

**St. Mary's Parish Pastoral Council**

Minutes from Business Meeting

February 17, 2020

6:39 pm - President Alan Wieskamp called the meeting to order.

6:40 – **Opening Prayer**- The Vision Statement and 2020 prayer was read.

6:41 - **Roll Call**- June Maiers – by sign in.

Present Members: Fr. Charles Fladung, Alan Wieskamp, Marianne Harney, Carole Martin, Michel Montgomery, Mark Sovers, June Maiers, (Adam Haluska)

6:42 - **Motion to approve minutes**- Moved by Mike Montgomery, 2<sup>nd</sup> by Carole Martin, Unanimous Approval. (5)

6:43 – **Note**: Fr. Charles made a note that the Christmas Eve Services 5 PM service will again take place at the Solon Performing Arts Center. June will contact the School Board to reserve.

6:37 – **Lightning round - Commission reports**:

- Faith Formation – Fr. Charles
  - Currently inactive group – needs to be started again and a new Commission head appointed.
- Church Life -reported by Alan Wieskamp
  - DeWayne Klouda is having conversations with Jim Steinbrech regarding ideas to get group active again.
  - Alan will contact DeWayne Klouda for updates.
- Social Action – from email attachment from Bonnie.
  - good December: an abundance of gifts that went out to the community as a result of our Breakfast with Santa donations.
  - Our parishioners were also generous in giving Christmas gifts to the Solon Care Center's 83 residents.
  - The Catholic Worker House representatives spoke at our Masses and were able to take with them a surprise cart full of toiletries and clothing. Hats, scarves and mittens were also among the gifts given.
  - Some of our parishioners made it to Washington DC to the March for Life!
  - The Valentines for Veterans was a success! We were also able to send the Solon Care Center residents Valentines!
  - The 40 Days for Life kick-off is Thursday, February 20
    - Prayer Vigils will go from Feb. 26 - April 5
  - Iowa Prayer Rally for Life is Monday, March 2 at 11:00 am at the Iowa State Capitol
  - Library: have parishioners who want to donate their collections of religious (Catholic) books. I have asked them to hold off as we do not have the space for many more. Suggest a book sale of some sort? Coordinated with another activity? Open to ideas.
- Knights of Columbus – Mike & Alan
  - Have crosses for prayers for special needs. Previously only circulated within Knights' families, now offering to the entire parish. Working on establishing guidelines for use.
  - District KC's Sweetheart Dance on 02/15 was a successful event. .
  - KC's would like to be trained to be Altar Servers to serve mass as needed. To be discussed with Dennis Uhl.
  - Next breakfast will be on 04/26.
- Helping Hands Helping Hands- Marianne Harney
  - One \$500 scholarship was awarded to Ellen Cross.
  - 1<sup>st</sup> Communion reception will be on 04/19/2020
  - Next meeting will be on 03/23/2020.
- Liturgy Commission – highlighted items discussed - June Maiers (see minutes at end.)
  - Meeting was held on 02/03/2020.
  - Very favorable response to Christmas Eve 5 PM service held at Solon PAC. Plan to do so again in 2020
  - Stewardship information will be taken from forms that Jeri had in church and in bulletins.

- First Reconciliation will be on Thursday, 2-27-2020.
  - Beginning of Lent - Ash Wednesday – February 26. Masses at 6:45 AM and 6:30 PM. Scripture & Ashes at noon.
  - Lenten dates discussed. Easter weekend – April 11 & 12. 1 person being baptized.
  - Stations of the cross will be at the end of each Mass. Short form found in missals.
  - Sign up sheets will be posted Holy Week and Easter vigil Mass. MSP will schedule the rest.
  - April 19 – Divine Mercy Sunday and 1<sup>st</sup> Communion at 10:30 Mass.
  - Ministry training will be planned again at the end of the summer.
  - Father would like to hold a special Prom Mass for 6PM on Sunday May 3...after Prom.
  - Next meeting scheduled for March 9, 2020.
- Family Life – JoEllen Ritchie has been getting people together to take this over, along with Dean and Carole Martin.
  - Parish Nurse (Per Father Charles)
    - Parish nurse will have access to add information to the bulletin.

