

St. Timothy Parish Council Meeting Minutes
March 6, 2019 – 7:00 p.m. / School STREAM Lab

PRESENT: Father Rick Bolte, Father Ross Kelsch, Jayson Putnam, Kristen King, Sheryl Murawski, Mary Jo Rectin, Paul Westhoff, Maureen Sheehy

GUESTS: none

NOT PRESENT: Danielle Brock, Chris Kemper, Frank Kroger, Deb Thomas

1. **Open:** Council chair Jayson Putnam called the meeting to order at 8:22 pm.
2. **Opening Prayer:** Prayer for Guidance.
3. **Approval of minutes:** The February minutes were approved.
4. **School update from Principal Deb Thomas:**
 - No report
5. **Committee Reports**
 - Community – No report.
 - Diocesan Deanery – Met in February. Discussed the mass times. St. Timothy is not changing mass times. Most parishes are staying the same. They also reviewed the annual plan.
 - Education – Report attached.
 - Finance – Report attached.
 - Outreach – Report attached.
 - Worship – Report attached.
6. **Pastor's Report:**
 - Renovation update- Fr. Ross shared an artist rendering of the renovation plans for the sanctuary, pew layout in the nave, and the ceiling. This will be presented to the parish on March 16th & 17th.
 - Endowment Fund update – The endowment fund and the variance are in the hands of the diocese.
7. **New Business:**
 - Next Council meeting – Wednesday, April 3, 2019
8. **Closing Prayer**

Respectfully submitted,
Chris Kemper

EDUCATION COMMITTEE REPORT – provided by Kristen King

Meeting Date: March 4, 2019

In Attendance: Fr. Rick Bolte, Brian Bold, Kristin Bonno, Kristen King, Mike Lense, Carol Lense (subbing for Denise Lorson), Jamie Powers, Kelly Wathen

Guests: Jay Donaldson, Rick Hayden, Sue Hinkle, Lisa Ray, Trey Nix

Absent: Denise Lorson

Open: Committee Chair Kristen King called the meeting to order at 7:00 p.m.

Opening Prayer: A Prayer for Guidance

Monthly Committee Reports

American Heritage- Jamie Powers

- Our Mid-Year Award Ceremony was the beginning of this month. 9 new members were awarded the Joining Award, in order to receive this award they have learned about respecting the flag, our Oath and our Creed. We awarded 100 badges and recognized the girls for 415 hours of service. We also distributed 9 religious awards. Our presentation was led by our Pioneers/Patriots and girls who are leveling up to become. Pioneers and Patriots this year.
- We had our annual Father-Daughter Dance this past Saturday, this event is very special and we are extremely grateful for the use of Brodnick Hall and the wonderful decorations from the dinner dance. This dance was planned in part by a parent of an AHG girl but mostly by our Patriot, Abby Bold. We did not serve dinner this year. Instead we served dessert and snacks. In lieu of charging for tickets, we asked for donations to cover the cost of the food, goodie bags, and pictures. This is a cross-troop event and three other troops in the northern KY area were invited to attend. We had 110 people in attendance. 36 of the girls who attended were from our troop and 28 from other troops, this is a great outreach event and everyone loves to see the great planning of our Patriots! (and the beautiful decorations) .
- We have completed our drive for CHO patients at Cincinnati Children's Hospital. We assembled 100 bags at our Father-Daughter Dance. We collected small toiletries, games for adults, toys for children, and new books for babies. We will be delivering these bags to Cincinnati Children's Hospital this Thursday.
- Planning has begun for our annual Family Campout at Potters Ranch the first weekend in June. We will meet this Tuesday to finalize details on activities and food plans.
- Discussions have begun for our spring fundraiser. We are looking for a fundraiser that doesn't require active selling. Our fundraiser coordinator is researching events at restaurants where a portion of the proceeds go back to the Troop.
- March will continue with our regular two troop meetings.

Challenge- Kristin Bonno

- Feb 1 - Meeting cancelled due to weather Feb 8 - Regular meeting
- Feb 16-17 - Middle School Ski Retreat at River Ridge Camp

- Feb 22 - Outreach meeting - made meals for Consecrated Women and Legionary Priests of Regnum Christi
- March 1 - Regular meeting
- March 2 - Volunteered at St Timothy Catholic School's Thunder Fair - hospitality for vendors
- We are currently preparing for the Tea Party on 3/31.

