

Spiritual Life and Worship Commission

NATURE: The parish liturgist works directly with this commission. In addition to Pastoral Council representatives, other members from the various liturgical ministries make up the commission. Their roles would be to support the work of the liturgist in the smooth functioning of the various ministries and discerning the educational needs in the area of the liturgy and prayer life.

PURPOSE: The purpose of the Spiritual Life and Worship Commission is to:

- assist with the coordination of the liturgical, sacramental and devotional celebrations
- assist with the development and implementation of programs for personal formation
- recommend policy, pertaining to Spiritual Life and Worship, to the Pastoral Council

STRUCTURE: **Commission Leadership**

Chair/Vice-Chair responsibilities:

- Develop the agenda with input from Commission members and direction from the Pastoral Council.
- Host Commission meetings.
- Make arrangements for prayer.
- Facilitate the election of the Chairperson, Vice-Chairperson and Secretary at the first meeting of each year.

Secretary responsibilities:

- Take minutes at the Commission meeting
- Distribute minutes to the Pastoral Council Secretary and Commission members.
- Maintain the contact list of Commission members.
- Maintain files of the commission and submit required information to the parish archives.

Staff member responsibilities:

- Work with the Pastoral Staff and Pastoral Council in the development of the strategic plan for the parish.
- Work with the Pastoral Staff in the implementation of the strategic plan.
- In consultation with the pastor and other staff members, oversee the liturgical life of the parish – providing for collaboration, communication and evaluation related to ministers, the environment, music and the assembly participation.
- Plan worship by recruiting, scheduling, and educating each liturgical ministry area.

- Prepare and coordinate all sacramental liturgical celebrations.
- Educate the parish on liturgical changes and keep the commission informed of current liturgical guidelines from the diocese.
- Provide means for spiritual formation and evangelization through retreats and workshops.

Pastoral Council Liaison Responsibilities:

- Report Commission activities to the Pastoral Council.
- Recommend Commission policies from their area to the Pastoral Council for approval.
- Assist their respective Commission with the development of procedures flowing from approved policies.

Environment Committee

- Reports to the Spiritual Life and Worship Commission.

FUNCTION: General

- To hold regular meetings.
- To elect the Chair, Vice-Chair and Secretary at the first meeting of each year.
- To communicate proceedings through minutes to the Pastoral Council and to the Commission.
- To maintain communication with parishioners concerning programs, encouraging support and involvement.
- To maintain communication with the respective diocesan offices for guidance and resources.
- To collaborate in the development of a needs assessment/evaluative tool in order to develop goals and action plans for the year.

Specific

- Assist in the recruitment and training of new liturgical ministers.
- Assist in creating, developing, implementing and evaluating liturgical seasons and worship events.
- Respond to changes in diocesan guidelines.