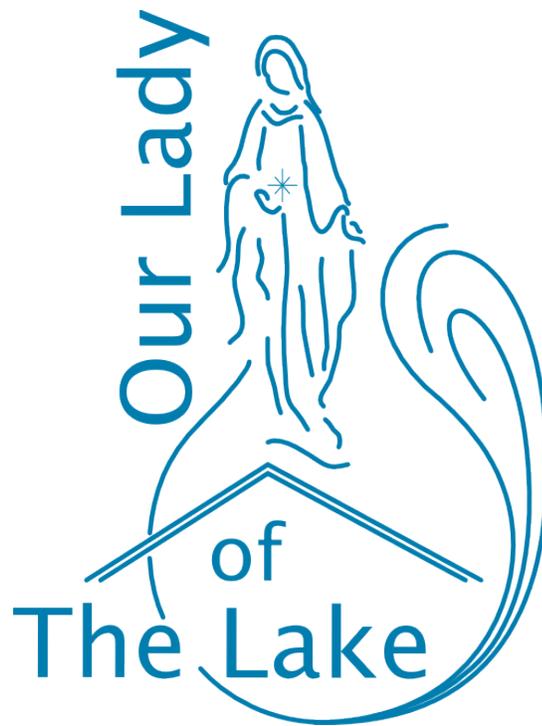


Our Lady of the Lake Catholic Church
Commission on
Divine Worship and the Sacraments



2411 Bagnell Dam Blvd.
PO Box 2390
Lake Ozark, MO 65049
573-365-2241

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Commission on Divine Worship and the Sacraments
Our Lady of the Lake Catholic Church,
Lake Ozark, Missouri
Charter of Structure, Procedures and Policy

1. Mission

- 1.1. Purpose Statement:** The purpose of the Commission on Divine Worship and the Sacraments is to ensure that the liturgical and sacramental life of the parish is celebrated in such a manner to invite all to encounter Jesus Christ alive in their midst.
- 1.2. Values:** The Commission will act in such a manner that these core values are put into practice in the work of the commission and in the liturgical life of the parish:
- 1.2.1. **Joy** is a state of heightened emotion accompanied by the experience of fulfillment, connection with others, and great personal happiness. Joy is experienced through personal acts of hospitality that emphasize our unity as God’s People. Joy is infectious in that our own joy grows as we share it with others. Joy is ultimately more than an emotion; it is a virtue, a disposition that is the fruit of acts of charity that can be experienced even in the midst of profound suffering. Joy is an outcome of celebrating God’s gifts to us, especially those we can share with others.
- 1.2.2. **Wisdom** is the ability to make decisions not only based on logic and reason, but on a lived experience of knowing what brings about the highest good for self and others. Common sense and insight, along with consultation with others maximizes wisdom. To act and think with wisdom means that the decision process requires discussion, patient listening, reflection on past experience, and humility. True wisdom understands the limits and potential of the individual point of view and celebrates diversity of opinion and experience. Wisdom relies on the inspiration of the Holy Spirit found in prayer and reflection, understanding that true wisdom is a gift from God and not one’s own willfulness.
- 1.2.3. **Faithfulness** is a manner of being that remains solid in good and lasting values through the troubles and turmoil of life. Faithfulness is an attitude toward God and others that implies one can be depended upon for help and guidance. Faithful means to identify core values and always refer to them when making decision or acting. Faithful means to know and understand the Church’s tradition and allow it to guide the team. Faithful means not selfish but acting for the good of all.
- 1.2.4. **Patience** is the constancy of character and purpose that allows one to postpone self-concern and attend to the needs of all in accomplishing a noble purpose. Clear structure and guidelines for the commission will allow us to be patient with one another as each does his or her own work. Patience necessarily requires listening to others in a respectful manner. Patience is putting the Beatitudes into practice in all our words and actions.

1.3. Vision: The Commission envisions a parish where all Catholics and others of good will who live at the Lake or visit may find a welcome in the midst of our community as brothers and sisters in the Lord. The Commission envisions our worship as the greatest encounter with the Living God our community can experience. The commission envisions the role it plays as the most effective means to guide the community into full, active, and conscious participation in the mystery of our redemption.

2. Structure

2.1. Membership: Recruitment of the members of the commission necessarily takes into account the various age groups, special interests and variety of experiences that make up the whole parish. In order to focus the efforts of the commission effectively, members will be chosen through a process of discernment. An executive committee will work with the pastor in arriving at a consensus on core team membership on the commission. Discernment takes place in the summer of the year and new terms begin on September 1.

