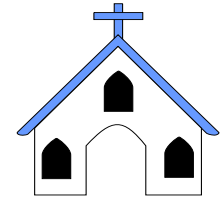


THE STANDING COMMITTEE ON LITURGY
OF OUR LADY OF FATIMA PARISH
TERMS OF REFERENCE



Part One: Name and Formation

1. **Name** - The name of the organization shall be "The Standing Committee on Liturgy of Our Lady of Fatima Parish", hereinafter referred to as the "Committee". For purposes of routine communication, the Committee may style itself as the "Liturgy Committee".
2. **Formation** - The Committee shall be formed as a Standing Committee under the authority of Paragraph 31.a of the Constitution of the Parish Pastoral Council of Our Lady of Fatima Parish, and shall function pursuant to such Terms of Reference as may be promulgated from time to time by said Parish Pastoral Council pursuant to Paragraph 32 of the Constitution.

Part Two: Purpose and Functions

3. **Purpose** - The Committee shall have responsibility for all matters pertaining to the spiritual development of the members of the Parish community through liturgical celebrations, days of prayer and spiritual renewal, and other special devotions.
4. **Functions** - The functions of the Committee shall be to:
 - a. plan and coordinate the activities of the various liturgical ministries (e.g. lectors, eucharistic ministers, sacristans, altar servers, musicians, cantors, hospitality ministers), and develop necessary policies;
 - b. appoint a Coordinator for each liturgical ministry, and ensure that appropriate operating guidelines and procedures are put in place within each liturgical ministry;
 - c. coordinate the recruitment and training of members of the Parish community to serve in the various liturgical ministries;
 - d. review on an on-going basis the community worship celebrations to ensure they serve the liturgical needs of the Parish, and identify to the Parish Pastoral Council and to the Pastor areas in need of development;
 - e. ensure that the necessary advance planning and preparation is carried out in anticipation of each of the major liturgical seasons, i.e. Lent/Easter/Pentecost, and Advent/Christmas;
 - f. work jointly with other Parish committees as necessary to achieve effective Parish celebrations of Baptism, First Communion, First Reconciliation, Confirmation, Rites of Christian Initiation of Adults, marriages, the Sacrament of the Sick, and funerals;
 - g. prepare on an annual basis a proposed budget of expenses relating to liturgical celebrations, and submit same to the Temporal Affairs Committee;
 - h. educate itself in matters of liturgy through study, prayer, and participation in workshops and seminars at the Parish and Diocesan levels, and encourage other parishioners to participate in such programs.

Part Three: Composition and Terms of Service

5. **Composition** - The Committee shall consist of the following:
 - a. a Chairperson, appointed as provided for in Paragraph 33 of the Constitution;
 - b. Members, appointed as provided for in Paragraph 34 of the Constitution, to represent:
 - (1). each of the core liturgical ministries (i.e. Lectors, Auxiliary Ministers of the Holy Eucharistic, Sacristans, Senior Altar Servers, and Junior Altar Servers);
 - (2). each component of the music ministry (i.e. the Choirs for the various Masses, and the Funeral Choir);
 - (3). each of the ancillary liturgical ministries (i.e. Ministers of Hospitality, the Altar Guild, the Liturgical



Decorating Committee, the Children's Sunday Liturgy, and the Adoration Chapel).

Each of the above Members so appointed may, but need not be, the Coordinator of the relevant ministry.

- c. such other Members as may be deemed necessary or expedient, appointed as provided for in Paragraph 34 of the Constitution;
 - d. the Pastor and the Chairperson of the Parish Pastoral Council, as *ex-officio* Members;
 - e. the Councillor appointed by the Parish Pastoral Council as liaison with the Committee, as an *ex-officio* Member;
 - f. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting Members.
6. **Eligibility** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for appointment to the Committee. Persons in open conflict with the basic precepts of the Church shall normally be excluded from appointment to the Committee.
 7. **Term of Office** - The term of office for the Chairperson and for the appointed Members of the Committee shall be two (2) years, commencing immediately upon appointment. The Chairperson and the appointed Members of the Committee shall subsequently be eligible for re-appointment.
 8. **Removal from Committee** - When the Committee is of the opinion that an appointed Member is unable to fulfill his or her responsibilities as a Member because of illness, non-attendance at meetings of the Committee, or for any other reason, the Committee may propose to the Chairperson of the Committee the removal of said Member from his or her position as a Member of the Committee. Such a proposal shall require a two-thirds ($\frac{2}{3}$) majority vote of the Committee.
 9. **Removal of Chairperson** - When the Parish Pastoral Council is of the opinion that the Chairperson of the Committee is unable to fulfill his or her responsibilities as a Chairperson because of illness, non-attendance at meetings of the Committee, or for any other reason, the Parish Pastoral Council may remove said Chairperson from his or her position as Chairperson of the Committee. Such a decision shall require a two-thirds ($\frac{2}{3}$) majority vote of the Parish Pastoral Council.
 10. **Conditions of Service** - The Chairperson and the Members of the Committee shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by the Chairperson of the Committee in the conduct of the business of the Committee shall be reimbursed by the Parish.

Part Four: Duties and Responsibilities of Chairperson and Members

11. **Duties of Chairperson** - The Chairperson shall:
 - a. call special meetings of the Committee as deemed necessary for the conduct of business;
 - b. determine the agenda for meetings of the Committee;
 - c. chair all meetings of the Committee;
 - d. recommend to the Chairperson of the Parish Pastoral Council the appointment and the removal of appointed Members of the Committee;
 - e. appoint one of the appointed Members to serve as Secretary of the Committee;
 - f. submit to the Parish Pastoral Council by the end of April of each year a written report on the operations of the Committee, including a review of the main challenges and accomplishments;
 - g. present annually to the Parish Assembly a summary of the report described in sub-paragraph f. above;
 - h. act as the official representative of the Committee on all matters of interest to the Committee.
12. **Duties of Secretary** - The Secretary shall:
 - a. assist in the preparation of agendas for meetings of the Committee;



- b. keep minutes of all meetings of the Committee;
 - c. conduct all necessary correspondence;
 - d. attend to the physical arrangement for all meetings of the Committee;
 - e. assist the Chairperson in the preparation of the annual report;
 - f. assume such other duties as may be assigned by the Committee.
13. *Duties of Members* - The Members shall address the general purposes and functions described in Part Two above, and additionally, shall:
- a. act as a liaison with their own ministry;
 - b. assume such other duties as may be assigned by the Committee.

Part Five: Meetings of Committee

14. *Regular Meetings* - Regular meetings of the Committee shall be held at least four (4) times each year. The date, time, and place of regular meetings shall be decided by the Committee.
15. *Special Meetings* - Special meetings of the Committee may be called at any time by the Chairperson. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.
16. *Attendance* - Members unable to attend a meeting shall inform the Chairperson or the Secretary in advance of the meeting. Appointed Members absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Paragraph 8.
17. *Quorum* - No business shall be transacted by the Committee unless a quorum is present. A quorum shall consist of the Chairperson of the Committee, and three appointed Members.
18. *Decisions* - Decisions of the Committee regarding major operational initiatives, and proposals for removal of a Member, shall require a two-thirds ($\frac{2}{3}$) majority vote. All other decisions shall be by simple majority vote.

30 April 2003