

DIOCESAN LITURGICAL COMMISSION

The general function of the Liturgical Commission is detailed in article 45 of the September 26, 1964, *Instruction for the Proper Implementation for the Constitution on the Sacred Liturgy* which states that its members are to:

“acquaint themselves with the state of pastoral liturgical activity in the diocese;”

“diligently implement what has been proposed by the competent authority, at the same time acquainting themselves with investigations and initiatives which have been undertaken elsewhere in the same field.”

“suggest opportune plans for the progress of liturgical action, . . . indicate and even select, suitable people who can, as occasion offers, assist the clergy in this matter; . . . propose whatever material helps they deem necessary;”

suggest and promote practical initiatives which can contribute to the progress of the liturgy, with an eye to assisting, especially the priests who are already engaged in the apostolate;”

“see to it that in the diocese, all initiatives directed towards the promotion of the liturgy are in mutual accord and that the different groups help one another . . .”

MISSION STATEMENT

The Diocesan Liturgical Commission, an eight to twelve-member group, advises the Office of Worship and assists the Office of Worship in providing parishes and schools with workshops, does on-site education process for parishes’ building/renewing worship space, and sponsors retreats for parish RCIA teams and the Elect each year. This Commission also serves in an advisory capacity to the Bishop regarding liturgical matters.

FUNCTION/ROLE

A. Advisory capacity

In an advisory capacity, the Liturgical Commission assists the Bishop by:

1. Determining liturgical needs and establishing liturgical goals.
2. Formulating policies and guidelines, to be submitted to and approved by the Bishop, for the implementation, adaptation and internalization of liturgical rites.

B. Educational capacity

In an educational capacity, the Liturgical Commission assists the Bishop by:

1. Keeping itself informed of the latest development in liturgical matters within the Church both universal and in this country.
2. Implementing policies approved by the Bishop affecting liturgical matters in the diocese.
3. Providing educational formation for parishes and persons responsible for liturgy.

C. Budget

Budget for the Commission provided through the Office of Worship (reimbursement for travel, board and other expenses related to the work of the Commission) 4

MEMBERSHIP

A. Composition

Appointed members of the Commission will number between eight to twelve.

1. The members should be representative of the eight vicariates of the Diocese
2. The members should be persons competent in various disciplines and arts, liturgical music. It shall be composed of a balance of women and men, lay, religious and clergy.
3. *Ex Officio* Members are the Director of Office of Worship and its Secretary. They participate in all discussions but will be non-voting members and are not eligible as officers of the Commission.

B. Qualifications

Members must be active Catholics and must participate actively in the work of the Commission and seek to become better educated about all aspects of liturgical life on a local, national and international level, through study and prayer.

C. Appointment of Members

As needed, the chair of the Commission shall appoint a member to chair a nominating committee to seek qualified candidates for appointment. This person shall form a committee composed of a former member of the Liturgical Commission and the Director of the Office of Worship. The chair of the nominating committee shall first submit the name(s) to the full Commission for recommendation. The name(s) shall then be proposed to the Bishop for appointment.

Appointment of new members shall take place prior to the final (May) meeting of the Commission each year.

The new member acknowledges the appointment by signing the member agreement. (See Appendix)

D. Terms

1. Members shall be appointed for a three-year term, renewable twice, provided that the person has fulfilled the responsibilities of a member.
2. Members shall be appointed to fill an unexpired term.
3. Initial terms should be arranged so that approximately one-third of the membership begins a term each year.

E. Attendance

For the Commission to officially accomplish its work, a quorum of voting members must be present. A quorum shall consist of one-half plus one of the voting membership of the Commission.

Three unexcused absences from the general meetings of the Commission in any one-year constitutes resignation from the Commission.

E. Members with special responsibility

1. To assure that certain areas that fall under the competency of the Liturgical Commission are adequately represented, there will be three members charged with responsibility for: 5

- a) liturgical music
 - b) liturgical art, architecture and environment
 - c) Rite of Christian Initiation (RCIA)
2. Annually, following the final meeting, members will be appointed by the Chairperson of the Commission to chair these areas of competency. Members should seek input from knowledgeable persons, consultants outside the Commission and who are experts in the areas of competency.

G. Officers

1. The Diocesan Bishop is *ex officio* President of the Commission.
2. The officers of the Commission shall be: Chairperson and Secretary.
3. The Chairperson shall:
 - a) preside at all meetings of the Commission
 - b) appoint committees as needed
 - c) represent the Commission whenever necessary
4. The Secretary shall record the attendance and proceedings of all meetings, as well as prepare the agenda and circulate the minutes of the prior meetings. All communications are in collaboration with the Director of the Office of Worship.
5. Officers are elected for a term of one year. No member can hold the same office for more than two consecutive terms.
6. Election: Officers shall be elected by the Commission at the final meeting of the year (or in the case of a vacancy, whenever needed). They shall be elected by a simple majority of those present at the meeting. Outgoing members shall abstain from voting

MEETINGS

The Commission shall normally meet five times annually (September, November, December or January, March and May)

Commission members may request the Chairperson to call special meetings of the Commission. The Chairperson may call such meetings as needed.

It is suggested that the Diocesan Bishop attend at least one meeting of the Diocesan Liturgical Commission each year.

The Bishop or the Director of the Office of Worship may call special meetings.

The Commission shall ordinarily make recommendations to the Bishop in written form.

Recommendations shall contain within themselves a method of implementation.

SPECIAL COMMITTEES

A. Liturgical Music

The committee evaluates liturgical music in the diocese and helps plan and carry out workshops and in-service programs.

B. Liturgical art, architecture and environment

The committee provides information and education for liturgical art and environment. The committee is available for consultation with parish committees. The parish priest and building committee are to meet prior to and during building and renovation with the diocesan committee.