2.1.1. Terms: Members will be commissioned in a public ceremony for three-year terms, renewable for second consecutive term. Terms will be staggered in such a way to ensure that only one-third of the core team ends their term each year. The commission chair in consultation with the pastor will appoint interim members to fill out the term of members unable to finish their term.

2.1.2. Number: The commission will have six core team members to ensure that the key responsibility areas enumerated in the Commission Charter have adequate oversight without undue hardship.

2.1.3. Associate Members: Other parishioners will be invited to serve as associate members of the commission according to the need and their desire to serve.

2.2. Leadership: There is an executive committee that provides leadership for the commission and is the public face of the commission for the rest of the community. The executive committee serves from October to October after discernment in the first meeting after new commission members are present.

2.2.1. Chairperson: The chairperson of the executive committee formulates commission goals, prepares for and chairs commission meetings, consults with the pastor and other parish leadership on key issues and activities, and in general ensures that the commission charter is put into practice in such a way that the abundant parish resources of people and material goods are effectively engaged in the liturgy. The chair serves for a one year term after having been chosen through a consensus deliberation of the commission. The chair may serve only for two consecutive years.

2.2.2. Vice-Chairperson: The vice-chairperson of the executive committee assists the chair in his or her duties, prepares in consultation with the commission a budget for

commission work to present to the Finance Commission according to assessed needs and identified priorities, facilitates commission meetings in the absence of the chair, heads the membership discernment committee that ensure a full complement of commission members. The vice-chair ensures that the meeting place is arranged and appropriate hospitality is provided for those attending.

- 2.2.3. **Secretary:** The secretary serves to document the work of the commission, to communicate to parish staff and the whole community the workings of the commission, to assist in communication among the various members of the commission, to prepare publications that are necessary to the work of the commission, and issues and collates the self-study instrument each year to assess the commission's work.
- 2.3. **Oversight:** the hierarchical governance of the Catholic Church requires that the pastor assume the final responsibility of pastoral leadership. In effect, all activities which the commission engages in must enjoy the implicit—and where stipulated, explicit—approval of the pastor. Nevertheless, the commission enjoys a certain freedom in that the gifts and talents of the laity are essential to the material and spiritual well-being of the parish. The commission designates one of its members to serve on the parish pastoral council which is the main consultative body for the pastor.
- 2.4. **Accountability:** As the principle body concerned with the liturgical life of the parish, the commission will ensure that liturgical life of the parish is attentive to the pastor's needs as he presides at the liturgies and administers the sacraments. The commission will also understand that its work is a service to the entire community and that personal preferences and tastes are subordinate to the good of all. The commission will work closely with the administration commission and the finance commission of the parish to ensure that good stewardship of parish resources is practiced.
- 2.5. **Universal, United States, and Diocesan Policies and Norms:** The commission's work must at all times be in keeping with the universal norms, policies and rubrics that are published by the Universal Church in regard to the practice of the Roman Rite. Care must be given to the policies and guidance that comes from the U.S. Bishop's Conference, especially the Commission on Divine Worship and the Sacraments. The diocesan bishop is the chief liturgist of the diocese. The commission will look to him and his practices for guidance, especially as to setting goals and clarifying expectations. The diocesan liturgy committee will be a resource to consult frequently, especially in seeking clarification as to putting norms and rubrics into practice.

