

Worship Commission Charter

St. Maximilian Kolbe Parish

Revised Fall 2013

Vision for Worship Commission

The Constitution on the Sacred Liturgy (CSL), the first document approved by the bishops at the Second Vatican Council, describes liturgy as the source and summit of the Church, meaning that liturgy is the source of our strength as individual Catholics and as a community and that liturgy is also the “summit toward which the activity of the Church is directed.” (CSL 10) Liturgical celebration, then, “is a sacred action surpassing all others; no other action of the Church can equal its effectiveness by the same title and to the same degree.” (CSL 7) This sacred action requires that “among all who are involved with regard to the rites, pastoral aspects, and music there should be harmony and diligence in the effective preparation of each liturgical celebration in accord with the Missal and other liturgical books” (GIRM, General Instruction of the Roman Missal, 111). This preparation should be directed to “more effectively foster active and full participation and more properly respond to the spiritual needs of the faithful” (GIRM, 20).

The vision of the St. Maximilian Kolbe Parish Worship Commission is to support this effective preparation and celebration of liturgy at our parish in order to help build the faith and unity of our community. Specifically, the role of the Worship Commission is to act as a sounding board, to advise the pastor, to help set the yearly calendar for Sunday and other major parish liturgies, and to assist in efforts to adapt and support liturgy at our parish. The Worship Commission will do this through the cooperative efforts of the Worship Commission, the liturgy coordinators, parish staff, and parish clergy working together as outlined below:

- Vision and Oversight: Worship Commission
- Coordination & Execution: Pastoral Team, Parish Staff, Liturgy Coordinators

Worship Commission Members

Qualities of Members

Members of the Worship Commission should demonstrate the following qualities:

- **Involved in Church** already or desire to be involved; practicing and growing in their faith. This could be long term or new parishioners with a history of connection with Church. On the other hand, members should not be overextended to where it impacts their ability to fully participate in Worship Commission activities.
- **Strong experience of liturgy:** grounded in an understanding of what *should* make meaningful liturgy as defined in the Worship Commission Vision. This would include those in the parish with a special interest, talents, and gifts in liturgy along with a proven passion for liturgy.
- **Open Minded:** Members should be familiar with the norms of the Roman Rite and how to apply them in our local parish situation. They should be able to set aside personal agendas in order to serve the overall needs of the parish.

- **Observant:** Worship Commission members demonstrate a penchant for evaluation. They are willing to gather and pass on feedback for evaluating all aspects of worship in the parish.
- **Accessible** to parishioners by both being visible and approachable.
- **Members** should not be on staff nor should they be on other councils or commissions (*e.g.* Pastoral Council).

Duties of Worship Commission Members

- Responsible for overall vision of liturgy – big picture items – leaving details to the appropriate Liturgical Ministry Coordinators and staff members.
- Discerns how good liturgical practices can best be embodied and lived out in this parish.
- Establish vision, set goals (long and short term). Along with Pastoral Associate for Liturgy and Music, set calendar for the liturgical year in advance.
- Assist in recruiting and overseeing the Liturgy Coordinators and insuring their smooth and effective collaboration.
- Work on subcommittees as necessary.
- Establish ways to gather feedback about liturgy at our parish and respond in an informed manner in the light of Church teaching. Learn what the Church teaches concerning the liturgy. Know the rites and their texts, the liturgical year, and the importance of symbols. Be familiar with the documents and directives of the Roman Catholic Church, the US Conference of Catholic Bishops (USCCB) and the Archdiocesan Worship Office to know the best ways to approach the various areas of parish worship.
- Meet regularly, at least 10 times yearly, for agenda driven meetings including ongoing formation as needed. Formal formation (*e.g.* Day of Reflection) will occur at least once a year outside of the regular meeting schedule. Attendance at this Day of Reflection is not mandatory, but is strongly encouraged for each Worship Commission member in serving as an example to others. Worship Commission members will assist in the logistics of the Day of Reflection.
- As a group, Worship Commission members will share in on-going formation to help develop this liturgical understanding. Formal formation may be a once a year retreat type experience or an extended meeting with the focus on faith growth and worship instead of task oriented meetings. In addition, individual Worship Commission members should supplement this formal training with their own individual reading and some education as part of regular meetings. The formal formation would ideally be shared with the Liturgical Ministry Coordinators Team.

