

St. Mark Catholic Church

Liturgical Commission Operating Procedures

ST. Mark Catholic Church
Huntersville, NC

Liturgical Commission

MISSION STATEMENT

The Liturgical Commission seeks to enhance our parish family's love of, and faith in, Jesus Christ by encouraging Parishioners to serve others through the celebration of the Liturgy and to provide support of spiritual activities that bring God's Word to its fullness.

Operating Procedures

Article II: Committee Membership

Section 1: The Liturgical Commission shall consist of a Chairperson, Secretary, and Coordinator's of each Ministry as outlined in Article VI. Permanent members of the Committee are the pastoral staff including the Priests, Deacons and the Director of Music and other person(s) selected by the Chairperson that can provide an interest to the purpose of the Committee. All committee members serve at the will of the Pastor.

Section 2: The selection of a chairperson to the Liturgy Committee will be by appointment by the Pastor. The current chairperson will submit name(s) to the Pastor for consideration. Current members of the committee may be included in the selection for the chair position. The term will be for three years and may be renewed for another term with the approval of the Pastor.

Section 3: The Members of the committee will serve for a three-year term. The Chairperson may request from the Pastor to renew his/her position for an additional term. Members of the committee may request from the Chairperson to renew these position for an additional term. The Secretary position will be for a term of one year and will be selected from the Committee.

Section 4: The Committee's year will begin at the first meeting of October until the last meeting the following September.

Article III: APPOINTMENT OF COORDINATORS TO OVERSEE ASSIGNED MINISTRY.

Section 1: The selection of each of the Ministry Coordinators shall be a current member of that Ministry and recommended by the outgoing Coordinator to the Chairperson. The current alternate person to the coordinator should receive the first consideration.

Article IV: COMMITTEE VACANCIES AND REMOVALS

Section 1: Any member of the Committee may resign by notifying the Chairperson.

Section 2: Any member may be removed for good cause. Good cause includes, but is not limited to missing three meetings a year, where the coordinator or alternate was not present, without good reason, physical or mental incapacity, or failure to perform duties as Committee members.

Article V: Responsibilities

Section 3: The Chairperson:

1. While communicating, organizing, and coordinating activities of the Commission will include the goals and time lines established by the Pastor or Pastoral Council.
2. Develops and maintains an annual Liturgical calendar listing spiritual activities including Lent, Palm Sunday, Holy Week, Advent, Christmas, Days of Obligation, sacramental ceremonies, Parish Mission and Day of Reflection for all Ministry members.
3. Prepare the meeting agendas including time that is spent in prayer.
4. Plan well in advance the annual Parish Mission and Ministry Day of Reflection and be placed on the Parish calendar.
5. Facilitates Committee meetings by helping the members work together and participate fully in discussions and decision-making through consensus.
6. Monitors implementation of all Commission recommendations and decisions.
7. Ensures that an annual Commission budget is established by each ministry and submit overall budget amount and Finance Commission and Pastoral Council. Monitor expenses of each ministry and report to the coordinators quarterly the status of their expenditures.
8. Is an ex officio member of Pastoral Council and all standing and ad hoc committees of the Commission.
9. Assists the next chairperson in understanding the Commission's history, responsibilities and resources. Transfers all Commission materials to the new chairperson.
10. Performs duties consistent with the office as the Commission may direct. Maintain and update, if necessary, each Ministry's overall responsibilities including current training procedures if applicable.
11. Assist new coordinators in training new members until they are prepare to train on their own. Assure that ministries that are part of the Holy Sacrifice of the Mass maintaining and include a reverence of demeanor in the actions of their ministry.

Section 4: The Secretary:

1. Prepare minutes of each meeting and distribute to all Coordinators.
2. Takes attendance at meetings.
3. Maintains the official list of all Commission and Ministry Coordinators and their terms, and keeps lists current with regard to addresses and phone numbers.
4. Reports to the Commission all communication. Handles correspondence for the Commission, including agendas, meeting summaries, notification of regular and special meetings, notes of thanks, etc.
5. Performs such duties consistent with office as the chairperson or Commission may direct.

Article VI: COORDINATORS

Altar Servers

- Committee Member
- Act as a liaison for any concerns the servers may have with procedures of the Mass. Provide servers with any changes in procedures for serving at Mass.
- Works with trainers update and maintain training guidelines and provide copy to chairperson at request.
- Coordinate requirements of training with trainers for new members.
- Assure that all new members are qualified and have met the requirements of receiving the required sacraments.
- Provide the Chairperson with member information for updating of database.
- Report any issues to the Chairperson

Sanctuary: Worship Area and Chapel

Altar Arts and Environment

- Attend committee meeting when requested by the Chairperson.
- Provide flower arrangements for the worship area and chapel.
- Provide banners
- Provide the Chairperson with member information for updating of database.
- Update and maintain training guidelines and provide copy to chairperson at request.
- Report any issues to the Chairperson