Pack 702- Kristen King

- January 26th- Rock Climbing Event in Lexington, KY February 2nd- Pinewood Derby
- February 10th- Scout Ski Day
- February 17th- Scout Sunday- 6 scouts received awards March 15th- Fish Fry Service Project
- March 16th- Blue & Gold Banquet- Crossover for the AOL scouts

PSR- Denise Lorson (Carol Lense -subbing)

- Confirmation was January 21st - (so no report from me that week J) It was a beautiful event. We had 69 students in attendance, which included a couple late additions from St. Paul, and two of our students, Jake Lunnemann and Logan Gribbon are students with special needs. Bishop Foys was fabulous, making time for pictures before the mass for them.
- Our current enrollment is now 463, up from 454! Our latest additions were in the new year, two for confirmation and several families that moved from other areas. We hit our target number. This is the first year, for the past 6 I believe, that we have maintained enrollment numbers from the previous year. WOOT!
- Thursday February 21st is a Catechist appreciation dinner. We are holding it in the School Cafeteria. It is just a casual night to show our thanks to those who are able to attend. We hope to spark some conversations and provide sharing opportunities. It looks like about 20-25 of our 65 catechists will be able to attend. We include our Liturgical Ministers for children's liturgy in this group.
- Saturday February 23rd is our 7th grade retreat. This is the first time we have held a retreat for this group. The program is based on the Lion King; the theme is "Remember Who You Are". It is going to be great. We are currently looking at a class of 75 for 7th grade, this includes a number of Catholic and Home school students. So, our Confirmation class will be larger next year, that is was this year.
- Sunday March 3rd is the Jesus Retreat for our 2nd Grade Students and RCIC students. This retreat helps prepare them for First Holy Communion. It is a great event, and has lots of room for volunteers, if any groups are looking for service opportunities.
- First Holy Communion is May 2nd. There will be 72 students in two Masses.

Troop 702- Brian Bold- see attached report

Venture- Mike Lense

A crew member takes the minutes at the meeting. The crew has 6 members and 2 adult leaders. Looking at planning a canoe trip. Investigating service project ideas.

Youth Group- Kelly Wathen

- Feb 3rd- Perfect north
- Feb 10 - pizza & reg youth group
- Feb 24- Mary Rose Mission 3:30 to 6pm. On Main St in Florence.
- March 2 - Saturday night 7pm to 11pm. Nerf war and video games with St. Paul Youth Group. Brought a snack to share and a can good for Mary Rose. No cost for this one.
- March 3- Sunday 3:30 to 5:30 pm. Top Flight Gymnastics open gym. \$10

Review of Each Youth Organization

Each representative was asked to present a layout of their current youth organization in the parish. (Breakdown of current membership, the purpose/mission of your organization, highlight what opportunities the organization provides to the youth of the parish and lastly highlight some of the big activities the organization does in regards to activities and service projects.)

- AHG- see attached
- Challenge- see attached
- Pack 702- See attached
- Troop 702- See attached
- Venture- See attached

Pastor's Update & Open Discussion Among those in Attendance

Vision of Scouting in our parish from Fr. Bolte

- Fr Bolte asked some clarifying questions after the organizations identified their main objectives of their organizations. He confirmed that people could be in both Venture & AHG; Challenge & AHG. Fr. Bolte stated that he wants what is best for the kids. Every organization has stuff to offer. He said that if having girls in the BSA troop enhances what we are offering girls then yes they should be in the BSA troop.
- BSA troop is more of a hands-on outdoor based group that meets weekly. They create their calendar, planning, costs, budgets, and have ownership of their program.
- It was mentioned that a girl could be in both AHG and in Scouts.
- A concern was mentioned by a member that as girls age up, that AHG might slim down because families could pick scouts so that all of their kids could be in one program to keep an easier schedule. The concern is that AHG needs the older girls to help run an effective program.
- It was brought up by a guest that AHG and scouts are similar. Fr. Bolte stated that they each have a different focus.
- It was highlighted by a member that each organization brings something unique to the table and that we shouldn't be concerned about the dynamics of our own organization. We need to pull together to help each organization and to see that all are successful.

