

Meeting Minutes

St. Augustin Liturgy Committee

Meeting called to order on the following date:

March 12, 2015

at the following time:

7:00 p.m.

Meeting Location:

St. Augustin Parish Library

Attendees:

Fr. Jim Livingstone, Fr. Zach Kautzky, Deacon Fred Pins, Deacon Joe Coan, Deacon Kevin Heim, Ann Cernicky, Julie Erickson, Diane Strawn, Janis Falk, Jerry Minor, Kent Fieldsend, Ed Mattern

Meeting Summary

This meeting focused exclusively on planning the liturgies for Palm Sunday, Holy Thursday, Good Friday, Easter Vigil, and Easter Sunday.

Palm Sunday

1. **Sacristan:** (follows ordinary Saturday / Sunday schedule)
2. **Clergy:** A minimum of 1 priest and 1 deacon are scheduled for each Mass. The schedule is already distributed.
3. **Master of Ceremonies:** 1 MC is needed for each Mass. Ann Cernicky will speak to Katie to schedule them.
4. **Altar servers:** Need at least 4 at each Mass, if MC's are scheduled, when incense is being used. Will need 5 if no MC and using the incense. Request that altar servers arrive 30 minutes early for extra instruction, and check in with the priest or deacon upon arrival. The MC can potentially step in as the thurifer.
 - ❖ **Lighting of Incense:** Instruct the altar servers to not light the thurible in the office hallway before Mass, as it set off the fire alarm last year. Lighting it in the actual Parish Hall works okay.
5. **Lectors:** Cindy Sullivan handles the scheduling of the lectors for each Mass. The lector will also need to participate in the Passion reading, along with the priest and deacon.
6. **Eucharistic Ministers:** EM's are scheduled.
7. Solemn entrance and procession will be observed at all of the weekend Masses, and will begin in the parish hall.
8. Fr. Zach suggested the servers be made aware of when to begin to process in the solemn entrance, so they do not need extra nudging when it is time to begin.
9. Microphones need to be set up in advance in the parish hall. Kirk Peterson was asked to do this last year. The mic's need to be tested prior to the Saturday 5pm Mass.
10. Kent Fieldsend will look into having copies of the entrance song (Hosanna to the Son of David) in the parish hall, for use by parishioners.
11. Kent will provide copies of the Passion reading to the choir members, for this Mass and on Good Friday (the Good Friday passion reading is different from that of Palm Sunday).
12. Kent will also place extra copies of the Passion reading (or extra Breaking Bread missals) in the Sacristy, for altar servers, extra priests, etc., for those persons to follow the Passion reading.
13. Palms: There was discussion about the possibility of providing palms that fan out. Deacon Fred to call Boesens in this regard.
14. Coffee & Donuts: It was suggested in past years that the Knights of Columbus not offer donuts or pancakes on Palm Sunday, so the parish hall can be reserved solely for the liturgical action that begins in the hall. Deacon Fred to discuss this with the Knights.
15. If the parish hall is being used for any other purposes on Saturday, it needs to be prepared properly for the liturgical action before the 5pm Mass, and palms and books put aside for those hall usages afterward, and then prepared again for the 8am Sunday Mass.

Holy Thursday

1. **Mass time:** 7pm

2. **Sacristan:** Jerry Minor
3. **Clergy:** Fr. Jim (presider), plus Fr. Zach, 4 deacons, and any other priests that may be present, such as Fr. Kenkel.
4. **MC:** Deacon Joe volunteered for this Mass.
5. **Altar servers:** Need 6 for this Mass, since there are 2 thurifers. Request that altar servers arrive 30 minutes early for extra instruction, and check in with the priest or deacon upon arrival.
6. **Eucharistic Ministers:** No EM's need scheduled, because of the number of priests and deacons present. Since the actual number present is usually not known until before Mass begins, additional EM's will be recruited from the pews prior to Mass on an "as needed" basis.
7. **Oil bearers:** Need 3. Deacon Kevin will coordinate with Janis Falk to recruit them. Suggest they meet in the sacristy prior to Mass.
8. **Ushers** should be reminded that there is no collection taken on Holy Thursday.
9. Chairs in the sanctuary – Make sure there are enough to accommodate the number of priests, deacons, altar servers, and the MC.
10. Request that the altar servers not sit in the cushioned chairs reserved for the priests.
11. The side chapel will not be used for this Mass.
12. A sign should be posted on an easel in the chapel, inviting people into the church for this liturgy.
13. The bell tree will be rung by an altar server during the singing of the Gloria.

