

Arts & Environment Committee Meeting Minutes

Date and Time: Saturday, October 7, 2017, 9:00 AM

Location: Vesting Sacristy

Participants: Fr Tom Dragga, Judy Bodziony, Marilyn Tsivitse, Donna Tellep, Grace Svilar

GETTING THE CHURCH READY FOR ADVENT AND CHRISTMAS

1. We will meet on Sat, Dec 2, 2017 at 9:00 AM to get the church ready for Advent.

- a. Chris will put the purple banners on both sides of the four big windows.
- b. Chris will also hang purple banners from the ceiling, 4 banners, 2 on each side of the altar.
- c. The floral arrangements we used on the Advent wreath from last year were saved. We can “freshen-up” the flowers a little bit, and use it again. That is, if the arrangement has been bent or crushed in storage, we can re-arrange or re-bend the flower stems a bit to “fluff” them out.
- d. The silk flower arrangement (purple) that was used in a vase by the 3 women witnesses was saved from last year. That also should be “freshened-up” and used again.
- e. On round table in gathering area, purple fabric will be “puddled” on the table. The picture of Mary at Annunciation will be placed on small easel in the middle of the table on top of the purpled fabric. A small artificial flower arrangement (made by Judy Bodziony) will be placed behind the picture, to hide the unsightly back of the picture.
- f. That will complete the decorations for Advent.

2. Getting the church ready for Christmas, Part I: Week before Christmas

- a. Volunteers will set-up the Christmas trees at each of the 4 window alcoves in church. They will not be lit until Christmas Eve Mass at 4:00 PM, but they will set-up.
- b. The manger will also be set-up in the window alcove in the church, where the Book of Intentions is usually located. There will be no figurines, but the draping to hide the forms under the manger will be in place. The Christmas trees behind the manger will “hide” the back of the manger.
- c. The Christmas tree in the gathering area will be set-up, but not decorated.

3. Getting the church ready for Christmas, Part II: Thur, Dec 21

- a. Music in a Sacred Space will take place on Thurs Dec 21. Therefore the poinsettias should not be delivered until Fri Dec 22. Or alternatively, if the poinsettias will be delivered earlier in the week, perhaps they can be stored in an empty classroom.

4. Getting the church ready for Christmas, Part III: Fri, Dec 22

- a. Tentatively these tasks will be done immediately after the 8:30 AM Mass on Fri Dec 22.
- b. The Annunciation picture of Mary, the purple flower arrangement and the purple fabric will be removed from the round table in the gathering area. The round table will be moved to Trivison Hall. The wooden Nativity scene will be set-up on this round table in Trivison Hall at this time.
- c. There are 10 big plastic planters in the A&E closet. They should hold about 3 small pots of poinsettias. When the poinsettias are delivered to the church (hopefully on Dec 22, Fri), volunteers will place 3 small pots of poinsettias in each of these big pots. Fr Dragga has detailed instructions on where each of these plastic planters will be placed in the church (ie.

near the altar, next to the ambo, by the Christ Rising figure, near the 3 Women Witnesses, in the chapel, around the manger, outside the chapel door, etc.). The instructions should be attached to each plastic planter, so volunteers can easily move the planters to the church on Sunday morning, Dec 24.

5. Getting the church ready for Christmas, Part IV: Sun, Dec 24

- a. Sunday, Dec 24 is the 4th Sunday of Advent AND also Christmas Eve.
- b. Fr Dragga will cancel Coffee Hour after the 9:00 AM Mass on Sunday morning, Dec 24. In addition, the 11:00 AM Mass on Sunday morning, Dec 24, will also be canceled.
- c. Consequently, we will be able to get the church ready for Christmas in the morning, starting immediately after the 9:00 AM Mass, and hopefully everything will be done by 12:00 noon.
- d. Chris will take down all the purple banners, on both sides of all 4 windows in the church, and put up the white and gold banners in their place. This will be a little tricky, as the Christmas trees will already be in place at each window.
- e. Chris will take down the 4 purple banners hanging from the ceiling, 2 on each side of the altar. He will put up 4 white banners, 2 gold banners, and 2 bronze banners from the ceiling, in 4 sets of 2 all around the church.
- f. We will not use any small Christmas wreaths around the church this year.
- g. The Advent wreath will be taken down and put away.
- h. Figurines will be placed in the manger in the church.
- i. We will place the artificial poinsettias over the choir (as we usually do each year).
- j. The very large artificial Christmas wreath will be hung behind the choir, and a large red bow will be attached to it.
- k. The very big brown (very wide) planter will be placed between the baptismal font and the entrance door to the church. This planter will be filled with poinsettia plants.
- l. The 10 big plastic planters filled with 3 small poinsettia plants each, will be placed in various locations in the church and chapel, according to the detailed instructions of Fr Dragga, which will be attached to EACH plastic planter.
- m. The Christmas tree in the gathering area will be decorated at this time.

- 6. Luminaries (brown paper bags or plastic gallon jugs, filled with sand and a votive candle) from Cannon Road all along the church driveway and leading from both parking lots to the doors of the church for evening Masses on Christmas Eve.** It will be dark enough at 5:00 PM to have the luminaries for all evening Masses on Christmas Eve, but not for the morning Mass on Christmas Day. Notice: the candles will not stay lit all night long, ie. from 4:00 PM Mass all the way to the 10:00 PM Mass. The candles will probably need to be replaced after the 6:00 PM Mass and re-lit for the "Midnight Mass" at 10:00 PM. We will need volunteers to set-up before the 4:00 PM Mass, maybe re-fill for the 6:00 PM Mass (don't know if the votive candles will last more than 2 hours), definitely re-fill for the 10:00 PM Mass, and take-down everything after the 10:00 PM Mass.