

# Catholic Diocese of Auckland



## Commission for Liturgy

# GUIDELINES FOR LITURGY COMMITTEES

*There should be harmony and diligence among all those involved in the effective preparation of each liturgical celebration in accordance with the Missal and other liturgical books, both as regards the rites and as regards the pastoral and musical aspects. This should take place under the direction of the rector of the church and after consultation with the faithful in things that directly pertain to them. However the Priest who presides at the celebration always retains the right of arranging those things that pertain to him.* General Instruction of the Roman Missal #111



O God, you have gathered us together,  
as Moses gathered the chosen people,  
and as Jesus gathered his disciples.  
We stand in awe at the call you have made,  
bidding us to serve your Church at prayer.  
Make us mindful of your sacred mysteries  
and help us celebrate them in spirit and truth.  
We ask this through Christ our Lord.  
Amen.

*Even in the liturgy the Church has no wish to impose a rigid uniformity in matters that do not affect the faith or the good of the whole community; rather the Church respects and fosters the genius and talents of the various races and peoples. The Church considers with sympathy, and, if possible, preserves intact the elements in these peoples' way of life that are not indissolubly bound up with superstition and error. Sometimes in fact the Church admits such elements into the liturgy itself, provided they are in keeping with the true and authentic spirit of the liturgy.*

Constitution on the Sacred Liturgy # 37



## What is Liturgy?

The word 'liturgy' is used to describe the common public prayer and worship of the Church. The celebration of the Eucharist and all other sacraments hold a central place in the liturgy and life of the Church. As well as these sacramental celebrations, the Liturgy of the Hours and those services mandated for use by lay leaders of prayer in the absence of a priest, also have a place in our liturgical tradition

Public worship, the 'work of the people' (*in Greek Leitourgia*) holds such an esteemed place in the life of the church that it is vital that some members of each worshipping community share particular responsibility for preparing and caring for the church's liturgy.

*The liturgy is the summit toward which the activity of the Church is directed; at the same time it is the fount from which all the Church's power flows*

Constitution on the Sacred Liturgy #10

Many gifts of time, talent and organisation can come together in a community in the service of the people's worship. The Liturgy Committee takes responsibility both for the discernment within the parish or other worshipping community, of the gifts needed for the assembly's worship and for the appropriate use of these gifts in liturgical ministry, to glorify God and to bring people to be formed in 'the true Christian Spirit.'

*In the reform and promotion of the liturgy...full and active participation by all the people is the aim to be considered before all else. For it is the primary and indispensable source from which the faithful are to derive the true Christian spirit.*

Constitution on the Sacred Liturgy #14

## Organisation of the Liturgy Committee

Although the structure, personnel and routine of the Liturgy Committee will vary from place to place, it is always appropriate that

- a) the pastor, or the pastor's representative, is an integral member of the Liturgy Committee and a regular participant in Committee meetings;
- b) the Liturgy Committee as a whole, and each member individually, shares responsibility for the overall care of the liturgy;
- c) membership is drawn from those who have a knowledge, role, or love of the liturgy, and time to commit to regular meetings. Ideally the committee is a true microcosm in age, ethnicity, gender and education of the community they serve. They are prayerful, creative, inspiring people who are open to learning, to others ideas and experience;



d) regular ongoing spiritual and liturgical formation is provided to ensure that all members understand and serve the Church's liturgical requirements entrusted to them. This formation may be an integral part of each meeting, while also allowing for more thorough catechesis.

e) the Liturgy Committee has clearly established ways of liaising with all liturgical ministry groups, the pastoral council and other community groups with liturgical needs.

f) the Liturgy Committee meets at least once a month;

g) in its personnel and operation, the Committee acknowledges and affirms the unique place of Maori as *tangata whenua* and the bicultural nature of the Church in the Diocese.

*Ensure the distinctive identity of the Catholic Church in Aotearoa New Zealand with its Māori dimension is present in liturgy.*

Ref: NZCBCs Terms of Reference for NLO 2015, 1.2b

### **Role of the Liturgy Committee**

The Liturgy Committee's role will vary from place to place. The following list describes appropriate areas of responsibility and activity. It is not a list of mandatory requirements; it is more a checklist of what can be done.

