

ST. MARY OF THE IMMACULATE CONCEPTION CHURCH, LOS GATOS, CA

PARISH LITURGY COUNCIL

ESTABLISHED: AUGUST 2008

(FIRST ESTABLISHED AS THE PARISH LITURGY PLANNING COMMITTEE: FEBRUARY 2008)

CHARTER

A. MEMBERSHIP

1. EX OFFICIO MEMBERS

Some Parish Staff members, by virtue of the responsibilities entrusted to them, serve on the Parish Liturgy Council (*hereafter called "Council"*) *ex officio*, until termination of their contracts. The staff positions requiring membership on the "Council" include: *Director of Liturgy, Music Coordinator, Director of the RCIA, Director of Youth Ministry, and Director of Catechetical Ministry.*

2. APPOINTED MEMBERS

Parishioners who demonstrate experience with, knowledge of, a longing for, and fidelity to Sunday Mass are appointed to the "Council." The Director of Liturgy appoints parishioners to the "Council" after consultation with parish staff and with current "Council" members. Parishioners may nominate other parishioners for service on the "Council," or they may declare their own desire to serve on the "Council."

The *Pastor* must approve the nominations before appointment by the *Director of Liturgy*.

There will be nine (9) appointed members on the "Council."

3. LIMITED TERMS OF SERVICE

Appointed members shall serve a term of three (3) years each. These terms shall be staggered, with a rotation of three (3) members' terms expiring at the end of each year. Individuals may serve as an appointed member for unlimited terms, but multiple terms shall not be consecutive.

A member's term will begin with the August meeting and end after the June meeting of each "Council" member's third year of service.

4. RESPONSIBILITIES OF MEMBERS

All members of the "Council" are expected to participate in weekly Sunday Mass at St. Mary's.

Members will participate in Sunday Mass both prayerfully and critically. This will require a blend of personal spirituality and responsible evaluation of Sunday Masses, and an understanding of: **a)** the Mass and its parts; **b)** the purpose and rhythm of liturgical seasons; **c)** the principles of liturgical planning; and, also have an acquaintance with the norms of the Church for the liturgies of the various sacraments. The "Council" will provide for ongoing education and enrichment for its members during its regular meetings as well as at seminars sponsored by the Church, the Diocese of San Jose and the regional Church, and by related organizations to support its members in fulfilling their responsibilities.

Members will attend all meetings of the “Council,” or request to be excused in advance by the “Presider.”

Members may be required to serve on subcommittees or to aid in the preparation or facilitation of projects sponsored by the “Council.”

Decision-making by the “Council” will rely upon each member’s commitment to preparation for each meeting’s agenda, reading, and the issues to be addressed at each meeting. Consensus, based on prayer, attentiveness to varying opinions, and discernment of the will of the Holy Spirit, will guide the “Council’s” responsibility to develop and implement liturgical practices and policies for St. Mary’s Parish.

5. SELECTED SERVICES BY MEMBERS

The parish Director of Liturgy will serve as the “**Presider**” for the “Council,” providing relative guidance on Church teachings, diocesan norms and guidelines, liturgical theology, and praxis. The “**Presider**” is responsible for the timely recording and distribution of the “Council’s Minutes and Agendas, and for the implementation of Action Items (unless otherwise noted in the “Council’s” records. The “**Presider**” also acquaints new members with the history of the “Council” and with implementation of its policies and procedures for St. Mary’s.

Two members will serve as “**Co-Facilitators**” for one year (August through June) for the “Council’s” meetings, facilitating the “Council’s” attention to the Agenda and the exercise of its duties and responsibilities at meetings. A member may be selected by other members for service as “**Co-Facilitator**,” but not during the member’s first year of his/her term.

Two members will serve as “**Co-Missioners**” for one year (August through June) for the “Council,” keeping the members’ discussions focused on the Committee’s stated Mission. The “**Co-Missioners**” also track implementation of Action Items, and assist the *Director of Liturgy* in the development of the Parish Liturgy Annual Budget, allowing for funding of Action Items and other liturgical projects determined or approved by the “Council” to advance its Mission and the Mission of the Parish. A member may be selected by other members for service as “**Co-Missioner**,” but not during the member’s first year of his/her term.

Two members will serve as “**Co-Leaders of Prayer**” for one year (August through June) for the “Council,” preparing and guiding the Opening and Closing Prayer/Rituals for each meeting. A member may be selected by other members for service as “**Co-Leader of Prayer**,” but not during the member’s first year of his/her term.

The *Ex-Officio* members will serve as “**Co-Catechists**” throughout the duration of their service as members of the “Council,” assigning enrichment readings and facilitating members’ discussions of these readings at each meeting. The “**Co-Catechists**” also provide initiation for new members introducing them to the relative importance of the Catholic sacramental tradition (especially the celebration of the Eucharist, the liturgical seasons, and the RCIA), contemporary liturgical theology and praxis, and diocesan norms and guidelines, with appropriate application to the current experience of Sunday Mass at St. Mary’s Parish.

B. MEETINGS

1. FREQUENCY OF MEETINGS

The "Council" will meet monthly, except during July, normatively on the last Friday of the month, at times to be determined by the membership for its convenience. Duration of the monthly meetings will be restricted to two (2) hours, or less (upon advance agreement of the members).

2. AGENDAS, ATTACHMENTS, DISTRIBUTIONS AND MINUTES

The "Presider" prepares the *Agenda* in collaboration with the "Co-Facilitators" prior to the monthly meetings. The "Presider" delivers the *Agenda* (with any *attachments*) to the members via e-mail. Delivery is to be in a timely manner, no fewer than seven (7) days prior to the scheduled meeting. Other *distributions* may be made during the meetings and recorded as such in the Minutes.

The "Presider" records the *Minutes* of each monthly meeting and delivers the *Minutes* (with any *attachments*) to the members via e-mail. Delivery is to be in a timely manner, no more than seven (7) days following the scheduled meeting.

Approved unanimously by the members present: August 22, 2008