14. Washing of the Feet:

- a. Fr. Jim requested we get 12 men to have their feet washed.
- b. Deacon Kevin will get 2 from the RCIA candidates, and confirm their agreement to Ed Mattern.
- c. Ed Mattern will recruit 10 additional people, for a total number of 12.
- d. Ask the Knights of Columbus in advance for some volunteers for this, and communicate the names of those Knights to Ed Mattern, so Ed knows how many are still needed for the Ushers to recruit.
- e. Ushers will recruit any remaining men still needed prior to the start of Mass, as they arrive.
- f. Brief written instructions will be provided via email and/or in printed form prior to Mass, so each person has a good sense for what to do and when to do it. Ed has instructions typed for distribution.
- g. The deacon will call forward the 12, at the appropriate time. Only one foot will be washed, rather than both. The 12 will wait until the last person's foot has been washed, at which time they will be cued to return to their pews.
- h. Benches for the 12 to sit on will be initially behind the altar rail. They will be moved to the elevated space in front of the altar at the appropriate time, and returned to behind the altar rail when finished with the washing of the feet.

15. Procession to the Altar of Repose:

- a. This will begin down the side (east) aisle, back up the middle aisle, and then directly to the Altar of Repose.
- b. The music accompanist and cantor will need to be advised as to when exactly to begin the hymn. Perhaps this could be placed in the script, if the script is not already clear on this.

Good Friday

1. **Service time:** 7pm
2. **Sacristan:** Ask Dixie if she can do it. Peggy Urtz can be asked if Dixie cannot do it. Jerry Minor will do it if Dixie and Peggy cannot.
3. **Clergy:** Fr. Pins (presider), plus Fr. Jim, Fr. Zach, and our deacons. Other priests may also be present, such as Fr. Kenkel.
4. **MC:** Andrew Cernicky or Nick Smith
5. **Altar Servers:** Need at least 3. 4 would be okay. Altar servers should not prostrate themselves upon entry into the sanctuary.
6. **Lector:** Need 1 for this service. Cindy Sullivan will handle the scheduling. The lector will also need to participate in the Passion reading for Good Friday, along with the priest and deacon.
7. **Eucharistic Ministers:** No EM's need scheduled, because of the number of priests and deacons present. Since the actual number present is usually not known until before Mass begins, additional EM's will be recruited from the pews prior to Mass on an "as needed" basis.
8. **Ushers** will take up the collection on Good Friday, for the Holy Land.
9. Chairs in the sanctuary – Make sure there are enough to accommodate the number of priests, deacons, altar servers, and the MC.
10. Request that the altar servers not sit in the cushioned chairs reserved for the priests.

11. The side chapel will not be used for this Mass.
12. A sign should be posted on an easel in the chapel, inviting people into the church for this liturgy.
13. Those seated in the Sanctuary during the reading of the Passion should be provided copies of the reading, such as is found in the Breaking Bread missal.
14. Kent Fieldsend will provide copies of the Passion reading (for Good Friday) to the choir members, for this Mass. (The Good Friday passion reading is different from that of Palm Sunday).
15. Kent will also place extra copies of the Passion reading (or extra Breaking Bread missals) in the Sacristy, for altar servers, extra priests, etc., for those persons to follow the Passion reading.
- 16. Veneration of the Cross:**
 - a. Just one cross is used.
 - b. The stand is still a bit wobbly. Perhaps a couple Knights of Columbus could be asked to stand near the cross, to assist people with getting up and down and to ensure that the cross does not fall over, given its wobbly stand.
 - c. Deacon Fred will ask for this assistance at the upcoming K of C meeting next week.
 - d. The cross will stay in place after the veneration. It does not need to be moved to the side.
17. The Eucharist will be reserved in the sacristy. Communion is distributed only under the species of the Bread on Good Friday.