### 07:15 – General Discussion

- Cemetery – Per Alan
  - Cemetery arche design: getting contractors to price out laser or water cut pattern in metal. Have to find out what sort of cuts can be done for thickness of metal being used.
  - Designs are done for the Mary statue base, 4 corner posts, and the arch foundation.
  - Need to have a better system, with a stronger router and repeaters to boost the signal throughout the building.
  - Plan to hire someone to come in to evaluate and set up.
- Stewardship – Mark Sovers and Fr. Charles
  - Working to determine how to move forward. Should we have a committee, or a Stewardship fair?
  - Father has considerable information in a binder that he has shared.
  - Looking for someone to lead the group.
  - Stewardship became an official commission when added to the bylaws.
  - Stewardship has to be gently reintroduced – starting perhaps with the time and talent forms.
  - Last stewardship fair was more than 6 years ago.
  - Stewardship should be introduced as a way of life, and believe it would make a huge difference if introduced to parish that way.
  - Mark Sovers is willing to be the Stewardship Commission head with some direction. Previous heads were overwhelmed as there wasn't enough help.
  - Sue Schmidt offered to help and be part of commission.
  - Had a good turn out when we had the Stewardship Fair in the gathering space, along with a lot of food.
  - Per Father, Stewardship talks in church – witness from the pulpit were given – but were more regarding giving as a way of life. Father cited examples of how tithing and stewardship changed peoples' lives.
  - Jeff Geistkemper is also interested in helping with commission.
  - Stewardship priorities going forward:
    - Father and Mark to meet, get Sue involved and decide what to present to parish and when, and then prepare the presentation.
    - Father & Jeri will work on getting the 4 Pillars of Stewardship included in Faith Formation to start the youth on that path early.
- Parish donations to charitable organizations
  - Made annually
  - Amounts should be reported in PC meeting so they can be published in minutes for parish to see
- When Parishioners have a loss in the family
  - Even if deceased not a parishioner, would be good for parish to send card and/or call to see how the parishioner is doing.
- Shared reading:

- Will only be discussed at work sessions.
- Read through end of Chapter 3 & 4 for next work session.
  
- Collections
  - People are worried about safety of transporting money to bank.
  - Would be able to keep collection money onsite until its counted if a drop safe is installed so that the money would be secured. Currently money is taken to the bank after each Mass and then picked back up on Monday. If it were kept at the church in a safe until counted, it would save many trips to the bank and be safer.
  - How can we speed up collections during Mass? If we had a drop safe, we could send up the gifts without the contributions and have those go up before the collection is completed. Money from collection then goes directly to the safe.
  
- Trustees
  - Mark Prentice is the new trustee.
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7:55 – **Next Meeting:** Monday, March 13, 2020, at 6:30 PM.

7:56 – **Closing prayer** – Diocesan prayer for vocations.

7:57 – **Adjourn**

## Liturgy Commission

02/03/2020 Minutes

### 1. Opening Prayer.

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

- a. We did better on recruitment efforts for Christmas. Had enough to get things done in a timely fashion. Organization and setup ahead of time by Nichole helped significantly.
- b. Takedown was done in under an hour. Announcements at masses helped.
- c. Approximately 700-750 at Christmas Eve Mass
- d. All positive responses to Christmas Eve Mass at the SHS performing arts center:
  - i. Elderly were especially thankful.
  - ii. Folks of all generations appreciated the location.
  - iii. Chairs were comfortable, everyone could see, music was outstanding.
- e. Suggestion of a possible change to have Masses at 4 & 6 pm would likely create same issue of many attendees at the earliest Mass...same as t the 5 PM mass.
- f. Need to try to not use any decorations in the auditorium that have glitter. Difficult to clean up after.
- g. May need to have an usher or volunteer stay at the church until shortly before the service to direct people to the auditorium. Should be better next time as it's been done once.
- h. Outstanding technical help by Keith Duster.