- A guest in attendance mentioned that when the pack and troop were started they didn't pull from current organizations. A girl's troop would need to start slowly like Venture. The hope is to pick up youth who aren't being served and not to pull from current organizations. BSA has more focus on high adventure component. We can complement each other.
- A member stated that adding girls to the troop is about delivering a product to our youth.
- Another member stated that if AHG is underserving then they need to strengthen and enhance the outdoor component.
- Fr. Bolte mentioned that being outdoors is not the group's main focus and that's fine. Because that's what makes each organization its own.
- A member in attendance mentioned that it would be nice to have a Catholic based organization at St. Tim's instead of having those interested go across the street.
- Another member in attendance mentioned that girls know what they are looking for in a program and they will find what best fits them.
- A guest asked how allowing girls into the troop came about. It started about 2 years ago when girls were looking for a different route. Siblings of current troop members are interested in this.
- Fr. Bolte concluded the conversation by stating that we need to serve the needs of the parish and that we have lots of young people in this parish. Having girls in the troop allows a different option. He hopes this group will collaborate well together. He stated that we all do a good job, that it's a blessing and he thanked all in attendance.
- He encouraged all members to continue to work together through this committee and to collaborate. Fr. Bolte mentioned that it's not about protecting our own turf. You show your care by your time. BSA is a little different and we should offer it. There are older girls in this parish that would help any organization out. Collaboration would work and we need to give it a try. He reminded the group that we are here to serve the kids and to help each other.

Future Meeting Ideas:

- A guest mentioned that they would like to see all the organizations participate in the National Day of Prayer on May 3rd• It was clarified that there is usually ecumenical service for this day and that information is usually in the bulletin.
- It was suggested that we look into how we reach out to the youth of the parish and their parents. It was suggested that the groups try to connect with parents and students through the school and PSR.
- It was suggested having a Youth Focus Weekend after a mass- either outside or in Brodnick Hall. Possibly calling it a youth fest where all organizations were represented and could get their information distributed.
- It was suggested to improve the welcome packet for new parishioners about the youth opportunities, improving the information on the website, and attending the parish welcoming meetings.

Closing Prayer Adjournment at 8:30 p.m.

Respectfully Submitted by Kristen King

Next Meeting: March 18th at 7:00 in the St. Tim Parish Center

FINANCE COUNCIL REPORT – provided by Sheryl Murawski

Finance Council Meeting - February 20, 2019

- We reviewed and approved the January 2019 financial statements. The summary of January is attached.
- Deb Thomas gave us an update on current enrollment and 2019-2020 enrollment at the school.
- Father Bolte updated the Council on the status of the work on the grounds around the school, status of permits and weather delays.
- Father Bolte also discussed the parish office personnel changes. A receptionist has been hired and the search for an events coordinator is continuing.
- Father Bolte reviewed the church renovations. It is planned to have drawings and price estimates by mid-March, in time for the kick off of this year’s DPA campaign.

<u>JANUARY 2019</u>				
Parish				
	YTD Actual	YTD Budget	variance	
Income				
Contributions	\$ 649,299	\$ 654,500	\$ (5,201)	
Fundraising	94,320	59,750	34,570	Oktoberfest
Operating Expense	373,099	318,063	(55,036)	New roof, door repairs, staff bonuses, timing of property insurance payment
School				
Income	\$ 634,869	\$ 572,721	\$ 62,148	
Expenses	578,401	654,146	75,744	Timing of Diocesan assessment payments (paid in Feb)
Pre-School				
Income	\$ 230,074	\$ 223,750	\$ 6,324	
Expenses	114,679	145,321	30,642	Partly due to error in budget, lower expenses in general

OUTREACH COMMITTEE REPORT – provided by Mary Jo Rectin

February 14, 2019

Present: Katy Sullivan, Marta Kroger, Debbie Murray, Susan Rettig, Jerry Auton, Kelli Siracuse, Donna Potts, Mary Jo Rectin

The meeting opened with a prayer.

The January minutes were reviewed and accepted on a motion from Susan Rettig, seconded by Debbie Murray.

