

Worship and Music Committee  
Meeting Notes  
January 25, 2023

Attending: Pastor Jami, Bruce Schnabel, Marilyn Keenly, Janet Filchner, Annette Frazza, Linda Mery, David Ziegler, Anne Sassaman, Kim Belletti, Karen Koplin, Trish Claypoole

Not Attending: Vicki Steiner

#### Christmas Eve Worship Schedule Review

- Attendance estimates for the services 320-340 for 4pm service; 290+ for 8:30pm service; 130 for 11pm service
- In discussing schedule for next year Dave suggested we take the average attendance from a Sunday in 2022 as our baseline and calculate the percentage increase for each Christmas Eve service against the baseline. To estimate the attendance for Christmas 2023 and thusly the anticipated number of services needed, we apply the percentage increase against a similar 2023 baseline.

#### Live Stream update

- Live streaming was tested at the early service January 22nd; 128 people watched the service
- A new converter has been ordered as all the colors on the stream were off
- Whether we stream both services is dependent on how comfortable those handling the recording are in doing the streaming; One possible schedule is live stream the 8 am service and record the 10:30am service

#### Ushers/Altar Guild

- Dave told the committee that Deb Gardner provided a list of weekly usher duties and that Trudy Mertz updated an altar guild document.
- These groups are slowly getting back to normal after the pandemic and there are new people volunteering so it was suggested that a regrouping meeting be held to go over the responsibilities for each group.
  - Kim volunteered to hold an usher's meeting with Deb Gardner's help
  - Karen will take a look at Trudy's document to see what needs to be updated and hold a meeting for the altar guild volunteers
- The present sign up genius system will be used through May as Dave is working on a comprehensive generic registration system that can be used by all church groups

#### Lent

- Ash Wednesday is February 22, 2023; Wednesday service theme is Open My Life Lord – how to open our lives to God's influence and instruction – we will be using Holden's Evening Prayer
- Pastor Jami indicated that we could eliminate the service of the word setting– since offering is not being collected the service of the word setting is the same as the communion setting. On the first and third Sundays, do the communion setting and just eliminate the communion portion
  - David indicated that this will help the congregation with the settings as they will not be changing every week.

- David also said he would be changing to setting 12 – as long as he is able to review it with the choir

#### Easter

- Easter is setting 8
- Services will be 6am, 8am and 10:30am
- David is hoping to have a string orchestra at the 8 and 10:30 services

#### Church Calendar

- First Communion will be held March 26
- Confirmation will be held on May 28
- Summer Schedule will begin on June 4<sup>th</sup> – one service at 9am; two services will begin again on September 10<sup>th</sup>
- The hymn sing will be held during the summer

Next meeting Wednesday August 16<sup>th</sup> at 7 pm

Worship and Music Committee  
Meeting Notes  
August 2, 2023

Attending: Trish Claypoole, Annette Frazza, Janet Filchner, Karen Koplin, Linda Mery, Pastor Jami, David Ziegler  
Not Attending: Kim Belletti, Marilyn Keenly, Bruce Schnabel, Vicki Steiner

Notes on questions to help us plan for the fall:

- Pastor Jami has scheduled supply pastors for the month of September. If it looks like an interim will not be named by the latter part of August, she will attempt to schedule supply pastors into October.
- Office will handle getting service information to the supply pastors (bulletins and other information)
- Prayers of Intercession can be found in "Sundays in Season"
- Pastor Jami is gathering names of people who are willing to do children's sermons
- Live Stream
  - There has been some confusion for members finding the live stream – the live stream is on Facebook; some members are looking on YouTube for the live stream. We will stay with Facebook to stream services.
  - An average of 86 people are watching the service livestream every Sunday