3. Procedures

- 3.1. **Meetings:** Each year in the fall, the commission will publish a schedule of meetings. Meetings should happen at least every other month, with extra meetings to be called with clear notification to the pastor and other parish leadership. All parishioners should consider themselves welcome to attend the meetings; however, meeting agendas should be organized in such a way to ensure that discussion and decision is efficient and effective. In coming to a consensus on commission goals and parish policy, care must be taken to ensure that sufficient members of the commission are present to represent all points of view.
- 3.2. **Communication:** The time, date and location of the meetings should be published each year. If other meetings dates are required throughout the year, the secretary ensures that all commission members, parish leadership, and parishioners are well-informed. The secretary works with parish staff in providing for a summary of the meeting highlights and activities of the commission for the bulletin. The commission regularly reviews the policies and practices that are in effect regarding the liturgical life of the parish and ensures parishioners and ministers are aware of their particulars. Commission will make flyers and brochures available for the ministries of the parish so as to ensure that all parishioners know what opportunities for service are available.
- 3.3. **Goal Setting and Review:** In the spring of the year, the commission will review the progress of previous goals and set new goals for the coming year. These goals will guide the process of budget formation and assist the other parish commissions and parish leadership in their own key responsibility areas.
- 3.4. **The Liturgical Year:** The liturgical year is to be the constant guide for the work of the commission. All commission members will be familiar with the manner in which the Church celebrates the Mystery of our Redemption through the major solemnities of the year and the special role of the commemoration of the Saints in the life of the Church. Special attention will be given to needs of the catechists responsible for bringing catechumens into the church at Easter. Attention also is necessary to the rhythm of the secular world in which the parish is situated, especially given the nature of the parish's community as a destination for many Catholics on vacation. Finally, the commission can be guided by the seasons of life that the faithful go through on their journey to God: births, transitions in education, leave-taking and home-coming, milestones in aging, marriages, loss and death will be the stuff that the commission can engage in making these important life moments encounters of grace.
- 3.5. **Policy Formation:** The commission will work to ensure that all parishioners have access to documents regarding the policies and norms which guide our liturgical life. The brochures, manuals, policies and procedures should be clear and helpful, but also be documents that inspire service with reverence and enthusiasm. All policies

should be approved by the pastor, with an exemplary copy signed by the pastor in the commission archives.

4. **Key Responsibility Areas**

The commission will name one ministry coordinator for each of the following ministries chosen from either the core team, associate members or parish staff. Each ministry has a brief description of the key responsibilities of that ministry. The ministry coordinator will be charged with keeping a binder with policies and best practices to guide the work of the commission and the ministers themselves regarding their particular area of concern. The ministry coordinator will ensure that there are resources to assist ministers in their service. The ministry coordinator will ensure that all ministers are duly commissioned in a public ceremony and appropriately honor their service.

- 4.1. **Ministry of Hospitality:** The coordinator of the ministry of hospitality recruits, trains and inspires parishioners to serve as ministers of hospitality so that all who visit our parish find a welcome place to worship.
- 4.2. **Ministry of Reader:** The coordinator of the ministry of reader recruits, trains and inspires parishioners to serve as ministers of the Word at public liturgies of the church so that the Word of God is encountered at each liturgy as living and effective.
- 4.3. **Ministry of Music and Song:** The coordinator of the ministry of music and song identifies, invites, and facilitates the various music ministers of the parish in such a way that parish liturgies are occasions of joyous song and participation by the whole community.
- 4.4. **Extraordinary Ministers of Holy Communion:** The coordinator of the Extraordinary Ministers of Holy Communion recruits, trains and inspires those who assist the priest in distributing communion to the faithful within mass and to those who are sick or unable to come to the Eucharist so that communion is distributed in a reverent and accessible manner.
- 4.5. **Sacristan and Ministry of Mass Coordinator:** The coordinator of sacristans and mass coordinators recruits, trains and inspires the sacristans who prepare the sacred vessels and furnishings for the celebration of the Mass and also those who assist the priest and other ministers during the celebration of the mass so that all the things and persons necessary for a worthy celebration of the liturgy are available.
- 4.6. **Art and Environment:** The coordinator for the art and environment procures, manages, and makes available the practical, artistic and liturgical infrastructure necessary for a worthy celebration of the liturgy according to the season of the year and degree of solemnity. The coordinator is the person primarily responsible for a safe, inviting, and comfortable worship space.

- 4.7. Rite of Initiation and the Sacraments:** One person on the committee is to be designated as the RCIA liaison and director of the celebration of the sacraments. This person, assisted with a thorough knowledge of the rites of the sacraments of initiation and other sacramental rites and devotions ensures the proper and worthy celebration of the sacrament. Care shall be taken to ensure that the sacraments are celebrated as much as possible with the full celebration of the community.
- 4.8. Prayer and Devotions:** One committee member shall be designated as the coordinator of prayer and devotion. He or she will assist the pastor and parish leadership in providing worthy opportunities to worship the Lord with the rich devotional life of the Catholic Church. Special attention will be given to the communal recitation of the rosary, ample opportunities for Adoration and Benediction, processions, and the Way of the Cross. The annual Advent Novena for our benefactors will be part of this ministry. The Book of Blessings will guide this coordinator in providing regular opportunities for blessing of persons, places and objects significant to the faith life of the parishioners.
- 4.9. Altar Servers:** The coordinator of altar servers recruits, trains, and inspires young people to assist at the altar during the mass so that all young people experience an invitation to draw closer to the Lord in the celebration of the Eucharist, the sacraments and other devotions.
- 4.10. Liturgical Formation of the Assembly:** The commission as a whole will work together to coordinate educational opportunities so that the parishioners receive regular catechesis on the celebration of the sacraments, their meaning and importance. The commission will work especially closely with the religious education director of the parish and the catechist to guide the formation and participation of the youth in the liturgy. The ministry coordinators will suggest important aspects of the liturgy that need attention to the pastor and other parish leadership for enhancement or study.