Reports:

- Mary Rose Mission: All is going well. We served 86 meals and 46 seconds at our last serving date. We were a little short of help.
- SVDP: We did not receive the grant of food from St. Xavier High School this year and are experiencing some shortages. Hopefully this will be alleviated by the 40 cans for Lent collection.
- Family Promise: We hosted the families the week of February 10.
- Fr. Ruschman's Garden: There will be a planning meeting for the garden on February 25. The Appreciation Dinner will be on March 21. We will invite those interested in knowing more about the garden as well as last year's workers.
- Welcome House: Our outreach project is on Sunday, February 17. We have plenty of volunteers.
- Hope Ministries: Speakers from Hope will be here on February 23, 24. Our project will take place on March 22, 4:30 pm and March 23, 9 am at Florence Elementary School. We will assist with their clothing giveaway.
- Health Ministries: The Mammography Van has been here. We will begin blood pressure screenings on March 2-3. There will be a meeting on February 24 for those who will be taking the blood pressures. We are looking for some Coordinators.
- Grants: Grant binders will be available the weekend of March 2,3. We will read through the grants in order to be able to choose recipients at the March meeting.
- People Working Cooperatively is our next grant recipient. They will speak in April. We would like to have an open meeting soon to let people know more about Outreach.

Our next meeting is March 14. We will decide who will get the grants at the meeting.

The meeting closed with a prayer.

WORSHIP COMMITTEE REPORT – provided by Maureen Sheehy

February 13, 2019

Attendees: Bridgid Burdette, Miriam Burkart, Christine Jones, Maureen Sheehy

Meeting Began: 7:30 pm

Opening Prayer

Minutes

Committee Reports:

- Parish Council - School 2020 double students 196 so far, both preschool and school expenses under budget, permits approve for moving dirk and basketball courts.
- Bereavement - 7 funerals
- Art & Environment - nothing new
- Music - no attendance

Old Business: none

New Business:

- Need two people as we have had two people resigned
- We went over the Check List for Easter Week and updated a few things.

Closing Prayer: 8:14 pm

Holy Week Checklist revised 2-13-2019

Please note that all liturgical ministers: Preset, Deacons, Lectors, Sacristans, etc. need to arrive 45 minutes early during Holy Week and Easter

Preparing For Palm Sunday

Date	Action	Responsible	Done
Week before	Phone reminder to Lectors to prepare for their portion of The Passion / Readings for Easter Vigil (Lynn 2018)	Pastoral Staff	
	Organize the Working Sacristy so all items for Holy Week are in one general area, if that is possible. If not, they need to be clearly marked so that they are accessible.	A&E	
Upon Receipt	Place decorative palms in walk-in refrigerator Staff inform A&E (Lynn/Blair 2018)	Pastoral Staff A&E	
Upon Receipt	Place distribution palms in walk-in refrigerator after opening boxes giving all palms room to breathe - prevents mold. (no need to remove from boxes or bags or separate)	A&E	
Saturday of Palm Sunday weekend	Prepare Church for Palm Sunday	A&E	
	Assure that palms are in good condition to hand out: Take palms out of boxes - - then put palms into 4 buckets and label: 4:30 pm Mass, 8:00 am Mass (smallest attendance), 9:30 am Mass (largest attendance), and 11:30 am Mass. Then put palms back into the walk-in refrigerator in Brodnick Hall.	A&E	
	Have table with wheels in the Vesting Sacristy for palms (Deacons will wheel outside when necessary)	WC Deacons	
	Bring palms to Vesting Sacristy before 4:30 Palm Saturday Mass	Deacons	
	Educate Mass assistant to: a) place palms on table just before blessing is to occur b) ask Family Greeters and Ushers or volunteers to assist with distribution	Deacons	
Palm Sunday Masses	Bring palms to Vesting Sacristy Sunday before each of the Palm Sunday Masses (put palms on table with wheels in Vesting Sacristy)	WC	

	Distribute palms	Ushers	
Holy Week Checklist revised 2-13-2019			
Preparing For Holy Thursday			
Date	Action	Responsible	Done
Week before Chrism Mass	Locate Saint Timothy banner for RCIA (Lynn 2018)	RCIA	
	Bring oils back to parish (Deacon Dave and Lynn 2018)	Deacon	
Wednesday before Holy Thursday	<p>Reverently dispose of previous year's Holy Oils: Unlock the cabinet with the key from the Vesting Sacristy. Empty all three oils into a container. Have Ron Alley dig a hole in a location where people are less likely to walk or disturb. Pour all of the oil into the hole. John will cover it up. Thoroughly wash the carafes in Dawn with the special sponge in the Working Sacristy. Dry the carafes and refill with the new oils from the Chrism Mass. (found in the Vesting Sacristy in a velvet bag) Place carafes back in cabinet and lock cabinet. Replace the Diocesan bottles in the velvet bag and leave on the counter in the Vesting Sacristy, where they were found. (Miriam 2018)</p>	WC & Ron Alley	
Wednesday before Holy Thursday	Place 3 different size pedestals on the front side of Ambo for the Holy Oils	A&E	
	Take down the two pitchers and two bowls for washing of feet and place on Credence table behind Father's chair	A&E	
	Check on the Chapel in the Parish Center: Tidiness and cleanliness Need: Tabernacle, candles, crucifix, table covering (altar cloth), greenery, & at least 2 rows of chair for those who come to pray.	A&E	
	Clean up Working Sacristy as much as possible because of the number of people needing this room.	A&E	

