

ST. GREGORY THE GREAT PARISH LITURGY COMMITTEE

Rules of Operation

Promulgated July 2016

ARTICLE I – NAME

This group shall be known as the St. Gregory the Great Parish Liturgy Committee, hereinafter referred to as the “Liturgy Committee.”

ARTICLE II – MISSION

The Liturgy Committee assists the pastor and is consultative to him. It serves as a forum for coordination and communication. It has three primary purposes: 1) Help the pastor to plan and execute liturgies in the parish, following the liturgical laws of the Church. 2) Advise the pastor when he asks about liturgical policies for the parish. 3) Make recommendations as to new liturgical practices on its own initiative. Agenda items must be submitted two weeks in advance of the meeting and must be approved by Leadership.

ARTICLE III – MEMBERSHIP

The Liturgy Committee shall consist of the Pastor; Parochial Vicar(s), Assisting Priest(s); deacons; Director of Sacred Music; Director of Religious Education (DRE); Business Manager; the ministry chairs for the following ministries: altar servers, Extraordinary Ministers of the Eucharist and lector scheduling, Liturgy with Children, Junior Lectors, sacristans, greeters, ushers, arts & environment, Children’s Choir, and Rite of Christian Initiation of Adults (RCIA); a liturgy representative from the Academy; and any others appointed by the Pastor.

ARTICLE IV – LEADERSHIP

The Pastor presides at meetings of the Committee. If the Pastor is not available, he may assign a Parochial Vicar to preside in his place.

The Pastor is assisted by the 1st Parochial Vicar. The 1st Parochial Vicar is responsible for:

- ❖ Assisting in the scheduling of Committee meetings
- ❖ Meeting with the Pastor, 2nd Parochial Vicar and Secretary to develop Committee meeting agendas and other planning
- ❖ Giving a roughly 5 minute report about the proceedings of the Liturgy Committee at the biweekly Parish Life Coordinators meeting
- ❖ Communicating on a regular basis with each of the members of the Committee about their ministries / liturgical areas of responsibility
- ❖ Attending meetings or workshops at the request of the Pastor, and carrying on correspondence as appropriate
- ❖ Assisting the Pastor with arranging for training and planning continuing liturgical formation for the Committee

- ❖ Assisting the Pastor with arranging for liturgical formation for the Parish
- ❖ Assisting the Pastor with the appointment of special Committee task forces

The 2nd Parochial Vicar is responsible for:

- ❖ Serving in the absence of the 1st Parochial Vicar.
- ❖ Assisting the 1st Parochial Vicar as necessary.
- ❖ Attending meetings with the Pastor, 1st Parochial Vicar, and Secretary to help set the Liturgy Committee's agenda.
- ❖ Coordinating efforts of Committee task forces.

The "1st Parochial Vicar" and "2nd Parochial Vicar" roles are known as "Chairperson" and "Vice-chairperson" in the absence of parochial vicar(s) assigned to Parish.

The Secretary is responsible for:

- ❖ Notifying the members of meetings.
- ❖ Preparing and distributing the agenda and any other materials to the Committee prior to meetings, including the production of a report from our event scheduler that includes all liturgical events from the current meeting until the next meeting
- ❖ Recording and disseminating accurate minutes of meetings
- ❖ Preparation and distribution of correspondence as directed by the Pastor
- ❖ Maintaining an archive of Liturgy Committee records and parish liturgy binders in the Parish Office in the Rectory
- ❖ Attending meetings with the Pastor, 1st Parochial Vicar and 2nd Parochial Vicar to develop meeting agendas and other planning
- ❖ Facilitating Liturgy Committee-related marketing/public relations efforts in concert with the Communications Director
- ❖ Securing awards or gifts to be given by the Committee to members going off the Committee

The Chairperson (when not a parochial vicar), Vice-chairperson (when not a parochial vicar), and Secretary are appointed by the Pastor for a one year term. They may not serve more than two consecutive terms in their respective position. No individual should serve more than two years in an office without at least an interim of one year.

ARTICLE V – PARISH LIFE

Liturgy Committee members should see themselves as "stewards" of the Church's rich liturgical heritage and tradition. Liturgy Committee members should ask, "How can we best implement and express the Church's liturgical tradition, according to liturgical law and sound liturgical principles, here at St. Gregory the Great Parish?"

ARTICLE VI – MEETINGS

The Liturgy Committee will meet six times annually in accordance with the schedule established at the beginning of each year. The schedule may be amended by the Pastor as the need arises.

ARTICLE VII – CONSENSUS

The Liturgy Committee is consultative to the Pastor. Plans are executed and recommendations are developed by the Committee through a process of consensus.

ARTICLE VIII – AMENDMENTS

The Rules of Operation may be amended at any meeting having a quorum (two-thirds of members present) by consensus of members present, providing a written notice of the proposed amendment(s) has been given to all members two weeks prior to the meeting. Proposals for amendments must be submitted, in writing, to the 1st Parochial Vicar at least one month prior to the meeting. The amendment must be approved by the Pastor prior to becoming final. Periodic review of the Rules should occur on a five-year cycle.