Altar Linen

- Attend committee meeting when requested by the Chairperson.
- Assure inventory of purificators, corporals and towels are sufficient and replaced when needed.
- Schedule members to launder altar cloth, purificator, corporals, amice and towels as outlined by Church policy.
- Change linens as needed in the Worship area and Chapel including Altars, credence tables and gift tables
- Schedule members to launder altar servers robe as needed.
- Periodically but not less than monthly clean wax from candleholders in Worship area and Chapel.
- Update and maintain training guidelines and provide copy to chairperson when requested.
- Provide the Chairperson with member information for updating of database.
- Report any issues to the Chairperson

Extraordinary Ministers of Communion

- Committee Member
- Train new members.
- Schedule Ministers for all Mass with the exception of the 5:30 PM Mass on Sunday evenings.
- Schedule Ministers for all special Masses (Palm Sunday, Christmas, Holy Days, New Years, Holydays, and Sacramental Masses etc.)
- Include in Mass schedule, sign-in sheets and listings a section that includes Extraordinary Ministers that will serve at the Hispanic Mass.
- Update and maintain training guidelines. Provide the chairperson of any updated procedures for approval before distributed or used at training.
- Assure that all new members are qualified and have met the requirements of receiving the required sacraments.
- Submit completed background check to Parish Office of all new members.
- Provide the Chairperson with member information for updating of database.
- Report any issues to the Chairperson.

Extraordinary Minister ministering Communion to the Homebound, Nursing Home and Hospital

- Attend committee meeting when requested by the Chairperson.
- The coordinator will assign, when notified from the Parish office, an Extraordinary Minister of Communion to bring communion to those that can not attend mass regularly.
- Review and respond if necessary to each member monthly visits.
- Provide the Chairperson with member information for updating of database.
- Train new members
- Submit completed background check to Parish Office of all new members.
- Update and maintain training guidelines and provide copy to chairperson at request.
- Report any issues to the Chairperson

Deaf Sign Language Ministry

- Committee Member
- Attend designated Mass, to assist the deaf and/or hard of hearing in the participation in the Mass.
- Work with the Pastor and Liturgy Committee Chairperson to decide additional Mass activities needed to be signed, i.e Christmas, Holy Week, Holy Days and other activities or needs of the parish.
- Report any issues to the Chairperson

Family Centered Mass

- Committee Member
- Prepare schedules for youth to participate as Lectors and Ushers.
- Schedule family members to present the gifts to the Celebrant.
- Submit completed background check to Parish Office of all new adult members.
- Report any issues to the Chairperson

Ministries Serving at the Life Teen Mass

- Committee Member
- Prepare schedule for teens to serve at Sunday evening Life Teen Mass.
- Schedule training for new ministry members.
- Training for Extraordinary Ministers should be approved by the High School Youth Minister and / or the Youth Ministry Coordinator.
- Training for Extraordinary Ministers of Communion will be trained by the Chairperson or Extraordinary Minister Coordinator and follow the same procedures as other Extraordinary Ministers of the parish, unless otherwise defined.
- Work with the Extraordinary Minister of Communion and Ministry of the Word Coordinators on any procedural changes.
- Update and maintain training guidelines and provide copy to chairperson at request.
- Youth Extraordinary Minister may serve at other Parish Masses if approved by the High School Youth Minister and should submit names to the Coordinator of Extraordinary Minister Coordinator.
- Report any issues to the Chairperson

Hispanic Ministries Serving at the Hispanic Mass

- Committee Member
- Is the lead communicator to the Liturgy committee and to the Hispanic Community of reporting activities, procedural changes and other needs.
- Arrange for Lectors and Extraordinary Ministers to be trained by the coordinators of those ministries.
- Report any issues to the Chairperson

Ministry of Hospitality

- Committee member
- Provide the Chairperson with member information for updating of database.
- Update and maintain training guidelines and provide copy to chairperson at request.
- Prepare schedule for all Masses and other ceremonies that ushers will be asked to attend..
- Submit completed background check to Parish Office of all new members
- Select family from congregation to present gifts at each Mass and select a family to process with the celebrant and light the Advent wreath.
- Update and maintain training guidelines. Provide the chairperson of any updated procedures for approval before distributed or used at trained
- Include in Mass schedule, sign-in sheets and listings a section that includes Ushers that will serve at the Hispanic Mass.
- Distribute palm on Palm Sunday as instructed by the Pastor or Chairperson.
- Report any issues to the Chairperson

Ministry of Music (staff position)

- Committee member
- As a staff member follow job description as provided.
- Attend staff meetings and other church functions and report any activities that are important to the Liturgy Committee.
- Plan programs for the liturgies when needed
- Provide the Chairperson with member information for updating of database.

