ST TERESA OF CALCUTTA PARISH

NORTH LAKE

LITURGICAL ENVIRONMENT COMMITTEE

MINUTES

NOVEMBER 11, 2022

9:00 a.m.

In Attendance: Carol Merkel; Carol Apuli; Linda Maltby

1. Planning for CHRISTMAS Decorating
2. Discussion of our plans for Christmas decorating
	1. Pillar Banners
* Carolyn Bahling: Thanks for your communication, Carolyn! We reviewed the look of gold on the banners and asked other people who were in church as well for their input. We and they liked the look. Hence, we gathered a few ribbon samples and placed them on the meeting table downstairs; Carolyn, one of the ribbon samples is in the form of a bow; and a couple other ribbon samples are close by that bow. We would appreciate if you could secure ribbon to make the banners with gold ribbon.
	1. Carol asked that we prepare a listing of Fall items which should be brought in from outside

when the Fall items are removed from the interior of church. Those items both outside and in the gathering space include:

Outside wooden front doors by Highway 83 wreaths

Outside wooden door by the parking lot wreath

Decorative pots on the stairs by the Highway 83 doors

Gathering Space: pub tables – remove green tablecloths and Fall flowers; replace with

A purple napkin as well as a circular wreath on each table and on each of 3 tables a purple candle and on the other table a pink candle inside the wreath

The Fall flowers above the cabinetry in the gathering space (near the pub tables)

The Fall decorations on the windowsills of the gathering space

“O Come, O Come Emmanuel banner on wall where crib will be placed for Christmas

B. Planning for assistance beyond the Environment Committee

1. Chris Shaw: Please will you place the following blurb in bulletin beginning the first week of December?

“The Environment Committee is looking for additional help for the Christmas holiday decorating. Planning all set but we just need hands to put up decos. Contact Carol Merkel if you could help us—will be setting up decos on Friday, December 23 beginning after the morning Mass.”

1. Carol Apuli will contact Renee Gehring to ask for her assistance along with a team of student helpers for December 23 (last year they did all decorating in Gathering Space, pillars, and windowsills.
2. CJA will contact Deacon to ask if he could coordinate help to put up the outside crib along with banner: (O Come, O Come Emmanuel).

Also, could Deacon get gentlemen to bring up the crib from lower level of church and have it available for set-up by Monday, December 5th. Carol talked to Jim Krause at Mass on Saturday, the 12th, to ask if he would assemble the inside creche by Monday, December 5th. At our December 8 meeting we will be getting the remainder ready with the exception of placing the statues of Mary, Joseph, Jesus, and the wise men.

1. Carol will contact Carolyn Bahling to ask for her help with
	1. Putting together decos for pub tables in gathering space (Christmas decos)
	2. Put together a banner similar to the ones she assembled with (white ribbons) of gold ribbons.
2. Thanks, Stephanie for seeing if you can secure the assistance of students to help with decorating on Friday, December 23 (after the 9:00 mass). We would appreciate particularly if you could get the same young man who put up the altar decos along with the trees in 2021.
3. Stephanie, please, will you research location of decorated Christmas tree (donated in 2021) for use in Clare Hall (deco planning for overflow)
4. Donna will secure greenery for use in creating exterior containers for front entry at Hwy 83
5. Actual Decos
	1. Sanctuary

1)Altar Ledge (top)

 A ) Greenery with angels (regular candles w/battery operation

2)Poinsettias

 A ) Red & white permanent poinsettias in sanctuary

 b) Live pink, white and red poinsettias w/crib in center below altar

 c) Christmas wreaths on wooden exterior doors & on glass doors (inner) near Clare Hall entrance

 d) Flowers in usual other spots

1. Put away donations & materials in our work area
2. Schedule time for preparation of materials and installation as well as take-down of previous decorations:
	1. November 24 following morning Mass at North Lake: Take-down Fall decos & set up advent as outlined above under November 10th. Carol, Donna, and David Stapleton have agreed to handle this task.
	2. December 8: Thursday: Set up creche in gathering space with help from Jim Krause; place items including animals in crib & put up sign “O Come Emmanuel”—if not already in position; get poinsettias ready for Christmas
	3. December 15: Get items ready for Christmas: Window candles; Pillar banners w/lights; flocked Christmas tree in Gathering Space; 5 angels with candles atop & batteries w/operable remotes; along with the candles for all windows in church; Christmas trees w/lights
	4. December 22: Get items ready for Christmas: An additional listing will be prepared to include any outstanding items
	5. December 23: Set up for Christmas

A NOTE FOR ALL: To coordinate our special staging of the Good Shepherd at North Lake, we will need sheep—anyone who sees sheep for sale, please contact Carol Merkel or Carol Apuli with information about your find!!

Today’s Meeting adjourned: 11:30 pm

Copied: Deacon Olson; Stephanie Haizel; Kay Moen; Terri Moseler; Carolyn Bahling; Lisa & Don Kerber; Linda Maltby; Donna Stapleton; Chris Shaw