

**These meeting minutes were reviewed and formally approved  
at the 13 December meeting.**

**St. Cecilia Parish  
Spiritual Growth and Liturgy Committee  
Minutes of the 18 November 2004 meeting**

**Participants:** Garland Dahlke, Jo Anne Dalhoff, Sandy Fagan, Bill Haas, Bob Hauser, Jacque Zbaracki

**A. Call to Order/Prayer**

Bob Hauser called the meeting to order at approximately 7 p.m. We began with the Prayer for Life (Rev. James Gaffney).

**B. Review Minutes of the Last Meeting**

The committee approved the minutes of the October meeting as distributed.

**C. Liturgical Ministries**

**1. Training**

Bob Hauser reported that in the past month Mike Vaclav and Ron Rasmussen conducted training sessions for Lectors and Eucharist Ministers, respectively. Three lectors and six Eucharistic Ministers were trained.

Three training sessions were offered for altar servers. We added 26 new servers.

**2. Formation**

Bob Hauser reported that he and John Hayes, Director of Religious Education, have discussed offering a six-session adult formation program called "Eucharist: Source and Summit". A team effort involving the Religious Education program and members of the Spiritual Growth and Liturgy Committee is envisioned. For more information on the program, see [www.yearofeucharist.com](http://www.yearofeucharist.com). The program is also available in Spanish.

**D. Hispanic Ministry Update**

Bob Hauser reported. Thanks to the organizing efforts of Rosemary Wilson and Patricia Marquez, St. Cecilia Parish will offer a bi-lingual Our Lady of Guadalupe Celebration at the 5:00 Mass on December 11. There will be a procession and potluck for all following the Mass. Deacon John is continuing his efforts to bring a more defined Hispanic ministry plan to our parish. We are hoping that this liturgy will open more doors to our Hispanic Community.

**E. Policy regarding Sunday Celebration in the Absence of a Priest**

Bob Hauser distributed copies of the revised Saint Cecilia policy. The policy (attached) has been revised as agreed at the October meeting.

**F. Eucharistic Adoration**

Bob Hauser reported that Cyndi Volcko spoke to the Parish Council at its November 16 meeting. As part of the Year of the Eucharist, the group is promoting sales and use of the book, *My Daily Eucharist*, a book of 365 short reflections on the Eucharist by Joan Carter

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McHugh. The group is also distributing a letter encouraging specific activities to help celebrate the Year of the Eucharist (Please see [www.stceciliaparish.org/pcmin/2004-11-16add6.pdf](http://www.stceciliaparish.org/pcmin/2004-11-16add6.pdf)). Cyndi also pointed out that the group has provided literature in the literature racks concerning the Year of the Eucharist, quotes for the Bulletin are being prepared, there will be a Youth 2000 Eucharistic retreat in Des Moines and that the group would like to send representatives to the Eucharistic Congress in Atlanta in June 2005. The Eucharistic Adoration group is assisting in the Our Lady of Guadalupe celebration (see above). Cyndi also reported that efforts are also being made to promote family Eucharistic Adoration on Sunday afternoons.

### **G. Year of the Eucharist**

Bob Hauser reported.

1. The Spiritual Growth and Liturgy Committee will be involved in offering the six-session program, "Eucharist: Source and Summit". Please see above.
2. Beginning in March 2005, we are also going to provide a series of twelve monthly bulletin inserts for catechetical and adult formation entitled, *Eucharist: Jesus With Us*, by Father Thomas Richstatter, OFM.

### **H. Remembrance Liturgy**

Bob Hauser reported that the All Souls Day Vesper Service went very well, and attendance was approximately 120 people. Tim Gaul, Mary Dau, Liz Morse, and Carolyn Konechne assisted with the music. Bill Haas, Ron Rasmussen, Martha Simmons, Marge Sutter, and Cathy Gerbracht helped in liturgical roles.

### **I. Advent / Christmas Planning**

Bob Hauser and Bill Haas will do the Advent decoration beginning at 9:00 am Saturday November 27.

