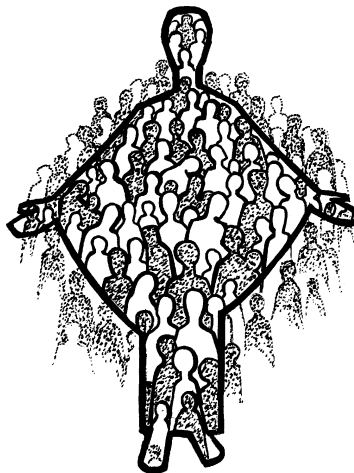


Catholic Diocese of Saginaw

DIOCESAN WORSHIP COMMISSION CHARTER



Revised September 2013

REVIEW AND REVISION:

This document, upon approval of the Bishop, was originally effective October 1, 2006. The Commission, every third year in September, shall review the document upon the recommendation of the Commission and/or the Bishop. This current revision has the approval of the Bishop.

Most Reverend Joseph R. Cistone, Bishop of Saginaw
Approved: October 2013

Previous Revision: December 2009
Current Revision: Review/Updated in December 2012; Revised in September 2013
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DIOCESAN WORSHIP COMMISSION CHARTER

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*Focus and Objectives of the Commission's
"Standing Operating Committees"
Appear in a Chart at the End of this Document*

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REVIEW AND REVISION:

This document, upon approval of the Bishop, was originally effective October 1, 2006. The Commission, every third year in September, shall review this document. Revisions shall be presented to the Bishop for his approval.

METHOD OF OPERATION:

The Worship Commission of the Diocese of Saginaw exists in accord with the directive of the Constitution on the Sacred Liturgy, *Sacrosanctum Concilium*.

*Every diocese is to have a commission on the liturgy under the direction of the Bishop, for promoting the liturgical apostolate. [#45]
The Commission is to regulate pastoral-liturgical action throughout the diocese. [#44]*

PURPOSE:

The Diocesan Worship Commission [*hereafter referred to as the Commission*] of the Diocese of Saginaw shall be an advisory body to the Bishop on matters liturgical. The Commission shall formulate policies and programs that will affect the liturgical life of the diocese, and recommend these policies and programs, in written form, to the Bishop. The Bishop may make requests of the Commission, asking the Commission to study and/or make recommendations on certain matters.

The Commission shall collaborate and/or coordinate with the diocesan Office of Liturgy. The Office of Liturgy shall also advise the Bishop on matters liturgical. The Office of Liturgy shall collaborate and/or coordinate with the Commission in the formulation of policies and programs that will affect the worship life of the Diocese.

OBJECTIVES:

1. To encourage an ever deepening expression of faith in the Church – the Diocese of Saginaw – through liturgical and devotional prayer.
2. To provide a deeper understanding of liturgical theology and spirituality for all ministers: Bishop, Priests, Deacons, Pastoral Administrators, as well as all lay liturgical ministers.
3. To assist and advise the Office of Liturgy in the formation of diocesan liturgical plans and programs.
4. To assist and advise parishes of the diocese in liturgical matters.
5. To assist members of parishes throughout the diocese, through the celebration of liturgical and devotional prayer, to continue to grow in awareness of their roles as members of the Body of Christ, the Church.

MEETINGS:

The Commission shall normally meet four times annually (following the model of the Church's Liturgical Year: December, March, June & September). The specific dates of the meetings for the following year shall be set and announced at the September meetings. Commission members may request the Chairperson to call special meetings of the Commission. The Chairperson may call such meetings as needed. The Bishop may also call for a special meeting of the Commission.

It is suggested that the Diocesan Bishop attend at least one meeting (and if possible more) of the Diocesan Worship Commission each year to show his encouragement and support of the Commission.

For the Commission to accomplish its work, documentation shall be mailed to all members at least two weeks in advance of the meeting dates.

