Mass Coordinators' Meeting - October 10, 2017

**Attendance:**
- Steve
- Catherine
- Mary
- Amy
- Carol
- Joe
- Ed
- Matthew
- Mary Elizabeth

**Minister Rotational Practices**
- With ~20 ministerial signups from the Parish Event, how do we rotate our ministers at each of the liturgies?
  - 4pm mass:
    - Lectors are reached by email to determine availability 2 months at a time
  - 8am Mass:
    - Core group of 9 ministers, 1 coordinator, scheduled a month at a time
    - Ministers serve twice a month, occasionally three times a month
    - Difficult to retain ministers; often lost to the later masses
  - 10am family mass:
    - Requests for ministers are made through the host families/Faith Formation
    - Short staffed during the summer due to low attendance, especially in July/August
  - 10am upstairs mass:
    - Lectors: average minister lifetime ~5 years
    - Not an expectation that ministers serve "for life"
  - 12pm mass:
    - Mary Elizabeth and Robin alternate the scheduling of ministers
    - Lectors serve every 5-7 weeks
    - A specific need for mass coordinators
    - Difficult to find additional coordinator help; those who decline, but would be otherwise capable, wish to experience mass contemplatively
  - 5:30pm Mass:
    - Ministers are scheduled a month at a time
    - Lectors read once a month to 5-7 weeks at a time
    - To help incorporate new ministers, new and experienced lectors are ideally paired together
    - A recurring invitation may help reach/recruit students and new parishioners
- Does the low July/August Family Mass attendance necessitate an alteration to the mass schedule?
  - If so, incorporating family mass ministers and celebrants into the upstairs 10am liturgy would make the liturgy welcoming for regular Family Mass attendees
- How do we communicate to the parish, at large, that the weekend liturgies require ~100 ministers?
  - Spoken announcement; perhaps from the celebrant?
- How do we supply ministers for a church population that, culturally, is declining?
With people pulled in multiple directions, otherwise capable people are unable to make a regular commitment of time.

How do we express to ministers that they are able to serve outside of their “usual” liturgy?

Is it feasible to have our ministers serve, additionally, as greeters/ushers at the doors of the church?

○ If we ask for ministers to serve additionally as greeters, we need to be sure to communicate what is required of greeters:
  ■ Informing greeters the answers to common questions: Where is the restroom? Who is celebrating mass? How do I obtain a gluten-free host?
  ■ Handing out hymnals
  ■ Handing out bulletins
  ■ Being aware of the use of the BC police/EMTs in case of emergency

How do we communicate that we offer gluten-free hosts? In the bulletin?

○ How do we determine who needs such hosts?

Should we ask the sacristans to help direct people to empty seats/encourage people to move to the center of pews?

Asking the Saturday sacristans to see that the lower sacristy has enough:

○ Wine
○ Hosts
○ Gluten-free hosts
○ Purificators
○ Pyxes

Utilizing a checklist to verify that these tasks are being carried out?

Liturgical Practices

● Desire to have consistent liturgical practices at all weekend liturgies
  ○ The Book of the Gospels is to be carried in with respect
  ○ We are to utilize the Book of the Gospels stand
  ○ Following mass, the Book of the Gospels is to remain in the sanctuary; the Word is carried out in the hearts of the people
  ○ The bread and wine are to be processed forward at all liturgies
  ○ If a deacon is present, they should be given the first choice of reading the Prayers of the Faithful - they may decline, if they choose
  ○ Mass Announcements should begin at the top of the hour; should the music rehearsal end before the top of the hour, still wait until the top the hour
  ○ Ministers of the cup must wipe both the inner and outer lip of the cup and rotate it before handing it to the next person. The purificator is to be used fully, opened to find fresh areas to wipe
● If there’s a disagreement with the celebrant regarding practices, defer to the celebrant and resume the conversation with the Pastor afterward
● How do we communicate decisions regarding liturgical practices to the coordinators and then through to the rest of the ministers?

Baked Bread

● Consistency and quality has improved
● A guide for best practices is in preparation
● How do we ensure consistent sized pieces of bread?
● How do we ensure there is a sufficient amount of bread - especially at the 10am upstairs liturgy?

Liturgical Vessels
• Determining how ministers receive the vessels: are celebrants to hand out the vessels or are the ministers able to grab them themselves?
• Making/Locating a former inventory of our current vessels
• Understanding that we share the space/vessels with BC/STM

Upcoming Dates
• October 28/29 - Commissioning and Blessing of Liturgical Ministers
• November 23, Thanksgiving - in need of a mass coordinator and two lectors
• Consider a follow-up meeting of coordinators to review the above practices
• Consider an evening of reflection/renewal for ministers - potentially during Lent
  ○ Potentially following a Monday Taize prayer