

**ST. JOSEPH PARISH
LITURGY COMMISSION
GUIDELINES
Adopted on May 12, 2015**

**St. Joseph Parish
12700 Pearl Rd.
Strongsville, OH 44136
(440) 238-5555
www.sjohio.org/liturgy**

As every parish, St. Joseph Parish represents a collaborative effort between parishioners and staff working together for the spreading of the Gospel. In particular, our parish is comprised of three consultative groups that assist the Pastor in fulfilling his ministry. As one of these consultative groups, the Parish Pastoral Council (PPC) exists as a vehicle for gathering the ministries and organizations of the parish as they strive to fulfill the Parish Mission Statement, particularly through the work of its commissions. Every commission assists the PPC in fulfilling its mission by specializing in one particular aspect of parish life.

Mission

The Liturgy Commission exists to give vision and direction to the parish's public worship with our primary focus being the Sunday Mass. The Commission is composed of staff and parishioners who seek to enhance the quality of parish worship. Ministries within the Liturgy Commission are primarily tasked with an active role in our parish liturgical celebrations. We also help to provide educational opportunities for our parish about the Church's prayer.

Member Ministries and Organizations

The Liturgy Commission is comprised of several member ministries and organizations. The most current listing of these is maintained at www.sjohio.org/liturgy. While each of these ministries and organizations possess and exercise their own leadership, the Liturgy Commission provides a gathering of similar-minded ministries and organizations, and access to the resources of a lay Chairperson and an appropriate Staff Liaison for each ministry and organization.

Representation, Membership, and Terms of Membership

While membership on the Liturgy Commission is open to all parishioners of the parish, ordinarily our membership is composed of those who feel invested in the scope of the Commission's mission, as defined in the above mission section, and as such should strive to

be representative of the various member ministries and organizations. Such representation is desirable, but should not make membership exclusive to only people involved in its member ministries and organizations. Each commission decides on the appropriate number of members and terms of rotation to ensure the best completion of its work. Liturgy Commission membership should consist of no less than 9 and no more than 15 members.

Responsibilities of Members

Liturgy Commission members are expected to:

1. Show personal commitment to St. Joseph Parish
2. Participate in the regular meetings of the Commission
3. Study and prepare for each meeting
4. Listen with interest and show respect for all opinions shared.
5. Encourage others to participate in our public communal prayer
6. Evaluate and report on our liturgical celebrations throughout the year
7. Facilitate communication between member ministries about liturgical roles and celebrations.

Commission Meetings

Regular meetings of the Liturgy Commission are held throughout the year, usually the second Tuesdays in September, November, January, February/March, May. Special meetings will be scheduled as needed. Requests for meeting room use are initiated by the Chairperson and coordinated with the Parish Office.

Leadership of the Commission

Under the facilitation of the Chairperson, the Liturgy Commission completes its work. Collaborating with the Chairperson is a Parish Pastoral Staff Member. Together, they collaborate in the coordination and facilitation of the Liturgy Commission.

Duties of Leadership

Commission Chairperson

The Chairperson attempts to create an atmosphere of trust and openness that will ensure the best communication among the members of the Liturgy Commission. Fundamental to this is a respect for the members' ideas and abilities and an ability to facilitate meetings. In addition, the Chairperson is also responsible to:

1. Ensure a process for accessibility for member ministries and organizations to the Commission. The manner for such accessibility is left to the discretion of the Chairperson.

2. Chairpersons must be mindful that they do not, nor does the Commission, exercise leadership over the individual ministries or organizations, but facilitate their involvement in meeting the goals of this Commission's responsibility in the life of St. Joseph Parish.
3. Ensure minutes are taken at each Commission meeting, and edited, distributed among the members, and given to the Parish Council Liaison.
4. Collaborate with the Staff Liaison in developing the Commission meeting schedule and meeting agendas.
5. Present an Annual Commission Report at the June Meeting of the PPC.
6. While the chairperson may be a member of the PPC, a commission chairperson may not be an officer of the PPC.

Staff Liaison

As a paid parish staff member, assigned to the Liturgy Commission by the Pastor, the Staff Liaison has an important role to play in the workings of the Commission. This person serves as an integral part of any discussions and is both the representative of the Pastor to the Commission and of the Commission to the Pastor. The Staff Liaison strives to be an active participant in the Commission's discussions, visioning, and work in order to fulfill the Commission goals.

PPC Liaison

While invited to be an active part of the Commission's discussion, this person serves primarily as a communication link between the PPC and the Commission. The PPC Liaison should bring an awareness of the Commission's work and that of PPC to each respective group. He/she is responsible for the communication and transmission of a report at each PPC meeting.

Selection of New Chairperson

Periodically, the Commission should enter into a spirit of discernment and prayer about its leadership. Over time, rotations of leadership should be developed. Due to the length and ongoing nature of Commission work, Chairpersons should serve terms of two years and no more than 2 consecutive terms. One year could be added to the final term until a replacement member is appointed. Chairperson must have served at least one year as a member of the commission.

Amendments to Guidelines

Upon the direction of the Chairperson and with the approval of the Staff Liaison, the guidelines will be reviewed periodically. Recommended changes are subject to the approval of a majority of the Commission.