1. The Liturgy Committee is attuned to the principles of good liturgy and strives to see those principles ever more fully realised. It determines suitable ways of responding to the liturgical life, growth and needs of the parish.

2. The Liturgy Committee ensures periodic assessment of the community's liturgy, including procedures, music, personnel, areas of emphasis and areas of neglect.

3. The Liturgy committee ensures that the needs of the following are addressed, guidance is provided for their ministry and opportunity is regularly provided for formation.

Leaders of Liturgy of the Word with Children

Ministers of the Word

Extraordinary Ministers of Holy Communion

The Assembly (ministry of the Assembly; full, conscious, active participation and hospitality)

Ministers of Music (organists, cantors, other instrumental or vocal musicians)

Ministers of Pastoral Care of the Sick and Bereaved – Communion of the sick

Ministers of hospitality and Welcome

Ministers of Liturgical Environment and Space

Ministers of Marriage Preparation

Ministers of the Altar (Servers, Acolytes)

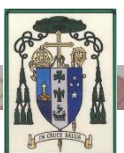
Catechists of Initiation

- RCIA, RCIC, Infant Baptism, Confirmation, First Holy Communion, First Penance

Lay Leaders of the Word

Deacons

Collection of money



4. The Liturgy Committee provides opportunities for study and reflection on the Lectionary for all members of the assembly, especially initiation catechists, Children's Liturgy leaders, proclaimers of the Word, preparers of General Intercessions, music ministers.
5. The Liturgy Committee provides opportunities for on-going spiritual and liturgical formation for themselves, for all ministers of the liturgy, and appropriate liturgical catechesis for the assembly.
6. The Liturgy Committee ensures that rosters are operating effectively and considerately.
7. The Liturgy Committee attends to Kaupapa Māori (NZCBC 2015).
8. The Liturgy Committee conducts medium and long-term planning, in accordance with the Seasons (Advent, Christmas, Lent, Easter, Pentecost, Ordinary Time), Solemnities and Feasts in liturgical time, as well as local celebrations and needs.
9. The Liturgy Committee respects and responds to cultural needs within the worshipping community in its ongoing development of the liturgy.
10. The Liturgy Committee understands the nature and purpose of the Liturgy of the Hours (The Divine Office) and seeks to celebrate the Hours in suitable pastoral ways.
11. The Liturgy Committee upholds the importance of non-liturgical worship and helps to foster various forms of communal prayer.
12. When making changes to the liturgical environment, (e.g. rearrangement of furniture, installation of a stained glass window,) the Liturgy Committee enlists the help of others with liturgical expertise, as well as those with expertise in related areas such as art, architecture, interior design etc. Changes to liturgical space need to be reviewed by the Diocesan Liturgical Commission early in the planning stage. The parish community needs to be involved in and contribute to the process. 'And when Churches are to be Built' and 'Fit for Sacred Use,' are books appropriate for study and are available from the Liturgy Centre.
13. In the design, building and renovation of churches and other places of worship, the Liturgy Committee ensures that the *Diocesan Guidelines for Design, Renovation or Building of a Church or Worship Space **To the Glory of God*** are followed in order that the Church's liturgical requirements be understood and satisfied. Changes to liturgical space need to be reviewed by the Diocesan Liturgical Commission early in the planning stage.

*'And when churches are to be built, let great care be taken that they be suitable for the celebration of liturgical services and for that active participation of the faithful.'*

Constitution on the Sacred Liturgy #124



## Suggested Resources for Liturgy Committees

(Available from the Liturgy Centre)

*General Instruction of the Roman Missal, Approved for Use in New Zealand.* Available to view or download at [www.catholic.org.nz/nlo](http://www.catholic.org.nz/nlo)

NZ Ordo (available from Fr Trevor Murray, email [trevorpm@mac.com](mailto:trevorpm@mac.com))

*The Liturgy Documents, Volume One, Essential Documents for Parish Worship*, fifth edition. Chicago, IL: Liturgy Training Publications, 2012. This volume assembles the essential liturgical documents needed by pastoral ministers to prepare for and learn about parish liturgies, especially for Sunday celebrations.