### 3. Stewardship

- a. Forms from Jeri Bollwitt were put in the bulletin and have time and talent questions on them.
- b. May do stewardship fair later...depends on Mark Sovers and what he decides.
- c. Will plan on doing ministry training over the summer before the August schedule comes out.

### 4. Common cup - flu considerations

- a. No common cup until further notice.
- b. Hope to go back by beginning of Lent.

### 5. Upcoming miscellaneous events/dates from Liturgy Notes

- a. February 3 - St. Blaise – blessing of throats was at all Masses weekend of 02/02 & 02/03. Blessings were done as folks exited the church which worked really well.
- b. February 7 – 14 – National Marriage Week
- c. February 9
  - World Day of Marriage (Sunday)
  - Cathedral Sunday – there will be envelopes for this purpose
- d. February 15 & 16 – “Called by Name” – vocation Sunday – to be spoken of in homilies, and there will be bulletin inserts.
- e. March 1 – Safe Haven Sunday – put info in bulletin and mention in intercessions.

### 6. First Reconciliation – Thursday, 2-27-2020 at 6:00 p.m.

- a. Fr. Witt will be here to help.
- b. Jeri Bollwitt is in charge of all arrangements.

## 7. Beginning of Lent - Ash Wednesday – February 26

- a. day of fast and abstinence (Fasting- One regular meal two lighter meals and Abstinence of Meat)
- b. put basket in gathering space to collect old palms that folks have . Have plenty of ashes ahead, but this offers folks a way to dispose of the palms.
- c. Mass times:
  - i. 6:45 AM - Mass
  - ii. 12:00 noon – Scripture and Distribution of Ashes only
  - iii. 6:30 PM – Mass
- d. Will need extra chairs on hand for evening mass.
- e. Care Center will receive ashes in the afternoon...Fr and Deacon(s) will go door to door there.
- f. Ask Nichole to please put ad in Economist for Ash Wednesday services. Also have on website and on sign out front.
- g. We will need all regular Mass ministers for the 6:30 PM service: (3 altar servers, 2 lectors, 3 EMHC's, 3 ushers, greeters. June will recruit individuals. Choir will be singing.

## 8. Lent

- a. 1<sup>st</sup> Sunday of Lent – March 1 - Rite of Election - 3pm (Saint Patrick, Iowa City)
- b. 2<sup>nd</sup> Sunday of Lent – March 8 - Penitential Rite for Candidates (Daylight Savings begins)
- c. 3<sup>rd</sup> Sunday of Lent - March 15 - First Scrutiny of the Elect
- d. 4<sup>th</sup> Sunday of Lent - March 22 - Second Scrutiny of the Elect
- e. 5<sup>th</sup> Sunday of Lent – March 29 - Third Scrutiny of the Elect
- f. Chrism Mass – Monday April 6, 2:30-4:30 (At Sacred Heart Cathedral). Everyone is invited to attend. Parishes will be asked about the amount of oil they wish to order this month. We are asked to respond in a timely manner.
- g. We will take down side wall banners. No new banners to be ordered.
- h. Holy oils – usually taken care of by Mary Knight. June will contact her.
- i. Anointing of the sick will be on the 1<sup>st</sup> Tuesday of the month at 8 AM Mass.
- j. Black books have been ordered and received.
- k. Ask Nichole about Lent and Holy Week info in bulletin, mailings, etc.
- l. Stations of the Cross – will be after each weekend Masses each of the 5 Sunday's of Lent. This will be instead of closing hymn. Candle and cross bearers will accompany. Using shorter version found in the missalettes.
- m. Nichole, please put info about fasting, abstinence, and prayer in bulletin
- n. Easter flowers – we will have extra collections on the weekend of 03/21 & 03/22. Ask Nichole to put in the bulletin.
- o. Confession and Adoration
  - i. Mondays during Lent – 5 to 6 PM (3/2, 3/9, 3/16, 3/23, 3/30) (Adoration follows until 10PM)
  - ii. Sunday 3/29/2020 – confession and adoration 1 to 2 pm
  - iii. Wednesday – April 1 – Communal Penance at 6:30 PM

