

DIOCESE OF CHARLOTTETOWN

Liturgical Committee Members

Overview:

Under the direction of the Pastor, the Liturgical Committee members plan, supervise, manage, train, schedule and support the various volunteers for all Liturgical celebrations in the life of the parish. They also have a concern for the beauty, quality and liturgical appropriateness of the space where Liturgy is celebrated.

Activities/Responsibilities

- Ensure there are adequate lectors, greeters, ushers, extra-ordinary ministers of Eucharist, and musicians to foster full and active participation by the assembly.
- Maintain a contact list and up-to-date schedule for all Liturgical volunteers.
- Ensure that names of all new volunteers are communicated to the Parish Volunteer Screening Committee and designs an effective training/orientation session for them.
- Plan the visual layout in collaboration with Pastor/parish staff (flowers, seasonal decor, symbols etc.) that is appropriate to the ritual being celebrated.
- If applicable, ensure that liturgical preparation is carried out.

Skills, Experience and Personal Qualities

- Is a fully initiated adult member of the Catholic Church in good standing with the Church, Pastor and community.
- Has a minimum of 1 year experience as a liturgical volunteer.
- Has the ability to work with others as a team, is creative and organized.
- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Has a helpful, supportive and respectful attitude when working with people.
- Is comfortable with accountability; sensitive to the observance of proper boundaries.

Screening Recommendation

This is a **General Risk** ministry and needs the completion of a Volunteer Information Form.

This ministry position description generally reflects the Ministry of Liturgical Hospitality Coordinator currently practised at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date

Adaptation by the diocese of Charlottetown May. 2010