MEMBERSHIP:

The Commission shall consist of no less than seven voting members. Voting membership on the Commission shall require some knowledge of liturgy, liturgical art and environment, architecture, liturgical spirituality, liturgical leadership and ministries or liturgical (sacred) music. Members (any priest, deacon, religious, pastoral administrator, parish staff person or active parishioner) shall be chosen at-large from throughout the diocese. Following an annual nomination process, the Bishop shall appoint members to serve on the Commission.

In order to assist the Bishop in making appointments to the Commission, at the September meeting the names of possible candidates for service on the Commission shall be surfaced (through the nomination process) and discussed. From those names a list shall be drawn and recommended to the Bishop. The same process of recommendation shall be used to fill the position of a member who leaves the Commission with an unexpired term.

TENURE:

Voting members shall be appointed to the Commission for a period of three years. A voting member may be appointed to a second term of three years. No voting member may sit on the Commission for more than six consecutive years. The term of a voting member shall begin with the December meeting (Advent Season). If a member of the Commission is unable to complete his/her full term on the Commission, that member shall inform the Bishop and the Chairperson, in writing, of his/her intent to resign from the Commission.

ATTENDANCE:

In accepting a seat on the Commission, the voting member commits him/herself to attend all Commission meetings. If a member is unable to attend a meeting, he/she should notify the Chairperson of his/her impending absence. A member having two consecutive unexcused absences will be retired from the Commission. If a member should be forced to miss three consecutive meetings, even with excused absences, his/her resignation from the Commission should be considered.

QUORUM:

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.

BUDGET:

A working budget will be provided for the Commission through the diocesan Office of Liturgy. Where appropriate, members and consultants may request reimbursement for travel, board, and other expenses incurred in Commission work.

ACCOUNTABILITY:

The Commission shall be accountable to the Bishop. The Commission shall ordinarily make recommendations to the Bishop in written form. These recommendations shall contain within themselves a method of implementation.

OFFICERS:

The officers of the Commission shall be: Chairperson, Vice-Chairperson and Secretary.

Chairperson: The Chairperson shall be chosen from among the voting membership of the Commission. His/her term of office shall be one year and he/she may be re-elected for as many terms of office as his/her tenure may allow. Election of the Chairperson shall take place at the June meeting of the Commission. He/she shall assume his/her responsibilities at the December meeting. The duties of the Chairperson shall be:

- a. To prepare agendas for all meetings of the Commission. This shall be done in consultation with the Director of the Office of Liturgy.
- b. To call and preside at all regularly scheduled meetings and special meetings of the Commission.
- c. To appoint all ad-hoc committees with the assistance of the total Commission, to define their task(s), and possibly to suggest the method for fulfilling the stated task(s).

- d. To serve as an ex-officio member of all ad-hoc committees.
- e. To consult with the Bishop and the Director of the Office of Liturgy on recommendations given by the Commission.
- f. To respond to all correspondence that does not require the action of the total Commission.
- g. To appoint a temporary secretary who will accurately record the minutes of the meeting of the Commission, if the elected Secretary is absent.

Vice-Chairperson: The Vice-Chairperson shall be chosen from among the voting membership of the Commission. His/her term of office shall be one year and he/she may be re-elected for as many terms of office as his/her tenure may allow. Election of the Vice-Chairperson shall take place at the June meeting of the Commission. He/she shall assume his/her responsibilities at the December meeting. The duties of the Vice-Chairperson shall be:

- a. To act in the name of the Chairperson either at the request of, or in the absence of the Chairperson.
- b. To fulfill any other responsibilities assigned to him/her by the Chairperson.

Secretary: The Secretary may be chosen from among the voting membership of the Commission. The Secretary's term shall be one year and he/she may be re-elected for as many terms of office as his/her tenure may allow. Election of the Secretary shall take place at the June meeting of the Commission. He/she shall assume his/her responsibilities at the December meeting. Alternatively, an Executive Secretary may be appointed by the Director of the Office of Liturgy. The Executive Secretary would be an ex-officio member of the Commission with no voting rights. The term of the Executive Secretary would be renewed yearly. The duties of the Secretary/Executive Secretary shall be:

- a. To accurately record the minutes of meetings for the Commission.
- b. To forward the minutes to the Office of Liturgy Director for distribution to the Commission membership.
- c. To keep the Commission membership roster updated.