Tenure and Commission Make Up

- Worship Commission Members will normally serve for three years. A term formally begins in July and goes through June of the following calendar year.
- Prior members of the Worship Commission may serve again as long as they have been off the Worship Commission at least as many years as they were on the Worship Commission.

- Worship Commission membership should consist of eight members plus one Chair, for a total of nine members. In order to represent a strong cross section of the parish, ideally these nine members will be divided across age groups, tenure in the parish, gender, etc.
- Terms will overlap so that typically three new members would be selected each year
- Only one member per household will be allowed to serve on Worship Commission at a time.
- In addition to the nine Worship Commission members, a Recording Secretary will serve as *ex-officio* with the sole responsibility of taking minutes and sending them to the Chair for distribution within a week of the regularly scheduled meetings. This role does not include participation in the discussion or voting obligations.
- The pastor and the pastoral associate for liturgy and music are the normal *ex-officio* members of the Worship Commission. Other members of the pastoral team (including parochial vicar(s), deacons, and pastoral associates) may participate in commission meetings or the work of the commission as deemed appropriate by the pastor.

Renewal Process

Worship Commission renewal will follow the annual discernment process implemented at St. Maximilian Kolbe. Typically, three outgoing members of WC who have completed their term will be replaced by new members. Additional discernment may be required in case of unexpected vacancies. Renewal and discernment culminates at Pentecost each year. Worship Commission, Pastoral Council, and other commissions will work together to formalize this process.

Should the discernment process fail to identify the required number of new members for Worship Commission, an exception may be made on the recommendation of the Worship Commission and the approval of the pastor, and a member may be asked to serve for two consecutive terms. This cannot be extended beyond two complete successive three-year terms.

Worship Commission Chair

Qualities of Worship Commission Chair

The Worship Commission chair should have all the qualities of the members of Worship Commission. In addition, the chair:

- Cannot be a paid staff member.
- Should have a depth of knowledge about or become familiar with rubrics and what can and cannot be done during liturgy based on those rubrics and Catholic rituals/traditions/etc.
- Should possess those qualities that make for good leadership.

Duties of Worship Commission Chair

Overall, the Worship Commission Chair is responsible for seeing to it that the Worship Commission functions efficiently and effectively in fulfilling the primary vision of the Worship Commission. This will specifically require:

- Setting the yearly schedule and monthly agenda for Worship Commission meetings, in consultation with the pastor and the Pastoral Associate of Liturgy and Music.
- Manage the agenda so that the Worship Commission is focused in line with its mission.
- Facilitate Worship Commission meetings in a manner which insures all members of Worship Commission are heard and participate and that any conflict within the group is managed toward consensus.
- Drive ongoing formation (in monthly meetings and the yearly formation meeting).
- Focus on recruiting of new members for Worship Commission and support recruiting new Liturgical Ministry Coordinators as required.

Tenure

- The Worship Commission Chair will serve for one year and may be elected to a second term. One year of term begins in July and goes through June.

How selected/appointed/elected

One member of the Worship Commission will be prayerfully discerned as Chair every year. In May, the current Chair will solicit nominations (self- and direct-nominations) from the six then-current Worship Commission members who have at least one year remaining on their term. The members interested may want to meet with the Pastor and/or Pastoral Associate of Liturgy and Music to assist in discernment. If more than one member is interested in the Chair role, the Worship Commission will select by lots among those interested members during the June meeting.

Liturgical Ministry Coordinators Team

The Liturgy Ministry Coordinators Team consists of all of the current Liturgical Ministry Coordinators. They primarily function to facilitate the smooth operation of their individual Liturgical Ministry as well as insure the appropriate coordination with all the other Liturgical Ministries.

