

Worship Committee Meeting Minutes Monday, January 15, 2024, 4:30 PM

Attendees: Father Robert Chinnapan, Lynn Collom, Mike Collom, Pat Coonen, Deacon Jeff Hofacker, Diana Van Straten, Bob Varick, Jane Varick

Opening Prayer (Lectio Divina): Deacon Jeff read the Gospel from Mark for the Third Sunday in Ordinary Time. Reflections by individuals followed.

Minutes: Jane approved the minutes from the October 16, 2023 meeting. Diana seconded the approval. Passed by voice vote.

Review/Updates of Old Business

- Jubilee update – Mass is scheduled for 3:00 PM on October 13, 2024. This should enable more priests to attend. However, Father Robert said there is possibility that Bishop Ricken will not be able to attend. Bishop Dan Felton will be invited.
- Statue Update – Jim Hofacker is going to complete the Mary and Joseph area this week, before Confirmation on Wednesday. The St. Edward statue area is not yet completed.
- Artifact Cabinets Update – Cabinets are completed except for the electrical (lighting). Pat will begin to put items in the cabinets.
- Liturgical Training / Safe Environment Training
 - Pat trained three new ushers. They are on the schedule. However, Father Robert brought up that they need to complete the Safe Environment Training.
 - Per Father Robert, all volunteers need to complete the training, which can be done online. Father will talk to Leticia Santiago, Local Safe Environment Coordinator, to get this training going for all volunteers.
 - EMCH – Four volunteers want to be trained. The Diocese is in transition with procedures. Father stated there is a meeting in February regarding EMHC. Training is on hold until the current training guide is updated and Father gives the go ahead.
- Music Leadership Update
 - Mike has completed the musician schedule through February. Lynn will continue to choose the music selections for Masses through Easter. They will continue to record psalms, etc., and help prepare the cantors as needed.
 - Mike will lead the choir for Ash Wednesday, Holy Thursday, and Easter Vigil. Lynn will accompany as needed. There will be scheduled choir rehearsals.

- Cathy Lombardi has taken on the duties of music organization and is working with Mike to learn the scheduling process.
- Mike has purchased a six-month software subscription of Ministry Scheduler Pro for St. Edward. This will be used for scheduling musicians and could also be used for scheduling other ministries. He and Cathy attended a learning webinar this week.
- Regarding the digital mixer, Mike has recruited and is training Bill Ryan to learn the software and hardware. He hopes also to work to provide training for Patrick on the software, and for Don on the hardware.
- Mike will give Erin contact information for our third-party contacts for instruments and equipment.
- No suggestions were given for improvement for Mass with Anointing, Thanksgiving, Advent, Christmas. Christmas attendance for each Mass is estimated around 600 for 4:00 pm Mass, 200 for 7:30 pm Mass, and less for 8:45 am Mass.

New Business

- Confirmation, January 17, 2024, 6:30 pm
 - There will be 52 confirmands from St. Edward, St. Nicholas, Holy Cross (Kaukauna), and SS Peter and Paul (Hortonville). A reception will follow. The numbers are such that no extra chairs will be needed.
- Candlemas, Friday, February 2, 2024
 - Bring candles to be blessed. Will be in bulletin/media. Our used Easter candles will be cut into 3-4" pieces to give to parishioners.
- St. Blaise Throat Blessing before and after Masses on February 3-4, 2024
 - Deacon and Father will bless on both Saturday and Sunday.
 - Jeff will ask Erin to put announcement in bulletin/media
- Ash Wednesday, February 14, 2024
 - Masses: 8:15 am SE, 1:30 pm SN, 6:30 pm SE, 7:00 pm SN Mass/Liturgy of Word
 - 8:15 am Mass – music provided by school
 - 6:30 pm Mass – music provided by choir
 - Devotion booklets and give-aways have been ordered
 - Ashes – Pat will check with Renee and Celia to see if they will provide distributors for ashes as in the usual EMHC positions and for the giveaway after the ashes have been received.

- Cursillo meal and Mass, February 17, 2024
 - Per Jane, Father Walter will be here for this.
- Stations of the Cross
 - Jeff said there is a preference for a scheduled time. Stations will be each Wednesday of Lent starting on Wednesday, Feb. 24 at 3:30 pm. (Bulletin/Media)
- Mass with Anointing, March 13, 2024
 - Lynn will arrange for musicians for this Mass.
 - Jane will organize a reception for after.
- Holy Thursday, March 28, 2024
 - Mass at both parishes, 6:30 p.m., Fr. Robert @ SE.
 - Diana is checking if the Pilgrimage will come to St. Edward for visitation.
- Good Friday, March 29, 2024, Service: 1:00 pm SE, 3:00 pm SN with Fr. Robert.
- Easter Vigil, March 30, 2024, 8:00 pm both parishes, Fr. Robert @ SE
 - Jeff will sing the Exultet.
- Easter Sunday, March 31, 2024, Usual weekend Masses with Fr. Robert
- Holy Week Ministers needed
 - Jane will put sign up sheets for all ministries
 - Altar servers needed – 4 for Holy Thursday, 2 for Good Friday, 4 for Easter Vigil
- Ministry Pro Software for ministries other than music – Mike will talk to Chris Flood regarding this.
- Media display for funerals – Funerals are now live streamed direct to the school kitchen. This is helpful for the volunteers to know when to have everything ready for the guests.

Next Worship Committee meeting – Monday, March 4, 2024, 4:30 PM

Meeting ended with a prayer led by Father Robert.

Draft submitted by Lynn Collom, completed and sent by Pat Coonen.