DIRECTOR OF THE OFFICE OF LITURGY:

The Director of the Office of Liturgy is a non-voting member of the Commission. He/she shall serve as the diocesan Director of Worship and shall be appointed by the Bishop. The Director of the Office of Liturgy shall serve in his/her position with the Commission as long as he/she is employed in the diocese and serves as the Director of the Office of Liturgy. The duties of the Director of the Office of Liturgy in relationship with the Diocesan Worship Commission shall include:

- a. To report to the Commission on the activity of the Office of Liturgy.
- b. To carry to the Commission requests made of the Commission.
- c. To keep the permanent file in proper order and research said file at the request of the Bishop or of the Commission or any committee, sub-committee or individual member of the Commission.

- d. To make himself/herself available to the Chairperson for consultation, especially as the Chairperson prepared the agenda for meetings of the Commission.
- e. To appoint any ex-officio members/consultants to the Commission.
- f. To consult with the Bishop and the Chairperson concerning recommendations made by the Commission.
- g. To keep financial records for the Commission.
- h. To see that materials for upcoming meetings are distributed to commission members in a timely fashion.

EX-OFFICIO MEMBERS/CONSULTANTS:

The Chairpersons of the four operating committees of the Commission will serve as consultant members by right of their capacities as Committee Chairpersons. [See "Standing Operating Committees" for terms and appointment details of these positions.]

Other consultants may be invited to participate in the Commission. These consultants have no specified term. They may be appointed for a single meeting or for a specified discussion, project or time period. These consultants shall be appointed by the Chairperson in consultation with the Director of the Office of Liturgy and the Bishop.

All consultant members will participate in all meetings with full discussion rights but without voting rights.

AD-HOC COMMITTEES:

Ad-hoc committees shall be formed as needed. They shall cease to exist when their specified task is accomplished.

Membership on *Ad-hoc* committees is to be determined by the Commission Chairperson and may be drawn from the membership of the Commission, from consultants of the Commission or from any participating Catholic of the Diocese.

Ad-Hoc Committees shall:

- a. Carry out the tasks assigned to them by the Commission.
- b. Bring their work before the total Commission for the consideration and action of the Commission.
- c. Serve as a liaison to other diocesan offices and/or bodies (e.g., diocesan Building Commission, Office of Education/Formation, Office of Christian Service, Center for Ministry, Tribunal, etc.).

STANDING OPERATING COMMITTEES:

There are FOUR standing committees of the Commission, operating in order to better serve the:

- Bishop's Liturgical and Sacramental Needs
- Parishes and Catholic Institutions of the Diocese of Saginaw
- Director of the Office of Liturgy
- Diocesan Staff

Each standing committees will focus on one of the following areas:

- Rites and Rituals
- Liturgical Formation
- Liturgical Music
- Liturgical Art and Environment

The structure of these standing operating committees consists of the following:

1. Chairperson
 - serves as a Consultant Member of the Diocesan Worship Commission, by right of their capacity as Committee Chairperson.
 - is nominated by their pastor, pastoral administrator or related individual with a written recommendation to the Office of Liturgy Director.
 - is appointed by the Office of Liturgy Director for a two-year term with approval of the Voting Members of the Diocesan Worship Commission. This term is renewable.
 - if the Chairperson is unable to complete his/her full term, he/she shall inform the Office of Liturgy Director, in writing, of his/her intent to resign.
2. Other Members
 - are appointed as needed for one or two-year terms by the Office of Liturgy Director with approval of the Committee Chairperson.
 - appointments are renewable with no expiration.
 - "experts" may serve on an ad-hoc basis, as needed.
 - if a committee member should miss three consecutive committee meetings/working sessions, even with excused absences, his/her resignation from that committee should be considered.

