

*Charter for the Worship Commission  
of  
St. Columban Parish  
Loveland, Ohio*

The purpose of worship for Roman Catholics is “the glorification of God and the edification of God’s people” as they journey in faith. Sunday after Sunday members of our faith community gather around the tables of Word and Sacrament to “do this in memory of me.” That is, to hold in memory the command of the Lord to gather, to proclaim the sacred scriptures, and to “eat this bread and drink the cup” until he comes again in glory.

Therefore, the purpose of the St. Columban Worship Commission is to take this command of Christ seriously, to make sure the liturgy of the church is celebrated well and prayerfully, and to allow people’s faith life to be nourished through the sacred rites of the Church. Our hope is to build the faith of our community through an understanding of our church’s rituals and traditions, and through the arts, finding the most helpful expression of those traditions for our parish and its people. Lastly, this commission values liturgy as the central ministry of our parish community from which we all take our identity and from which all other activities of the parish flow.

With that in mind, we state that this commission will:

1. Invite people of the parish, after the discernment process, to be a part of this commission who are truly interested and enthusiastic in the Church’s Liturgy and have a willingness to share with the rest of the worshipping community, with a sensitivity to people of different backgrounds and ages.
2. Invite people of the parish, after the discernment process, who are willing to serve the liturgical needs of the parish as well as have a listening ear to both the commission and the members of the parish.
3. Invite people of the parish, after the discernment process, who are willing to help this commission strive for only the best when it comes to the liturgical life of our parish community.
4. Require all new members to attend the *Introduction to Liturgy* course when offered by the Archdiocese (or its equivalent) and to encourage new members to read *The Mystery of Faith* and *Constitution of the Sacred Liturgy*.
5. Work with the leaders or designated representative of the official parish liturgical ministries and other related ministries, including but not limited to, lectors, extraordinary ministers of Holy Communion, deacons, ushers/greeters, servers, and musicians who might also serve as members of the parish Worship Commission. If such leaders join this commission, their term of office shall be

three years, renewable for another three years, then afterwards to go through the discernment process again.

6. Elect a chairperson at the May meeting of even numbered years, by a simple majority of all members present for a term of two years, once renewable. This chairperson must: have the ability to communicate; set an agenda for monthly meetings; make sure an agenda is sent out to all members at least one week before each meeting; have a working knowledge of the liturgy; keep the flow of the meetings moving properly; be able to notice things in the liturgical life of the parish that need to be addressed; be well versed in conflict-management; be able to distinguish what this particular group can address and what concerns need to go to other committees; and provide resources the group will need to function well.
7. The commission will consist of seven to eleven voting members.
8. Appoint a secretary whose charge it will be to record the monthly minutes, send a copy to each member of the commission, and to the parish communication coordinator for the publication on the parish website.
9. Work in cooperation with the pastor on all matters relating to liturgy and other matters he chooses to consult with the commission.
10. Work with the pastor, who will serve on the commission *ex officio* but not serve as its chairperson.
11. Work with the parish music director, who will serve on the commission *ex officio* but not serve as its chairperson.
12. Work closely with the Pastoral Council and Parish Staff on any liturgical matters that either wishes to assign to the Worship Commission for reflection and comment.
13. Work closely with the Pastoral Council representative who is an *ex officio* member of the Worship Commission.
14. Meet once a month except for the months of July, December, and the month of Easter.
15. Hold meetings from 7:00 p.m. until 8:30 p.m. unless unanimously agreed upon by those present to extend the meeting time. In order for a meeting to take place a quorum of voting members (fifty percent plus one member) must be present.
16. Review the charter in August and sign the charter at the September meeting.
17. The liturgical seasons of the church year and year-long goals are to be discussed at the September meeting.

18. Be attentive to the fact that while the decisions and reactions of this commission are not binding upon the parish or its staff, as a matter of course, the worship commission should be informed in advance about decisions and actions from other committees that will affect the parish's liturgies. These areas include the hiring of parish musicians, changes in the church environment, and significant changes in the liturgical schedule.
19. Establish the vision, expectations, and criteria for those responsible for music, preaching, writing intercessions, art and environment and all other aspects of liturgical prayer; empower and support them to carry out their ministries; provide respectful evaluations for continued growth and development.
20. Spend a portion of assigned meeting times to review, reflect upon, and evaluate previously celebrated liturgical events.
21. Focus on how to best celebrate those presences of Christ as expressed in the *Constitution on the Sacred Liturgy* - namely, those fundamental actions of Welcoming, Proclamation of the Word, and Eucharist.
22. Establish the vision and expectations for a network of smaller working groups and/or ministerial teams that work on particular projects and issues as deemed necessary for the functioning of the liturgical year and develop methods of respectful evaluation.
23. Listen to any member of the parish who has a suggestion or a complaint and who has submitted such item either in signed written form or in person to the commission. Such person is entitled to receive an official and timely response from the Worship Commission. The commission will not consider unsigned letters.
24. Prepare and submit a budget to the parish finance committee as needed.

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