#### Worship Calendar

- We will go back to two services (8am and 10:30am) on September 10; Communion will be celebrated on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays. We will use one setting for both Communion and non-Communion services and adjust the setting based on whether there is Communion
- We will continue to use the printed booklet through the month of September
- October
  - Budget for the committee is due this month
  - Reformation is October 29<sup>th</sup>
- November
  - All Saints Sunday is November 5<sup>th</sup>
  - Veteran's Day is November 12 – sing a patriotic hymn at the beginning of the service
  - Thanksgiving
- December
  - Sundays in Advent December 3, 10, 17 and 24 – Christmas Eve Sunday, December 24<sup>th</sup> – have one service in the morning followed by Christmas Eve services later
  - Last year Christmas Eve Services were 4:00, 8:30 and 11pm
    - Pastor Jami will ask Jennifer to send Dave information about service attendance so we can see if we may want to suggest changes to the services that are offered this December.
    - Jen will order candles that are needed for Christmas Eve services
  - Mid week Advent services December 6, 13, 20
- Lent/Easter
  - Ash Wednesday February 14
  - Maundy Thursday March 28
  - Good Friday March 29
  - Easter March 31
  - The office has been handling the Easter Flower order; will need to remember to organize the prayer vigil

It was noted that the confirmation classes are very small so it will be difficult to schedule acolytes for services. A notice will be sent out to see if any post confirmands are willing to help at services.

Next meeting: Wednesday September 27th

Worship and Music Committee  
Meeting Notes  
September 27, 2023

Attending: Trish Claypoole, Karen Koplin, Janet Filchner, David Ziegler, Kim Belletti, Annette Frazza, Linda Mery

Not Attending: Marilyn Keenly, Bruce Schnabel, Vicki Steiner

Guest: Trudy Mertz

### Budget

Trudy Mertz attended the meeting to aid the committee in completing the 2024 budget requests. The committee reviewed and discussed each budget item and adjusted several items. The total request for 2024 was lowered by approximately \$2,000 from the 2023 budget.

### Worship Calendar

The remainder of the meeting was used discussing details of the worship schedule.

Church Council has brought three requests to the committee:

1. Council suggested the committee consider not to have communion at the Thanksgiving Eve service. The committee agreed to this.
2. Council asked for suggestions on the number of services on Christmas Eve.
  - a. Dave reviewed an analysis he completed based on service attendance over the last few years.
  - b. After discussion and looking at the numbers; the committee is suggesting going to two services for this year 4pm and 8:30pm since we need to have supply pastors. We are submitting these service times for council approval.
3. Council also wondered if the committee had any creative ideas for Christmas Eve services...Janet asked the committee to think about ideas for the earlier service when most of the children are in attendance.

### Advent

1. Advent Candle lighting – decided to keep this the same as last year with a hymn being sung and the acolyte lighting the appropriate number of candles.
  - a. Trish will speak to Jen Knouss about asking past confirmation students to help as acolytes to ensure we are covered for the candle lighting.
2. Midweek Advent Services –
  - a. Annette will try to get all the assisting ministers together to see if they would be agreeable to working in pairs to do Holden Evening Prayer for the midweek service.
  - b. Kim Roth was told that there is a library of videos that could be used in place of the sermon at these services.

### Live Streaming

1. Due to copyright laws, when there is a service with choir anthems, we can keep them posted on Facebook for 3 weeks and then they need to be removed.
2. Dave indicated that all the services will be removed from Facebook and the 3 week “rule” will be started

3. Dave also reported that live streaming has been successful with almost 100 people watching the live stream each week.

#### Future Liturgies

1. We will continue to use “Do This In Memory of Me” (the booklets) until the end of Pentecost. The worship setting will change for Advent and then again for the Season of Christmas and following.

#### Sunday School Program

1. The children’s Sunday School program will be on December 17<sup>th</sup> at the 10:30am service. Ally Lockard provided their planned format and asked for our opinion.
2. The Gospel will be a video that the Sunday School will make; the children have an Offering Song as well as a Lord’s Prayer song.
  - a. Suggestions from the committee: If the video is lengthy and it is based on the gospel reading then the first and second lessons can be omitted; we are suggesting that the children do not pass the plates for offering as the congregation is no longer used to that – the children can walk the offering plates up to the altar during their offering song;
  - b. Dave indicated that you cannot exclude the congregation from being able to say the Lord’s Prayer so alternatively the children’s song could be done as an anthem and the congregation would say the prayer at the normal time in the service; or the children could sing it and then the congregation would speak it
3. It was also suggested that if you use the video that the Sunday School is using during the 8am service you may not need a supply pastor as the assisting ministers can handle the service.