The following preliminary/tentative plans were made regarding decoration of the church for the Christmas season:

1. Ask John McCulley to inquire whether the Hispanic community would like to take responsibility for placing luminaries on the entrance walk on Christmas eve.
2. Most of the inside work will occur on Sunday December 19; some preparation work (e.g., lights testing, wreath neatening, checking adequacy of tree stands) can be done ahead of time.
3. Hang the large lighted wreath on the west side of the church weeks before Christmas. Haas and helper.
4. Put lights on the two large bushes on the north side of the church and set up ten to twelve live evergreen trees (5' to 8' tall, secured to steel fence posts) and a nativity scene in the vicinity of those bushes. Work should occur approximately two weeks before December 19. Need approximately 20 bales of straw total for the two crèches (indoor and outdoor). Workers = Haas, Fagan, and four others.
5. Hang lighted artificial evergreen garland (test it first) on the light poles along the

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- entrance driveway. Complete before December 19.
6. Bring in smaller live trees and set them in stands in the social hall. Put lights on them – test the lights first. (Ron Rasmussen) Could start after 8 am Mass.
  7. Set up artificial trees in stands in the social hall; put lights on them – test the lights first. (Ron Rasmussen) Could start after 8 am Mass.
  8. Decorate the Burke Chapel.
  9. Take Advent Wreath down. Start 12:15 pm.
  10. Take Advent banners down from north and south walls (also the blue and rose panels from the altar & ambo). Fold them neatly and put them in the south sacristy. Start 12:15 pm.
  11. Set up platform for nativity display (goes over the Baptismal font) (Dennis Bovee plus crew he will arrange) Start 12:15 pm.
  12. Hang two evergreen wreaths (test lights first) outdoors (on screws on the wall between the church and parish office) and connect them to electric timer (find them near the places they are to be hung)
  13. Wind lighted garland onto light poles nearest the church entrance.
  14. Bring in the artificial trees and small live trees (from the social hall). Place them around the nativity display area. Decorate them with balls.
  15. Bring in large live tree & set it up near the tabernacle /w plastic bucket on a sheet of plastic (use fish line to tie the top of the tree to wood paneling) (Bill Haas) Start 12:15 pm.
  16. Decorate the large tree near the tabernacle (lights and balls) Start approx. 12:45 pm
  17. Set up the Nativity Scene & place the Nativity Scene figures (Lou Scallon) Start \_\_\_\_\_
  18. Hang one large lighted wreath on the wood panel south of the altar (test lights first). Connect to electricity below. Start \_\_\_\_\_
  19. Decorate the tree in the vestibule – put lights on (test lights first) and then decorate with balls. Start \_\_\_\_\_
  20. Hang artificial evergreen garlands with lights on the north and south walls – Randy and JoAnne Dalhoff plus two helpers. Start \_\_\_\_\_
  21. Hang four evergreen wreaths on screws on the east (back) wall of the church (find them near where they are to be hung). Use extension cords to connect to electrical outlets and tape the cords down with brown duct tape. Start \_\_\_\_\_
  22. Hang vertical evergreen swags on pillars at back of church. Start \_\_\_\_\_
  23. Place candle rings.
  24. Place poinsettias and other flowers.
  25. Water the live trees.
  26. Clean up. (vacuum the floor throughout & return empty decoration boxes to above the north confessional) Start at 3:30 pm; complete at approximately 5 pm.

**J. Teen Mass**

Bob Hauser reported Cathy Gerbracht is ending her service as Teen Mass coordinator. The plan is to go with Peer Minister coordination. However, it appears the teen leadership is not

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as effective as needed. The plan is to observe and make changes if needed. Maybe eliminate the Teen Mass or move it to another time, perhaps 11:15 Sunday.

**K. Adjournment**

The meeting was adjourned with the Prayer for Vocations at approximately 8:30 p.m.

**Next Meeting: To be determined.**

Respectfully submitted,  
Bill Haas