Qualities of Liturgical Ministry Coordinators

Liturgical Ministry Coordinators should demonstrate the following qualities:

- **Involved in Church** already or desire to be involved; practicing and growing in their faith. This could be long term or new parishioners with a history of connection with Church. On the other hand, members should not be overextended to where it impacts their ability to fully participate in leading their respective Liturgical Ministry.
- They are also **active members** of the ministry they coordinate (with the possible exception of the Altar Server Coordinator).
- **Strong experience of liturgy:** it is expected that individuals be familiar with the duties of the ministry they coordinate, if not models of liturgical practice within their ministry. They ought to be grounded in an understanding of what *should* make meaningful liturgy as defined in the

Worship Commission Vision. This would include those in the parish with a special interest, talents, and gifts in Liturgy along with a proven passion for liturgy.

- **Open Minded:** Members should be familiar with the norms of the Roman Rite and how to apply them in our local parish situation. Personal agendas should be set aside in order to serve the overall needs of the parish.
- **Observant:** Liturgical Ministry Coordinators must demonstrate a perspective of evaluation. They are willing to gather and pass on feedback for evaluating all aspects of worship in the parish.
- **Accessible** to parishioners by both being visible and approachable.
- **Liturgical Ministry Coordinators** should not be on staff nor should they be on Pastoral Council.

Duties of Liturgical Ministry Coordinators

Liturgical Ministry Coordinators facilitate recruiting, training, formation, and scheduling for their liturgical ministry. The Liturgical Ministry Coordinator's responsibilities include:

- **Communicate** with their ministry as necessary to inform them of scheduling changes or changes to how they perform their ministry. Be accessible by phone, email, or in person to address any questions or concerns ministers may have about their responsibilities. Respond to all inquiries in a timely manner.
- **Coordinate** with Pastoral Staff and the Worship Commission to schedule appropriate liturgical ministers to cover Holy Days, civil holidays, or other special services. Scheduling for normal weekend liturgies is performed by our scheduling system, but may occasionally require intervention from the Liturgical Ministry Coordinator.
- **Maintain Ministry Rosters** in collaboration with the appropriate Pastoral Staff. This includes reviewing rosters for accuracy, facilitating recruiting of new members of the Ministry sufficient to support current and planned liturgical practice at our parish.
- **Train Ministry Members** through appropriate group or individual training sessions on a minimum yearly basis. This would also include providing special training or mentoring to support special liturgies such as Holy Days.
- **Organize** the Ministry as appropriate to support the ministers.
- **Meet Regularly** as a team along with the Worship Commission in order to plan for and review major liturgical year seasons such as Advent/Christmas and Lent/Easter as well as to plan for ongoing recruitment and stewardship activities.
- **Participate in on-going formation** to help develop this liturgical understanding. This formation may be a once a year retreat type experience or an extended meeting with the focus on faith growth and worship instead of task oriented meetings. In addition, individual Worship Commission members should supplement this formal training with their own individual reading. The formal formation would ideally be shared with the Worship Commission.

Tenure

- Liturgical Ministry Coordinators will normally serve for a three year term. One year of term begins in July and goes through June.
- In general, Liturgical Ministry Coordinators should not all transition in the same year. Some staggering of coordinators is best for continuity.

How selected/appointed/elected

- Liturgical Ministry Coordinators are recruited by the Pastoral Associate for Liturgy and Music, the Pastor, and/or the prior Coordinator of that ministry.

Charter Renewal Process

The Worship Commission will review this charter on an *ad hoc* basis, as directed by the Worship Commission chairperson. At its first meeting each year, the Worship Commission should review the current Worship Commission Charter. It has been envisioned that ultimately governance of all councils/commissions at St. Maximilian Kolbe might fall under a single set of rules. Until this occurs, an annual review and determination whether an *ad hoc* group needs to be formed should suffice.

Endorsement

This Charter was endorsed and approved by the Worship Commission and Pastor of Saint Maximilian Kolbe Parish in November 2013.