Ministry of Music

- Submit completed background check to Parish Office of all new members.
- Provide scheduled Mass hymns to the Deaf Sign Ministry Coordinator.
- Report any issues to the Chairperson

Ministry of the Word

- Committee member
- Train all new lectors .
- Schedule lectors for each Mass with the exception of the 5:30 PM Mass on Sunday.
- Schedule lectors for all special Masses (Palm Sunday, Christmas, Holy Days, New Years, etc.)
- Provide the Chairperson with member information for updating of database.
- Update and maintain training guidelines and provide copy to chairperson at request.
- Keep all lectors informed of any new guidelines, rules, exceptions, etc.
- Submit completed background check to Parish Office of all new members.
- Assure that all new members are qualified and have met the requirements of receiving the required Sacraments.
- Include in Mass schedule, sign-in sheets and listing section that include Lectors that will serve at the Hispanic Mass.
- Report any issues to the Chairperson

Prayer Chain Ministry

- Organize, update and prepare the Prayer Chain Ministry (PCM) monthly list of intentions/petitions submitted by parishioners, via phone, US mail and e-mails.
- Oversee the appointment of ten captains and monitor that they have monthly PCM lists to distribute to all PCM members (approx. two hundred including family members praying with the registered PCM members) and prepare annual PCM budget.
- Arrange an annual general meeting for all PCM captains, members to welcome new members, and give each a PCM pin.
- Maintain and update the PCM database of captains and members and provide to the Chairperson when asked.
- Supervise the prayer groups that meet weekly, for Our Lady of the Miraculous Medal prayers and the rosary, plus adoration schedule on Fridays at chapel of at Belmont Abbey.
- Report any issues to the Chairperson.

Reciting of the Rosary before Mass

- Attend committee meeting when requested by the Chairperson
- Schedule leaders for designated Masses to recite the rosary before Mass.
- To avoid a delay in starting Mass the time of reciting the rosary should start not later than 20 minutes before the scheduled Mass time.
- Provide and assure that the guidelines of the reciting the rosary are maintained in good reading condition, not altered and left in the lector stand.
- Report any issues to the Chairperson

Article VII: Ministry Members

- All members of the Liturgy Ministries must be registered in the parish before be assigned to any ministry.
- Serve at the will of the Pastor or Chairperson.
- Received the sacraments required by the Ministry assigned to.
- Completed background check form if required by the Ministry assigned to and submitted to the coordinator.
- Comply with the procedures outlined by each ministry.

Article VIII: MEETINGS

Section 1: The Commission's manner of operation shall be by consensus, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The method of reaching decisions shall be by consensus

Section 2: An alternate from each Ministry will be appointed by the Ministry Coordinator to attend meetings when the Coordinator is not able to. This person should be the first person to follow the current coordinator if he/she which the position and responsibility.

Section 3: Monthly meetings of the Commission shall be held at such time, place and date as the Chairperson may designate. Prayer shall be an integral part of the meeting.

Section 4: Notice of special meetings shall be given to all members within a reasonable time before the meeting, stating its time, place and purpose. Only stated business will be conducted at the meeting.

Section 5: Notification of intended absence should be given to the Commission Chairperson or Secretary before the meeting.

Article IX: STANDING LITURGICAL MINISTRIES

Ministry Coordinators: The coordinators of each ministry shall be discerned by the Chairperson of the Liturgical Commission, based on competence, leadership ability and knowledge of the committee's area of ministry. The term of office for the coordinator is three years.

Section 1. Purpose. Each Ministry implements the Commission's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.

Section 2. Functions. The basic functions of each Ministry are to:

1. Provide schedule assignments in a timely manner.
2. Identify needs of its areas of responsibility.
3. Reverence is always maintained for each Ministry member assignment.

Section 2. Functions Continued

4. Provide sufficient time in notifying Ministry members of special events and needs.
5. Establish priorities among the needs and communicate how these needs can realistically be addressed.
6. Submit proposed changes to the Committee for support.
7. Provide on-going formation and training of Ministry members in its areas of responsibility through workshops, study, spiritual formation, etc
8. Determine budget priorities in the area of the Ministry responsibilities and make recommendations to the Chairperson.
9. Periodically evaluate existing programs and activities.
10. Provide the Chairperson with regular, oral or written reports of the work of their committees.

Section 3. The standing Ministries of the Commission are:

1. Altar Servers
2. Altar Art and Environment
3. Altar Linen Care
4. Deaf Sign Language Ministry
5. Extraordinary Ministers of Communion
6. Extraordinary Ministers ministering Communion to the Homebound, Nursing Home and Hospital
7. Family Centered Mass
8. Ministry Serving at the Life Teen Mass
9. Hispanic Ministry serving at the Hispanic Mass
10. Ministry of Hospitality
11. Ministry of Music
12. Ministry of the Word
13. Prayer Chain Ministry
14. Reciting the Rosary before Mass

Article XI: AMENDMENTS TO THE OPERATING PROCEDURES

The Commission may, with the pastor’s approval, amend the Operating Procedures by consensus of the members at two consecutive meetings of the Commission.

Date Approved by the Pastoral Council: March 14, 2005

Date of Next Full Review: February, 2007

Date of revised procedures approved by the Pastoral Council: April 10, 2007