#### Sundays surrounding Christmas

The committee is suggesting the following for council approval:

Sunday December 24<sup>th</sup> – one service at 9am with no communion

Sunday December 31<sup>st</sup> – one service at 9am – Lessons and Carols

#### Future Dates

1. Season of Epiphany is Sunday January 7 through Transfiguration Sunday February 11, 2024
2. Ash Wednesday is February 14
3. Easter is March 31
4. Confirmation is May 19

Next meeting: October 25, 2023 at 7pm

Worship and Music Committee  
Meeting notes  
October 25, 2023

Attending: Kim Belletti, Trish Claypoole, Janet Filchner, Annette Frazza, Marilyn Keenly, Karen Koplin, Linda Mery, David Ziegler  
Not Attending: Bruce Schnabel

Janet told the committee that Vicki Steiner has decided to take a break from the committee.

Committee Recommendations to Council regarding Worship Schedule October 29 through December 31

- Christmas Eve – recommendation to have no children’s sermon at the 9 am service – move the children’s sermon to the 4pm service where most children attend.
- Recommend that the gospel at Christmas Eve services be read by the pastors from the pulpit, and do not do the procession down the aisle this year – would make things easier for the pastors. Also recommend scheduling one acolyte for each service to light candles. if there is no procession down the main aisle.
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Veteran Recognition will be held at the beginning of the service on November 12.

Stacey Burke will be doing the message at the Thanksgiving Eve Service – no communion at this service.

Sunday School program on December 17<sup>th</sup> – Program will be held at the 10:30am service.

December 31 at 9am – will be a Service of Lessons and Carols – have 3 lectors assigned to help the assisting minister with the readings for the service. Janet will talk to Jennifer in the office and request that she have 3 lectors sign up spots for that day.

Trudy Mertz is making calls to find out about prices and delivery options for poinsettias.

Trish reported that Jen Knouss indicated there is sufficient acolyte coverage for Advent so there is no need for additional reach out.

Annette met with the Assisting Ministers and reported that they agreed that there will be two assistant ministers for mid-week Lenten services. Pastor Jami provided written sermons the assisting ministers can use.

Next meeting: November 29, 2023, 7pm

Worship and Music Committee  
Meeting Notes  
November 29, 2023

Attending: Kim Belletti, Janet Filchner, Annette Frazza, Marilyn Keenly, Karen Koplin, Linda Mery, Pastor Ruggles, David Ziegler

Not Attending: Bruce Schnabel

Janet welcomed Pastor Ruggles to Hope as our Interim Pastor. Pastor Ruggles introduced herself and shared her ministry history with the committee.

The 50<sup>th</sup> Anniversary Committee has a date for the celebration of November 17, 2024. They would like to have no 8am service that Sunday, with the celebration service at 10:30 followed by a catered meal at noon in Kuntz Hall. The anniversary committee will be inviting the bishop and past ministers to the service. Pastor Sue advised that due to the advanced planning for the anniversary celebration, the committee should consider inviting the national Bishop to the service. After discussion the Worship and Music committee would like to know before a decision about the 8am service is made, if we do not have an 8am service, whether Kuntz Hall could be used for overflow seating if needed. The celebratory color for the day will be red.

There were some business items from the congregational meeting that Janet noted for discussion:

1. Passing of offering plates during the service. Pastor Ruggles will ask the Finance Committee how they feel about this. It was stated that many times there are not enough ushers to pass the plates, possible solutions, ask confirmation students or recruit worship attendees to help.
2. List of new members with their contact information. It was suggested that we print out a listing after the new year for anyone who would be interested, as research is continued on a possible directory. It would also be possible to host a secure page on our website, members would have a code to access the information. This would not address access for those who cannot or will not use computers.
3. STAR member list update. Pastor Ruggles will work on updating the list as she connects with members of the congregation in her role as interim pastor.

Nancy Creyer has made a request to find a substitute for her to work with the acolytes before services when she cannot be there. Karen Koplin will shadow Nancy to see all the facets of what she does and we will work on developing a substitute list that Nancy can use when she is not available.

Next meeting: January 10, 2024 at 7pm