

## Serving on the Liturgy Committee: Discernment and Lay Leadership

### **Why should you give your time, your gifts, skills and talents to the Liturgy Committee?**

It's a very good question. The simple answer has two parts. The first reason why is that in so doing, you are living out the covenanted promises made for you and by you in baptism. The second reason is because this service will help you follow in the Lord's footsteps, who grew in age and wisdom throughout His life. Here are some of the ways you might follow the Lord Jesus in growing:

**Intellectually**: service on the Liturgy Committee will invite you more deeply into an examination of the Church's documents on liturgy, specifically the Constitution on the Liturgy, and the General Instruction of the Roman Missal. It will also offer you a chance to learn more about implementing change, leadership in the Christian community, and collaboration.

**Spiritually**: service on the Liturgy Committee will provide you with multiple opportunities to pray together, to be on retreat together, to more deeply trust in the Holy Spirit's living presence, and to develop practices that will increase the depth of your personal experiences of the Eucharist. It will offer you a spiritual vision of the Eucharist and provide you with images and metaphors that deepen the Eucharistic experience.

**Practically**: service on the Liturgy Committee will increase your skills in communicating Christ's real presence, give you a chance to plan, prepare and execute large and small events, increase your skill with communication in the parish setting, give you a chance to develop deeper relationships with some of your fellow parishioners, give you an insider's view of what it takes to plan liturgy, and offer you a place to hone skills in organization, facilitation, collaboration, problem-solving, delegation, evaluation and advising.

### **How can I participate?**

The Liturgy Committee has embraced six key leadership roles for lay members of the Committee in addition to Ministry Heads for Altar Servers, Eucharistic Ministers, Lectors, Music, Sacristans, and Ushers. A definition of the six key roles follows. It is desirable to have an alternate for each role and there are currently vacancies for some roles. Other lay members serve on the Committee as Scheduler, Parish Council Representative and Consultant.

**Meeting Convener:** One who convenes and leads gatherings, sets and distributes the agenda and collaborates with the Communication Leader and the Scheduler to ensure that deadlines are met. Skills, gifts and talents include the following: being pro-active, self-starting and well organized, and having good verbal communication skills, as well as an ability to delegate and meeting facilitation skills.

**Recorder:** One who takes note of who is to take what action, by what date, with whom and with what intended outcome. Provides that summary list to each Committee member within three (3) days of the meeting. Also records recommendations of the Committee and decisions made and agreed to by the Committee during a meeting. Communicates those decisions to the Pastor for affirmation and then the Pastor affirms those decisions to committee members and any others affected by them. Works with the Meeting *Convener* and *Communication Leader* to follow-up on work that has deadlines.

**Communication Leader:** One who will review the website monthly and be responsible for posting new information and removing outdated material. Will also be responsible for arranging coverage of major events by the Communication Director, writing, editing and/or assigning bulletin announcements, and working to see that Real Presence has consistent exposure and branding. Will ensure that ministry heads review and revise ministry handbooks at least every three years or in the event of a pastoral leadership change. Work with the pastor to provide information to the Parish Council and the Finance Council as requested.

**Commitment Management Leaders:** A sub-committee of three who will form mentoring/coaching environment to assist lay ministers as needed. This function will also track all

ministers and the requirements they are meeting for re-commitment to their ministry. This team will begin by initially forming team of coaches/mentors. Note that those responsible for commitment management will also be asked to design approaches to helping those unable to meet the ministry's requirements or to find a ministry where they can meet the requirements. This will require close collaboration with the pastor.

**Formation and Training Leader:** One who will see to the ongoing formation of the members of the Liturgy Committee in conjunction with the pastor and the consultant. This formation includes prayer and discussion of articles provided during each meeting, and annual or bi-annual spiritual and intellectual formation in the form of workshops and retreats. This person will collaborate with ministry heads, the pastor and the consultant in finding gathered and self-directed learning resources to help ministers; review materials already in the library, and suggest resources that might be created.

**Recruitment leader:** One who will design a system to recruit members for service on the Liturgy Committee and to work with ministry heads to discover ways to recruit parishioners to serve as liturgical ministers. Help orient new Liturgy Committee members to the committee, the structure, the Real Presence project and the short and long term focus of the Committee's work at the time they come aboard.

**Ministry Head of the Assembly:** One who serves as leader and coordinator of the largest lay ministry, the Assembly. The idea behind the Assembly Ministry is to review with the assembly different aspects of worship, all geared to experiencing the Real Presence of Christ at Liturgy - properly preparing for Liturgy, transitioning to Liturgy, importance of active participation in Liturgy, proper attire, expected behaviors, postures, carrying Christ from the Liturgy into the world. The head of this ministry will be able to form both content and effective means of exercising this ministry with assistance of the Liturgy Committee.