*The Liturgy Documents, Volume Two, Essential Documents for Parish Sacramental Rites and other Liturgies*, second edition. - the essential liturgical documents needed to prepare parish sacramental rites, funerals, the Liturgy of the Hours, blessings, the Sacred Paschal Triduum, Eucharistic worship outside of Mass, Masses in honour of the Blessed Virgin Mary, Masses with children and celebrating the sacraments with persons with disabilities.

Turner, Paul. *A Guide to the General Instruction of the Roman Missal*. Chicago, IL: Liturgy Training Publications, 2003. A brief, handy guide with a straightforward commentary on the GIRM.

Flemming, Austin, with Victoria M Tufano. *Preparing for Liturgy: A Theology and Spirituality*. Chicago, IL: Liturgy Training Publications, 1997.

Huck, Gabe, and Gerald T Chinchar. *Liturgy with Style and Grace*. Chicago, IL: Liturgy Training Publications, 1998.

**The Liturgical Ministry Series:** Chicago, IL: Liturgy Training Publications. Various titles and authors, including: *Guide for Liturgy Committees*, *Guide for Ministers of the Liturgical Environment*, *Guide for Cantors*, *Guide for Extraordinary Ministers of Holy Communion*, *Guide for Lectors*, *Guide for Music Ministers*, *Guide for Sacristans*, *Guide for Servers*, and *Guide for Ushers and Greeters*.

**Some Suggested Annual Resources** - all available through the Liturgy Centre:

*At Home with the Word*, LTP

*Sourcebook for Sundays, Seasons, & Weekdays: The Almanac for Pastoral Liturgy*, LTP

*Workbook for Lectors, Gospel Readers and Proclaimers of the Word*, LTP

*Break Open the Word*, the Brisbane Liturgical Commission

Contact the Liturgy Centre for more information: Ph: 09 360 3042

Email: [liturgycentrea@cda.org.nz](mailto:liturgycentrea@cda.org.nz)



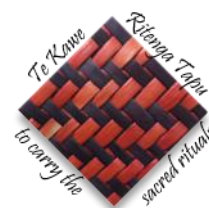
*Every diocese is to have a commission on the liturgy, under the direction of the bishop, for promoting the liturgical apostolate.*

Constitution on the Sacred Liturgy # 45

The **Commission for Liturgy** meets four times a year at the Pompallier Diocesan Centre, 30 New St, Ponsonby. Current members are:

Bishop Patrick Dunn, Fr Rodney Smyth, Catherine Everitt, Fr Bernard Kiley, and Judith Courtney

The presence of the **Liturgy Centre**, the work of its staff, and the publications it produces are all part of the pastoral care and promotion of the liturgy that the Commission for Liturgy provides for the priests, parishes, schools, and members of worshipping communities in the Diocese of Auckland.



## Liturgy Centre

Open 9.00am – 2.30pm Monday – Friday. (Note: sometimes staff work out of the centre. Call before you visit to ensure the centre is open.)

Staff are willing and able to provide resources, information, contacts and workshops to assist parishes, priests and Liturgy Committees on a local, regional or diocesan level. Visitors are always welcome.

<b>Staff</b>	Judith Courtney	<a href="mailto:judithc@cda.org.nz">judithc@cda.org.nz</a>	09 360 3042
	Tina Coll	<a href="mailto:tinac@cda.org.nz">tinac@cda.org.nz</a>	09 360 3061

<b>Address</b>	Pompallier Diocesan Centre 30 New Street, St Mary's Bay, Auckland 1011
<b>Postal</b>	Private Bag 47-904, Ponsonby, Auckland 1144

<b>Website</b>	<a href="http://www.aucklandcatholic.org.nz/liturgycentre">www.aucklandcatholic.org.nz/liturgycentre</a>
----------------	--