	Drain Baptismal Font (by using valve downstairs - don't want to burn motors - - have Ron Alley help) Clean and refill the Baptismal Font (Ron Alley 2018)	WC & Ron Alley	
Wednesday before Holy Thursday	Clean pews (Murphy's Oil and wash cloth rags) can ask anyone at 8 am Mass to help after Mass or do it later. Make sure Stations of the Cross are clean.	WC	

Preparing For Holy Thursday continued revised 2-13-2019			
Date	Action	Responsible	Done
Wednesday Before Holy Thursday	Clean and polish the Baptismal Font wood (use Guardsman cleaner, polish and cream) (Miriam 2018)	WC	
	Put out 12 hand towels (totally unfold) and 2 hand towels (for priest/deacon) for washing of feet (in marked tub in Working Sacristy) (Miriam 2018)	WC	
	Place laundry basket in Working Sacristy for soiled towels (Miriam 2018)	WC	
Wednesday Before Holy Thursday or early before Mass Holy Thursday	Get 12 chairs and place in alcove connecting steps to Working Sacristy (Deacon Dave 2018)	Deacon	
	Make sure there is 1 Large Host and 1 Medium Host for Communion	Mass Assist.	
	Make sure Oil Cabinet is unlocked and/or deacon has a key	Deacon	
	Place thurible and incense for Eucharist reposition on stand in the stairway	Deacon	
	Light Incense during Offertory (Deacon 2018)	MC / Server	

	Fill up pitcher with warm water for washing feet	WC	
After Holy Thursday Mass	Put chairs away or invite volunteers help	Men	
	Make sure key is in Tabernacle	Deacon	
	Take home laundry basket and wash soiled towels - then place in plastic tub and store in Working Sacristy (Lynn/Miriam 2018)	WC	
	Strip the Church bare and leave the door to the Tabernacle open. Put everything in Working Sacristy.	A&E	
	Clean vessels used during the washing of feet and put away	A&E	
	Clear the altar	A&E	
	Make sure choir disperses quickly to make room for A&E to complete their work	A&E	
	Put sign on Church doors: noting Jesus is in Room 4 in the Parish Center until Midnight - use side door by Mary's outside statue	WC	
	Put sign on Parish Center side door noting Jesus is in Room 4 (first door on right) until Midnight	WC	
	Thursday PM	Deacon say night prayers starting at 11:00 pm	WC
Thursday PM	Close Parish Center at Midnight (specific person) turn off lights and lock door	WC	

Holy Week Checklist revised 2-13-2019

Preparing For Good Friday

Date	Action	Responsible	Done
Friday	Open Parish Center side door so Jesus can be brought to the Church for Holy Communion	Priest	
3 weeks before Holy Week	Assign Lectors so there is clarity about who does which reading -- sign up sheet (Lynn 2018)	Pastoral Staff	
	4 Servers are needed , 6 is optional - sign up sheet (Lynn 2018)	Pastoral Staff	
2 Weeks before	Check supply of Good Friday programs and replenish as needed (Lynn 2018)	Pastoral Staff	
Before Good Friday early pm service	Prepare Cross with red silk covering for Good Friday and place in Vesting Sacristy. This Cross has its own stand	A&E	
	Set out 2 hand towels for wiping Cross during veneration	Deacon	
	Place thurible and incense for Eucharist reposition on stand in the stairway	Deacon	
	Make sure that Tabernacle door key is readily available Make sure Parish Center door is also unlocked	Deacon	
	Set up microphone stand for the reading of the Passion (Andrew 2018)	Music	
	Light Incense immediately before Communion service (Deacons 2018)	MC / server	
Friday PM	Deacon say night prayers starting at 11:00 pm	WC	
Friday PM	Close Parish Center at Midnight (specific person) turn off lights and lock door	WC	

