need a new volunteer. Will search for one.
- h. No anointing at any Lenten masses this year.
- i. 150 Black books have been ordered for this year. Many folks like them.
- j. Stations of the Cross - Will have after every Mass again this Lent. Father will check with Chuck to see if we can project prayers for folks to follow.
- k. Ask Nichole to put info about fasting, abstinence, and prayer in bulletin
- l. Easter flowers – (extra collections or ask for donations?) - mention in bulletin and at masses – would appreciate extra donations for flowers and can be given as a memorial if desired.
- m. Confession and Adoration during Lent:
 - Monday, Friday adoration
 - Confessions on Monday evenings and by appointment. No communal penance.
- n. Lent and Holy Week info to be in bulletin, mailings, etc.

7. Palm Sunday – April 4 & 5

- a. Palm order will be on standard or reorder.
- b. Includes Palms to decorate.
- c. Put up red wall banners before Saturday evening service.

8. Holy Thursday – April 1 – Mass time TBD. Washing of feet – will not occur this year.

9. Good Friday – April 2 – 3 PM? - Liturgy With Communion (Day of fasting and abstinence) If we have veneration of the cross there will be no kissing or touching of cross.

10. Easter – April 3 & 4

- a. Easter vigil time – 8:30 Pm likely – will double check
- b. May have 1 baptism. More info to come.
- c. Easter Sunday Mass times – will look at times as we get closer.

11. Ministry volunteers – What is needed at each service? Will revisit next meeting. Will email and set up sign-up genius

- a. Ash Wednesday (see above)
- b. Palm Sunday weekend - MSP will schedule -
- c. Holy Thursday –
- d. Good Friday –
- e. Easter Saturday vigil –
- f. Easter Sunday – let MSP schedule?

12. Parishioners listen to daily mass and weekend Mass wherever they are. Large number of folks want to keep the online Mass option.

13. Next meeting – February 8 – 7 PM.

14. Closing prayer - Father Charles