5. Resources

- 5.1. Budget:** The commission will provide the finance commission in the spring of the year a detailed plan for costs to be incurred for projects to be completed in the upcoming fiscal year.
- 5.2. Purchase Requests:** All items and programs that incur an expense for the work of the commission are to be submitted along with a purchase request to be reviewed by the pastor. Commission members are strongly encouraged to submit purchase requests rather than paid bills for reimbursement.
- 5.3. Training and Continuing Formation:** The commission will regularly bring into the parish knowledgeable persons to assist in forming the commission in its work and the

parish as a whole. It is suggested that each year one ministry become a focus for a more thorough workshop and a presentation to the parish with guest speakers.

5.4. Liturgical Resource Materials: Each commission member, core team or associate, is to be provided with a copy of the four Constitutions from the Second Vatican Council: *Sacrosanctum Concilium* on the Sacred Liturgy, The two documents on the Church *Lumen Gentium* and *Gaudium et Spes*, and the document on the Sacred Scriptures, *Dei Verbum*. New commission members will be provided with a guide to parish liturgy committees such as published by LTP to familiarize themselves with the potential of the Worship Commission. In addition, the following texts and books by reputable authors relating to the liturgy are to be made available in the parish library:

General Instruction of the Roman Missal (2002);

Dies Domini: On Keeping the Lord's Day Holy (1998);

Lectionary for Mass: Introduction (1981, 1998);

Norms for the Distribution and Reception of Holy Communion Under Both Kinds in the Dioceses of the United States of America;

Universal Norms on the Liturgical Year and General Roman Calendar (1969);

Ecclesia de Eucharistia: On the Eucharist in its Relationship to the Church;

Redemptionis sacramentum: On Certain Matters to be Observed or to be Avoided Regarding the Most Holy Eucharist;

Book of the Gospels: Introduction;

Sing to the Lord: Music in Divine Worship;

Built of Living Stones: Art, Architecture and Worship;

Sunday Celebrations in the Absence of a Priest: Introduction;

Directory for Sunday Celebrations in the Absence of a Priest;

Gathered in Steadfast Faith: Statement of the Bishops' Committee on the Liturgy on Sunday Worship in the Absence of a Priest;

6. **Assessment**

The Liturgy Committee provides ongoing evaluation of every aspect of the liturgical life of the parish. Listening to the people will help to guide the work and direction of the Committee.

6.1. Significant Structural or Policy Change: Major projects and policy change should happen only after significant time for communication, study and feedback has occurred. Feedback must be intentionally solicited using concrete tools such as surveys or interviews. Experts in the field under study should be consulted on a diocesan or national level. All projects costing over \$10,000 must follow the guidelines for facilities published by the Diocese of Jefferson City.

6.2. Parishioner Input: In order to solicit effective and comprehensive parishioner input, the commission will from time to time assess their work using surveys designed to elicit concrete feedback and reflections of parishioner and visitor experience. An open forum after a Sunday mass is a good time to allow both parishioners and guests to offer feedback.

6.3. Self-Study: In preparation for yearly goal setting, the commission core team, associate members and representative parishioners will complete a self-study instrument to guide their work. The instrument will solicit answers to questions as to how the commission is implementing its charter and note any points that need updating, clarification or additional policy.

6.4. Charter Changes and Adaptations: This charter is a guide to the working of the worship commission. Additions, adaptations or changes are to be adopted only after consultation and deliberation, and are to be thoroughly documented. Policies, norms and descriptions of the ministries should be clearly defined, regularly updated, approved, published, and archived as part of the regular work of the commission.

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Approved by the Pastor and Adopted by consensus of the Formation Group

Pastor

date

Core Team Members