Easter Vigil

1. **Vigil Mass begins at:** 8pm
2. **Sacristan:** Mark Cernicky
3. **Clergy:** Fr. Zach (presider), Fr. Jim, and our deacons. Other priests may also be present.
4. **MC:** Nick Smith
5. **Altar Servers:** Need 4 for Easter Vigil. **Ann Cernicky:** Please confirm the number, as the document containing our Easter Vigil script says we need 5.
6. **Lectors:**
 - a. Need 8 Lectors. Cindy Sullivan will handle the scheduling. Cindy, please also schedule a rehearsal for the lectors, for the Saturday morning of the vigil liturgy. See rehearsal notes below.
 - b. It was decided we will read all 7 readings this year (plus the Epistle).
 - c. Deacon Kevin to let Kent Fieldsend know by this weekend which exact readings will be used, so they can be noted in the programs that go to the printer this weekend, and so the accompanying Psalms can be selected.
 - d. The Easter Vigil script will need updated to reflect all 7 readings being used.
 - e. The church will still be dark during the readings. The little red light at the ambo provides the necessary light for the lectors.
 - f. The lectors need to be notified, presumably by email, who will be doing each specific reading, prior to their scheduled rehearsal time, so they have appropriate notice in advance.
7. **Eucharistic Ministers:** No EM's need scheduled, because of the number of priests and deacons present. Since the actual number present is usually not known until before Mass begins, additional EM's will be recruited from the pews prior to Mass on an "as needed" basis.
8. **Rehearsals** – suggested times are as follows, for the Saturday of the Easter Vigil:
 - a. Altar servers: 9:30am. Fr. Zach will be there.
 - b. Lectors: 10am. Rhonda Heim is requested to lead that.
 - c. RCIA Candidates: Deacon Kevin will lead that.
 Altar servers, lectors and RCIA candidates need to be informed of the rehearsal times.
9. Chairs in the sanctuary – Make sure there are enough to accommodate the number of priests, deacons, altar servers, and the MC.
10. Request that the altar servers not sit in the cushioned chairs reserved for the priests.
11. The side chapel will not be used for this Mass.
12. A sign should be posted on an easel in the chapel, inviting people into the church for this liturgy.
13. Deacon Joe agreed to provide a brief narrative explanation before the Vigil Mass as to what is going to be happening during the Mass, and the significance of the rites.
- 14. Fire and Candles:**
 - a. The Paschal Candle is here, as is the incense. The candles and discs for those in the pews have also arrived.
 - b. Boy Scouts will light the fire, as in prior years.
 - c. Have the fire lit closer to the door, in hopes of the microphones working better when closer to the building. It might help with the presider's microphone he stands closer to the door.

- d. The Easter Candle will be lit and will be carried in procession by the deacon to the front of the church. Candles of those in the pews will be lit as the Paschal Candle is entering the church, rather than waiting until it gets to the front of the church before lighting the rest of the candles.
 - e. The deacon will sing "Christ our Light" at the 3 appointed times.
 - f. Individuals' candles are to remain lit until the conclusion of the Exsultet. The clergy at the altar will extinguish their candles, which will be the cue for the choir and the rest of the assembly to do the same.
15. Exsultet will be sung by either Deacon Fred or Deacon Kevin this year.
 16. The lights to the church come on when the Gloria begins. The MC and altar servers turn on the lights.
 17. The rest of the Vigil Mass will be as noted in the script.
 18. Those making their First Communion will go to Communion first, being led forward by Deacon Kevin.
 19. Number of people being baptized and confirmed: 5 or 6 total, including 1 baptism.

Easter Sunday

1. **Mass Times:** 8am (Fr. Jim), 10am (Fr. Jim), Noon (Fr. Zach)
2. **Eucharistic Ministers:**
 - a. **8am:** Need 8 EM's rather than 6, since 2 additional ministers of the Precious Blood are needed.
 - b. **10am:** The Bread (2 ministers) will be distributed from the back of church, because of the anticipated crowd. However, Deacon Fred indicated that no additional EM's need scheduled for the 10am Mass. Additional EM's will be recruited from the pews prior to Mass on an "as needed" basis.
3. Sprinkling Rite will be in place of the Penitential Rite on Easter Sunday, and during the Easter Season. A "sprinkling song" will be used; as this rite will not be concurrent with the Gloria.
4. Readings will be for the Mass of the Day at all 3 Masses, so the readings for the Mass at Dawn will not be used.
5. There is a baptism scheduled for after the Noon Mass. Another baptism scheduled for during the 10am Mass (?).

Additional Details for Palm Sunday and the Triduum

1. For additional details of each liturgy mentioned above, refer to the Palm Sunday and Triduum Scripts that Deacon Kevin is finalizing.
2. We'll do our best with getting the microphones working properly this year. Problems from past years should be fixed by next year, when the new sound system will be in place.

Other Business

1. Deacon Fred reported on the status of the sound system improvements, stained glass renovation, and the basement renovations.
 - a. The sound system work will not be started until after Easter.
 - b. Stained glass work behind the altar will be completed next week.
 - c. The basement will be functional in time for the CHRP weekends, and the work will be completed in June.

Next Meeting:

April 9 (2nd Thursday of month) at 7:00pm in the Parish Library

Meeting Adjourned