

St. Ignatius of Loyola Liturgy Team By-Laws

Mission and Purpose

The Liturgy Team seeks to help the people of St. Ignatius parish to develop their worship and sacramental life so that all are nourished in faith and invited to full and active participation in sacrament and prayer. Through this, we put our Catholic faith into action. This is accomplished through ...

Organization

The St. Ignatius Liturgy Team consists of the following

- Chairperson of the Parish Council
- Chairperson of the Liturgy Team
- Vice-Chairperson of the Liturgy Team
- The Advent/Christmas Celebration Team Leader
- The Lent/Easter Celebration Team Leader
- The Ministry Coordinators for each liturgical ministry:
 - Altar Servers
 - Children's Liturgy of the Word (CLOW)
 - Cross Bearers
 - Deaf Ministry
 - Extraordinary Ministers of the Eucharist
 - Greeters
 - Lectors
 - Liturgical Environment
 - Liturgies with Children (LWC)
 - Music
 - Rite of Christian Initiation of Adults (RCIA)
 - Sacristan
 - Ushers
- At-large members
- The Director of Liturgical Music
- Pastor

Standing subcommittees of the St. Ignatius Liturgy Team are:

- The Liturgical Environment Committee
- Children's Liturgy of the Word Committee
- Liturgies With Children Committee
- Music Ministry - Fundraising and Event Planning Committee

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Roles

The Chairperson of the Liturgy Team shall oversee the Liturgy Team and facilitate Liturgy Team meetings and attend Parish Council meetings representing the Liturgy Team. The Chairperson of the Liturgy Team will develop the agenda for Liturgy Team meetings and prepare a report of each meeting. In collaboration with the Pastor and finance committee representative, the Chairperson shall plan and submit the liturgy budget to the finance committee. In collaboration with the Director of Liturgical Music, the Chairperson shall plan and submit the music budget (as part of the liturgy budget) to the finance committee. The Chairperson shall plan and submit the calendar/sign/bulletin insert requests to the pastor. The Chairperson is also responsible to see that the parish liturgy website is maintained and up to date. The Chairperson is appointed by the president of the Parish Council in consultation with the pastor and elective members of the Council.

The Vice-Chairperson of the Liturgy Team serves as the contact person for recruitment of new at-large members. The Vice-Chairperson attends Parish Council Meeting in the absence of the Chairperson.

The Advent/Christmas Celebration Team Leader oversees the development of the theme, writing of scripts and implementation of any items handed out (other than worship aids) for the seasons of Advent and Christmas.

The Lent/Easter Celebration Team Leader oversees the development of the theme, writing of scripts and implementation of any items handed out (other than worship aids) for the seasons of Lent and Easter.

The Ministry Coordinators for the various liturgical ministries and at-large members of the Liturgy Team attend regular Liturgy Team meetings and participate on either the Advent Celebration Team or the Lenten Celebration Team, as well as provide creative input to the development of sacramental and prayer experiences for the parish. At-large members are appointed by the Pastor or Chairperson with approval of the Pastor.

The Liturgy Team as a whole is responsible for the implementation of all parish liturgies.

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Responsibilities of the Parish Support Staff

- Include items submitted by the Liturgy Team into the bulletin.
- Copy fliers for Liturgy Team and arrange for the fliers to be inserted in the bulletin.

Planning Meetings

The Liturgy Team meets approximately 11 times per year to plan and oversee the liturgies of the church as well as planning for the seasons of Advent/Christmas and Lent/Easter. Additional meetings and/or liturgies may be set by the committee. Planning is done via consensus.

Meeting Responsibilities

- Responsibilities of the chairperson:
 - Take minutes and prepare Parish Council Report
 - Post meeting minutes and Parish Council Report on the Liturgy website
- Responsibilities of the Liturgy Team as a whole:
 - Review Liturgical Ordo for the next two months
 - Review items that deal with the sacramental and prayer life of the parish
 - Implement plans presented by the Celebration Teams
 - Write bulletin notices/announcements/fliers

Celebration Team Responsibilities

- Develop the theme for Advent or Lent
- For each Sunday of Advent/Lent, write the following:
 - Call to Worship
 - Opening Prayer
 - Introduction to General Intercessions and Prayer at the end of the General Intercessions
 - General Intercessions
- Review Liturgical Environment (with a representative from that subcommittee) possibilities and present them to the Liturgy Team
- Assemble all of the above into a packet to be presented to the Liturgy Team

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Meeting Procedures

- Opening Prayer
- Review and Approve Minutes of Last Meeting
- Review Liturgical Ordo
- Old Business
- New Business
- Ministry Reports
- Closing Prayer