

# LITURGICAL COUNCIL CHARTER

Holy Trinity Catholic Church, Lenexa, Kansas  
April 2022

## 1. PURPOSE

The Liturgical Council exists to promote and strengthen the continuing liturgical renewal that marks a faith community centered in the Sunday Eucharist. The Liturgical Council is advisory: it assists the clergy, staff, and parish in finding and executing the most effective expression of our Church's post-Vatican II rituals and traditions within our parish.

## 2. LITURGICAL FORMATION AS FOUNDATION

- 2.1. A vibrant and engaged Liturgical Council consists of members who are committed to being formed in the Church's liturgy. Through their formation, Council members are called to be examples for and foster the formation of the various components of the parish's liturgical practice, including liturgical ministers and the parish at large.
- 2.2. Liturgical Council members are expected to be conversant with at least the Order of Mass, the Lectionary, and the Liturgical Year, and to be open to continuous learning and growth by increasing their familiarity with the Church documents that pertain to specific liturgical rites or ministries.

## 3. COUNCIL'S ROLE AND RESPONSIBILITIES

- 3.1. The Liturgical Council:
  - 3.1.1. Assesses the needs of the worshiping assembly and regularly evaluates practices to see that those needs are being met within established liturgical norms.
  - 3.1.2. Advises the pastor, parish liturgist, and sacramental ministers on liturgical matters and the condition of liturgical spaces.
  - 3.1.3. Evaluates the parish's liturgical practices after each liturgical season (Advent-Christmas-Epiphany, Lent-Easter-Pentecost, Ordinary Time) and other Church feast days and events.
  - 3.1.4. Promotes the development of competent liturgical ministers with regular communication and formational opportunities.
  - 3.1.5. Fosters the liturgical education and formation of all parishioners, helping them to see the connection between worship and Christian living.

- 3.1.6. Conducts an annual self-assessment during Ordinary Time to evaluate its efforts to carry out these roles and responsibilities during the previous year and to plan for the year ahead.
- 3.2. The Liturgical Council may establish subcommittees to address liturgical formation, Council membership, and other specific topics as needs arise.
- 3.3. The Liturgical Council may comment and ask questions concerning the overall level of spending on parish liturgy and to recommend particular spending items for the consideration of the pastor, the parochial vicars, the Finance Council, and the Parish Council.
- 3.4. The decisions and recommendations of the Liturgical Council are neither legislative nor binding upon the parish, its clergy, or its staff. As a matter of course, however, the pastor should inform the Council in advance about decisions and actions that affect the parish's liturgies. These areas include the hiring of liturgists and parish musicians, changes in the church environment, and important changes in the liturgical schedule.

#### 4. COUNCIL'S MEMBERSHIP AND LEADERSHIP

- 4.1. **Council Membership.** The Liturgical Council is composed of members from all aspects of parish life: the clergy, the parish staff, the parish's volunteer liturgical ministries, and the worshipping community.
  - 4.1.1. **Clergy and Parish Staff.** The pastor, parochial vicars, deacons, parish liturgist, director of evangelization, parish music director, and youth ministry lead serve as members of the Council.
  - 4.1.2. **Volunteer Ministry Leaders.** The Council includes the volunteer leaders of the other principal parish liturgical ministries (e.g., Art and Environment, Extraordinary Ministers of Holy Communion, Greeters, Lectors, Sacristans, Scheduling, Servers and Emcees, and Ushers). Leaders of these ministries coordinate the work of other parish volunteers within their respective ministries.
  - 4.1.3. **At-Large Members.** The Council includes up to five at-large members who are not on the parish staff. At-large members are jointly chosen by the pastor and chairperson. At-large members serve for 3-year terms, which can be renewed for one additional term upon mutual agreement of the pastor, the chairperson, and the at-large member. To the extent possible, at-large members are appointed to serve staggered terms to provide continuity of experience as new at-large members are appointed.

4.2. **Officers.** The Liturgical Council's officers include the chairperson, the vice-chairperson, and the secretary.

4.2.1. **Chairperson.** The chairperson is appointed by the pastor and serves for a 3-year term, which can be renewed for one additional term upon mutual agreement of the pastor and the chairperson. The chairperson may be either a volunteer ministry leader (see 4.1.2) or an at-large member (see 4.1.3). The chairperson may not be a member of the parish staff or its clergy.

4.2.2. **Vice-Chairperson.** A vice-chairperson may be appointed by the pastor and chairperson from among the volunteer ministry leaders or at-large members. If appointed, the vice-chairperson would conduct Council meetings in the absence of the chairperson.

4.2.3. **Secretary.** A secretary is appointed by the chairperson from among the voluntary ministry leaders or at-large members. The secretary takes minutes of each meeting and emails the minutes to all Council members within one week following the meeting. If the secretary cannot attend a meeting, he or she will obtain a substitute from among the Council membership. The secretary serves for a 1-year term, which can be renewed for subsequent 1-year terms.

## 5. COUNCIL'S MEETINGS

5.1. **Monthly Meetings.** The Liturgical Council meets on the third Saturday morning of each month from 9:00 to 10:30 in the parish office conference room or another location designated in advance by the chairperson and published on the parish calendar. Technologically assisted meetings (e.g., Zoom) may be held if appropriate or necessary.

5.2. **Agenda.** The chairperson prepares the agenda for each meeting and distributes the agenda to Council members by noon on the Thursday before the scheduled monthly meeting. The agenda will always include as items for discussion (1) the topics listed on the Liturgical Council's advance-planning calendar, (2) reports by volunteer minister leaders about matters relating to their respective ministries, (3) and reports by any ongoing subcommittees. The chairperson may include other agenda items as he or she deems appropriate.

5.3. **Expectations for Council Members' Preparation and Attendance.**

5.3.1. **Essential Attendance.** The pastor, chairperson or vice-chairperson, parish liturgist, music director, and secretary or secretary's substitute should strive to be present at all meetings so the Council may effectively carry out its responsibilities.

5.3.2. **Expected Attendance.** Other Council members are expected to attend all monthly meetings unless their absence is unavoidable. When a volunteer ministry leader is unable to attend a meeting, he or she should coordinate with one of the at-large members in advance so the at-large member can report to the Council on the leader's respective ministry and coordinate with the leader regarding any information relating to that ministry's work in the parish.

5.3.3. **Expected Preparation.** Before each meeting, all Council members are expected to review the relevant discussions in the Liturgical Council resources provided by the parish (such as the annual *Sourcebook for Sundays, Seasons, and Weekdays*), so the Council may engage in a meaningful and fruitful liturgical discussion.

#### 5.4. **Meetings Open to the Parish Community.**

5.4.1. Any member of the parish may attend a Liturgical Council meeting held in open session and in person. Discussions of sensitive matters may be closed to the public by the pastor or the chairperson.

5.4.2. Any member of the parish may personally present a verbal or written suggestion or other comment to the Council. The chairperson will provide a response to the person who has brought the matter to the Council's attention.