

St. Paul Liturgy Committee Charter

(Revised: 8-4-17)

Purpose

The purpose of the Liturgy Committee is to assist the Pastor and the Liturgy & Music Director in facilitating the liturgical prayer of the community. The committee serves to enhance the liturgies of the parish through expanding the parish's understanding of the Church's rituals, traditions and faith in a manner that is consistent with the universal Church and the Diocese of Toledo.

Scope of Activities

The Liturgy Committee will advise and assist in efforts to:

1. Articulate the vision for the liturgy found in the church's liturgical documents.
2. Educate the parish with respect to the liturgy and liturgical celebrations.
3. Evaluate the liturgical celebrations.
4. Facilitate and advise the liturgical ministries through training and periodic meetings.
5. Facilitate liturgy planning in accordance with the liturgical calendar.
6. Advise on the Liturgy budget.
7. Perform duties as needed by the Liturgy & Music Director.

Membership

The Liturgy Committee is comprised of:

1. Pastor (or his designee) i.e. Associate Pastor
2. Liturgy & Music Director
3. Coordinators / Representatives of the various liturgical ministries:
 - a. Altar Servers (Youth & Adult)
 - b. Art & Environment
 - c. Eucharistic Ministry at Mass and to the Sick/Homebound
 - d. Hospitality Team (Hosts, Ushers)
 - e. Lectors
 - f. Liturgy of the Word with Children (LWC)
 - g. Mass Coordinators
 - h. Musicians
 - i. Rite of Christian Initiation of Adults (RCIA)
4. At-large representation from parishioners (2-year term; renewable; no limit)

There is no set limit to the size of the committee's membership.

The committee will elect its own chairperson(s) from among its members. The Pastor, though a member of the committee, shall not chair the committee. The chairperson(s) will be elected to a one-year term. A secretary will be chosen from among the committee members to take minutes and distribute them to the members.

Meetings

The committee will meet monthly, usually on the third Thursday of the month. Dependent upon the needs of the parish, the committee will not meet during June and July.

Meetings will be closed, with attendance limited to committee members and invitees of the Chairperson. Open meetings will be held periodically with notification to the parish made in advance. A summary of all meetings will be posted on the parish website and on the bulletin board in the church hallway.