

Worship Committee Minutes

Church of the Epiphany

Date: **November 16, 2006**

Present: Tom Hayes, Gail Vogel, Pat Trimble, Gary Marvin, Fr. Jeff, Sr. Mary Govern, Clis and Arlon Podshadley, Hub Daughtery, Maureen Kelly, Chuck Sgro, Chip Swanson, Maureen and Frank Fitzgerald, Margarete Klose

Regrets: Jim Parr, Linda Thieneman

Topic	Discussion	Action	Follow-up
Old Business: Labyrinth	Chip reports we are waiting for co-operation from weather. Asks for clarification re: pathways and surrounding landscape.	Hub advised (per earlier discussion with Linda) to go ahead with plans for paths.	Chip will get pricing for paths and area. Meet with committee re: completion
	Tom has info for AV addition, some discussion for a stable electrical line	Will hold on audio for present and revisit in spring	Follow up on AV once other work completed and revisit in April - May
Music Platforms	Work is completed	None	None
Nativity Scene	Work is completed and figures are in maintenance shed. Ray is going to move stable. "Thank you hospitality" for those involved in the refurbishment to be arranged.	Nativity scene will be to the left as one enters the worship center . Lighting on faces. Infant and 'kings' to be added at liturgically appropriate times	Margarete to work with Ray on lighting. Pat to follow up on hospitality and make contact with Fr Walpole
Bread Bakers	Template not yet sent out so counting not implemented. Counting is key for the estimate. Discussion re: acolyte or Eucharistic coordinator to be responsible. Tom notes difficulty in getting Eucharistic coordinators. Jim Parr not present re: acolyte	Gail to give Fr Jeff template. Send out letter by Dec 1. Bread bakers to put numbers on bags.	Gail to send out letter and Fr Jeff to report back on effectiveness. Maureen to contact Jim Parr to clarify re: Euch. Coord / Acolyte for bread estimate

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	Concern for excess elements: Fr Jeff has decided not to implement token system based on further discernment. He has removed PVC pipe and had a repository built. It is a metal box and Fr Jeff will assume responsibility for the disposal and facilitation of decomposition. Therese has agreed to do this when Fr Jeff is not available. It is recommended that Fr Jeff write up a procedure to be followed in case that neither is present	Fr. Jeff will assume responsibility for disposal of elements. He will write procedure for disposal in case of his absence. Bread bakers to pre-mark bags of bread	Jim and Tom to notify acolytes and Eucharistic ministers of changes. Fr Jeff to write up procedure
Wine goblets	Additional goblets have been ordered	None	None
Sacristy	Fr Jeff has reorganized the sacristy. Dick has installed additional cabinets. There is a need for larger baskets to accommodate towels when we have baptisms	Larger basket for towels.	??? Notify Therese, who has schedule for baptism weekends, to place large basket in sacristy those weekends.
Vestments	New vestments ordered: 2 white of different style, red, purple, rose.	None	None
Corporals	2 have been made for main altar. Question if this is enough. Fr. Jeff would prefer to do laundry of corporals himself.	2 corporals for chapel altar are to be done. 2 more for main altar to be done by Feb. Fr. Jeff is doing laundry	Feb. check completion of work
Fabric	Purple fabric has arrived and is being used by A&E. Green chair covers have been made and installed on chairs with arms in the worship center	Mary to put announcement in bulletin alerting parishioners to use of chair covers to mark arm chairs for those with difficulty in mobility.	None

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Translation system/for Spanish ministry	<p>We have a broadcast system for 11:30 liturgy when there is simultaneous translation. The translators are in the sacristy and working out the system. Initial response is positive.</p> <p>Fr. Jeff reported on the larger ministry to Hispanics which is being implemented with the help of Sr., Lorraine. Every Sunday there is Our Lady of Guadalupe gathering in the afternoon. Fr, Jeff will have Spanish liturgy on second Sunday of the month. He is visiting Hispanic families and also reported on regional plans.</p>	<p>Sr. Larrain is assisting with music. Linda is to continue to assist with music for now. When there is to be integrated liturgies on special feasts Liturgy Planning committee to be involved</p>	<p>Liturgy Planning committee to be involved for integrated liturgies- Gary and Linda are contact people.</p>
Committee Reports: Music	<p>Angie White is sewing bell table covers (ones currently used are borrowed from Christ Church United Methodist).</p> <p>Music received a \$1,000 from Nancy Wilde's estate which is to be used to buy hand bells</p>	<p>Linda to purchase hand bells</p>	
AV	<p>Tom reports we have TV camera focused on the altar. Discussed potential use for homebound with computer hook up. Discussed controlled camera which would require a person to work during liturgy.</p> <p>It is reported that power mixer has crashed 2 channels and is slowly self destructing.</p>	<p>Tom to check re: new power mixer and report to Linda. Check with Administration re: cost.</p>	<p>Tom to check with Linda. Linda or Tom to check with Finance / Administration</p>
A&E	<p>OK to use candlesticks. Change over is scheduled for Nov 27-28. Discussed layout of church for Advent leading into Christmas.</p>	<p>A&E to meet Nov 27th. Fr Jeff to check layout Nov 28. Consider color code layout board for heights</p>	<p>Check with Linda and/ Ray re: need for an extra lift at Christmas</p>

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Hospitality	Had questions re: numbers needed for Christmas and hour to arrive	Maureen to check with Sr. Mary	
Liturgy Planning	Meeting Tuesday Nov 21 st for Christmas planning. Fr, Jeff proposed a new traffic flow for communion so all come to the altar area for Eucharist on Christmas	Fr. Jeff will announce flow pattern for communion at Advent liturgies	Report effectiveness at next meeting
Eucharistic Ministers	Trainings are scheduled. Fr Jeff will work with Tom on streamlining instructions for Eucharistic ministers.	Revised instruction sheet to be made.	Ongoing
Lectors	Chuck reported there were 24 people already through first training and an additional 23 for this Sunday. Another group of 8 for Nov 26. Lector training for Dec 10 th after the Spanish liturgy for Spanish speaking lectors. This may need to be changed due to celebration planned after that liturgy. Clarified that we need only provide lectors for regional communal reconciliations held here. First one is Dec 14th	May need to change Spanish lector training.	None
Fr Jeff: Christian Unity Week	Fr Jeff discussed idea of common preaching event with other covenant communities in April - May. For Christian Unity week have displays of other communities in the gathering area and include in petitions	Needs more follow	Discuss more fully next meeting
Miscellaneous	Christmas mass schedule. No 11:30 am on Dec 24 th in order to change church over and in prep for children's Christmas liturgy at 5:30 PM.	Announcements in Advent re schedule change. Also no poinsettias out for 5:30 - we lose too many of them each year	