Holy Week Checklist revised 2-13-2019

Preparing For Easter Vigil *Holy Saturday page 1*

Date	Action	Responsible	Done
Weeks before Easter	6 Servers are needed, 7-8 is optimal (Deacon Dave Profitt 2018)	Pastoral Staff	
	Order extra mats for Easter Vigil baptism from Cintas (Lynn 2018)	Pastoral Staff	
Weeks before Easter	Educate distributors of Communion where to stand (when there are musicians in locations 9 and 10) (Deacons 2018)	Deacons	
Holy Saturday	Put small candles in plastic Candle Drip Protectors for Easter Vigil and place in large white wicker baskets (do as soon as possible)	WC	
	Check 100 LED children candles (last 50 hrs 2016) (Miriam 2018)	WC	
	Make sure there are enough robes and that they are the right size for our Catechumens (Lynn 2018)	RCIA	
Holy Sat. am	Bring steps upstairs for Baptismal Font	Ron Alley	
9:00 am	Priests, Deacons and MC arrive to go over Vigil Service	Priests, Deacons/ MC	
10:00 am	Servers arrive for training	Servers	
Noon	Set Baptismal Font temperature to 92 degrees, reduce amount of water in Baptismal Font	RCIA or Ron Alley	
Holy Saturday Morning	Set up two long tables on bathroom side of Gathering Space and cover with white plastic for the flowers	A&E	
	On Altar floor put dots on rug to show where to place flowers when people process to the altar during the Easter Vigil	A&E	

	Place flowers on tables covered with plastic located by bathrooms in Gathering Space	A&E	
	Assign 2 people to be on altar floor to show where to place flowers	A&E	
	No flowers on the altar during Easter Vigil because of too many people on the altar and just not enough room	A&E	
	Recheck Easter candle and nails	A&E	

Preparing For Easter Vigil *continued* Holy Sat page 2 revised 2-13-2019

	Action	Responsible	Done
Holy Saturday Morning	Set up long table in Gathering Space with white table cloth and put out the candle baskets	A & E	
	Have two large containers placed under the table to collect the candles. Make sure the ushers or someone bring these to the Baptismal Font during the Easter Vigil when the parishioners come to the Font to bless themselves -- so parishioners can place their candles in the containers. Have small plastic container for children to put their LED candles.	A&E	
	Move thurible to the Gathering Space along with 2 charcoal briquettes: Tongs of adequate length are necessary for the priest to place the briquettes into the fire to ignite the charcoal	Deacon	
	Get fire pit for Easter fire from "basement:	Ron Alley	
	Prepare fire pit for Easter Vigil	Troop 702 Doug Eifert	
	Gather and put out on side table large towels for the baptized	RCIA	
	Place "Reserved" signs on the pews at the right center facing the altar	RCIA	

	Set up dressing rooms (dividers) in library and youth room for RCIA changing after baptisms * Provide adequate towels * Provide laundry baskets in both rooms * Provide plastic bags for wet clothes in both rooms	RCIA	
	Set up steps and rugs around Baptismal Font	WC	
	Rearrange the pews in the back of Church * Remove these sections from last three rows (1-2-2) * Place bolts in table drawer where baptismal candles are kept	Men	
60 - 90 min. before Mass	The MC for the evening needs to arrive to prepare	MC	

Preparing For Easter Vigil <i>continued</i> Holy Sat page 3 revised 2-13-2019			
Date	Action	Responsible	Done
Prior to Mass	Set out nails for Easter Candle	Deacon	
	Weather permitting, set out the microphone by the fire pit	Music	
	Build Fire and light it 15 minutes before start time (Doug Eifert 2018)	Troop 702 Doug Eifert	
	Place Paschal Candle in the Vesting Sacristy	A & E	
	Baptismal candles for the catechumens needs to be placed on the table by the Baptismal Font (Lynn 2018)	RCIA	
	Check Baptismal Font for proper temperature (92 degrees)	RCIA	
	Make sure amber (oil cabinet) is unlocked and /or deacon has a key	Deacon	
7:30 pm	Priests, Deacons, Servers need to be there for final preparation	Priests, Deacons Servers	