Working meetings will be called by the Committee Chairperson and/or the Office of Liturgy Director. Expenses of the Committee's work (resource materials, etc) are to be managed by the Office of Liturgy Director. The Chairperson and the Committee members shall work on a volunteer basis, without compensation from the Diocese.

	Focus	Objectives
Rites and Rituals	<ul style="list-style-type: none"> the committee will work collaboratively with the Office of Liturgy in planning any rites and rituals for all diocesan Episcopal liturgies the committee will meet to plan and orchestrate all diocesan Episcopal liturgies the committee will oversee and execute on-site all aspects of diocesan Episcopal liturgies (in addition to rehearsals for said celebrations) 	<ul style="list-style-type: none"> to have a thorough knowledge of the sacramental and ritual treasury of the Catholic Church; in particular: <ul style="list-style-type: none"> The Roman Missal – 3rd Typical Edition The Roman Pontifical Ceremonial for Bishops to be available for consultation prior to and present at all diocesan Episcopal liturgies (at the Cathedral and/or parish level) upon request
Liturgical Formation	<ul style="list-style-type: none"> the committee focuses on researching, gathering and preparing appropriate materials pertaining to the formation of liturgical ministers 	<ul style="list-style-type: none"> to access and evaluate the need for formation of liturgical ministers throughout the diocese (e.g. readers, extraordinary ministers of holy communion, altar servers, ministers of hospitality, etc.) to develop scope and plans for formation to design programs to assist in liturgical formation at the diocesan and parish levels to promote liturgical formation and on-going education to evaluate parish ministry programs (upon request) to assist and/or create parish worship commissions (upon request)
Liturgical Music	<ul style="list-style-type: none"> the committee provides information and education for Roman Catholic liturgical music (workshops, seminars, etc.) in collaboration with the Liturgical Formation Committee the committee will work collaboratively with the Office of Liturgy in planning and executing any liturgical music for all diocesan Episcopal liturgies the committee will be available for consultation with parishes and Catholic institutions on seasonal liturgical music as well as any purchasing and/or repair of musical instruments (organ, piano, etc.) 	<ul style="list-style-type: none"> to have a thorough knowledge of Sing to the Lord – Music in Divine Worship [Guidelines of the USCCB © 2007] to be available for consultation at the diocesan and parish level upon request to orchestrate, plan and provide leadership for the diocesan adult and youth choirs to provide an updated file of liturgical musicians from throughout the diocese to suggest and/or provide liturgical music and resources (diocesan choir, cantor, instrumentalists, etc.) for Eucharist and other liturgical celebrations at the diocesan and parish levels to maintain the diocesan library of liturgical music resources and/or supplies to help those involved with liturgical music become aware of the rich treasury of sacred music within the Catholic tradition through workshops and other means of communication
Liturgical Arts and Environment	<ul style="list-style-type: none"> the committee provides information and education for liturgical art and environment (workshops, seminars, etc.) in collaboration with the Liturgical Formation Committee the committee will work collaboratively with the Office of Liturgy in planning and executing any liturgical art and environment for all diocesan Episcopal liturgies the committee will be available for consultation with parishes and Catholic institutions on seasonal liturgical enhancement as well as any building and/or renovation of worship space 	<ul style="list-style-type: none"> to have a thorough knowledge of Built of Living Stones – Art, Architecture, and Worship [Guidelines of the USCCB © 2001] and all diocesan guidelines and policies regarding building and renovation of worship space (as well as to maintain and update them as needed) to be available for consultation at the diocesan and parish level upon request to provide information regarding architects, furnishings, etc. to suggest and/or provide enhancement for Eucharist and other liturgical celebrations at the diocesan and parish levels to maintain the diocesan library of resources and/or supplies to help those involved with liturgical art and environment become aware of the rich heritage within the Catholic tradition through workshops and other means of communication