## 9. Palm Sunday – April 4 & 5

- a. Palms already ordered – same amount as last year.
- b. Decorating – on Friday 04/3 - June will work with getting palm fans out and put in water that afternoon/evening. Decorate on Saturday morning or afternoon. Volunteers are welcome to assist.
- c. Will need to get tables set up in hall for palms. Use red tablecloths. Need to get palms out before each service and cover with table cloths. (Deacons have helped/done in the past)
- c. We will start in the hall. (all Masses). Weather will determine if we process outside for the Masses.

- d. Wish to have Knights in regalia for any of the Masses available to process in before servers.
- e. We will set up the palm fans in church – No palm fans to be carried in. Will put 2 or 4 behind the altar. Could set up 2 others somewhere else in church depending on how the palm fans are.
- f. Need to get the red side wall banners put up before Saturday evening service.
- g. Ask Chuck if there should be singing/music with the procession? Even trumpet or drums?

**10. Holy Thursday Mass – April 9 - 7 PM. Washing of feet.**

- a. In the past, the priest here has started with 12 volunteers and then the congregation was invited to participate.
- b. Also had many as many altar servers as possible for procession around church.
- c. Father Charles will research what is to be done in regard to servers and the washing of feet.
- d. Altar of repose with the tabernacle is set up on right wall.
- e. Altar is stripped after this Mass. June will remain at the back of church to collect items from the servers as the altar is stripped.

**11. Good Friday – April 10**

- a. 2:30 PM – Full stations of the Cross.
- b. 3 PM - Liturgy With Communion (Day of fasting and abstinence)
- c. Deacons will drape the cross.
- d. Need to determine how many hosts to have consecrated for Good Friday as all hosts are to be consumed after this service or locked away. Father and Deacons to research the requirement.
- e. Check with Helping Hands regarding cleaning and bringing up the altar cloths.

**12. Easter – April 11-12**

- a. Easter vigil time at 8:30 PM.
- b. Number of baptisms this year: 1 adult – we have sufficient garments.
- c. Easter Sunday – 8:30 & 10:30

**13. Ministry volunteers – need to post sign-up sheets.**

- a. Ash Wednesday – June will request volunteers for this service. Both deacons will be present.
- b. Palm Sunday weekend and Easter Sunday - MSP has scheduled all services – Each person needs to be called or emailed ahead of time to make certain they show up or get subs. There will be a deacon at each of these services.
- c. On signup board:
  - i. Holy Thursday – all ministries - Both deacons will be present.
  - ii. Good Friday – all ministries - Both deacons will be present.
  - iii. Easter Saturday vigil – all ministries - Both deacons will be present.

**14. April 19 – 2nd Sunday of Easter – Divine Mercy Sunday?**

- a. St. Wenceslaus is hosting a service.
- b. Encourage parishioners to attend – bulleting and announcements

**15. April 19 – 1st Holy Communion Mass – 10:30 AM**

- a. Helping Hands taking care of reception.

**16. Ministry training –**

- a. Office will be compiling results of time and talent forms put in bulletin
- b. Plan to do training again this summer before the August schedule comes out.

**17. Easter season dates:**

- a. May 21 - Ascension of the Lord – will be celebrated on Sunday, May 24.
- b. May 31 - Pentecost - will need red banners up again.

**18. Ordinations** - Saturday, June 6, 10:00 a.m. (Sacred Heart Cathedral, Davenport)

**19. Prom Mass** (Prom is Saturday, May 2) – Father would like to have a 6 PM Sunday Mass on May 3 for prom goers and their families. To be discussed further.

**20. Worship Aids for Mass Settings** – would it be possible to have Mass settings on cards/sheets in the pews? Especially helpful for visitors. June will discuss with Chuck.

**21. Closing prayer**

**22. Next meeting scheduled for March 9, 2020. (Note: this may change to March 10.)**