7:45-8:00 pm	RCIA participants arrive in Brodnick Hall	RCIA	
Easter Vigil Mass	Distribute the candles	A & E / WC	
	Collect the candles - bring large containers from Gathering Space to Baptismal Font and plastic tub for children LED candles	Ushers	
	Turn off all lights and candles: in Church, also those by Stain Glass Windows, Gathering Space, side walk lights outside, all candles including by Mary and St. Joseph. (Jerry Daugherty 2018)	Father Bolte & Deacons	
	Turn on lights at appropriate times - (<i>practice way ahead of Vigil so you know sequence and they work</i>) During Vigil have readings - so know when to turn on the different lights. (Jerry Daugherty 2018)	Father Bolte & Deacons	
After Vigil Mass	Put candles in Working Sacristy after Mass	WC	
	Rearrange the pews in the back of Church * Replace these sections from last three rows: 1-2-2 * Replace bolts from table drawer where Baptismal candles are kept	Men	
	Remove steps and mats Place steps by elevator	Men	
	Refill Baptismal Font to normal level of water (Deacon Dave 2018)	Deacon	
	Take home and wash wet towels and Baptismal garments	RCIA	
	Clean Candles and Candle Drip Protectors (in warm water) (Miriam 2018)	WC	

Holy Week Checklist revised 2-13-2019			
Preparing For Easter Morning			
Date	Action	Responsible	Done

Saturday am	Obtain 2 buckets and 2 aspergillum for the Easter sprinkling rite They are under the sink in the dressing sacristy (one gold, one silver)	Deacon	
Sunday	Communion to Choir (choir first then those sitting behind altar)	Deacon	
Sunday	Easter morning bring flowers from cooler back to the altar	A & E	

Week/s before Easter - Check Off List revised 2-13-2019

Date	Action	Responsible	Done
End of January	Order Pascal Easter Candle and ashes - through Parish Office (Lynn 2018)	A&E	
	Order Palms - - through Parish Office Decorative (same as 2016) Distribution palms (standing order same as 2017)	A&E	
Lent	Remind Office Staff member that does the Bulletin to put a request for donations for flowers in bulletin. (Lynn 2018)	A&E	
	If necessary order the small candles (400+) - Parish Office (Will & Baumer through Katie Webb parishioner) (Miriam 2018)	WC	
	If necessary order Candle Drip Protectors (400+) Parish Office (Will & Baumer through Katie Webb parishioner) (Miriam 2018)	WC	
	If necessary order LED candles for children (100) Parish Office (Miriam 2018)	WC	
Weeks before Holy Thursday Mass	Select 3 readers and 3 presenters for the presentation of the oils 1 Reader is from RCIA — 2 lectors (Lynn 2018) 3 Presenters are from RCIA (Lynn 2018)	RCIA	
	Choose 12 people to have their feet washed 1 from RCIA others from various ministries (Lynn/ Miriam 2018)	WC	
	Determine and post ending time for Reposition	Pastor	
	4 Servers are needed, 6 is optional - sign up sheet (Lynn 2018)	Pastoral Staff	
	6 Servers are needed, 7-8 is optimal (Deacon Dave 2018)	Pastoral Staff	

Weeks before Easter	Order extra mats for Easter Vigil baptism from Cintas (Lynn 2018)	Pastoral Staff	
	Educate distributors of Communion where to stand (when there are musicians in locations 9 and 10) Philbrick (Deacons 2018)	Deacons	
3 weeks before Holy Week	Assign Lectors so there is clarity about who does which reading -- sign up sheet (Lynn 2018)	Pastoral Staff	
	4 Servers are needed , 6 is optional - sign up sheet (Lynn 2018)	Pastoral Staff	
	Ask for volunteers to sign up for one hour for Adoration in Parish Center from end of Mass Good Friday until Midnight Put in bulletin and sign up sheet in Gathering Space.	WC	

Week/s before Easter - Check Off List Page 2 revised 2-13-2019			
Date	Action	Responsible	Done
2 Weeks before Easter	Check supply of Good Friday programs and replenish as needed (Lynn 2018)	Pastoral Staff	
	Assign Lectors, Mass Assistants, Greeters, Ushers, and Servers for Masses. Regular Liturgical Minister Schedule are not to include Holy Week, instead put sign-ups in Vesting Sacristy for Holy Week. (Lynn 2018)	Lynn Profitt	
Week before Easter	Phone reminder to Lectors to prepare for their portion of The Passion / Readings for Easter Vigil (Lynn 2018)	Pastoral Staff	
	Organize the Working Sacristy so all items for Holy Week are in one general area, if that is possible. If not, they need to be clearly marked so that they are accessible.	A&E	