

BALLARAT DIOCESAN LITURGICAL COMMISSION

FUNCTIONS

- (I) To advise the Bishop on liturgical matters.
- (II) To keep abreast of the liturgical situation in the Diocese.
- (III) To promote liturgical development in the Diocese.
- (IV) To liaise with other Diocesan Liturgical Commissions and the National Liturgical Council.
- (V) To liaise with Parish Liturgy Groups throughout the Diocese.
- (VI) To provide Diocesan and Regional seminars and workshops in liturgical issues and practice.

PROCEEDINGS OF THE COMMISSION

Membership

- The Bishop is the President with membership representation from Priests, Religious and Laity. Membership of the Commission should represent the diversity of the diocese. Membership of the Commission is to be between 8-12 people
- The Bishop appoints members to the Commission. Membership is for an initial term of three (3) years with the option of **two** further terms (**3 years per term**) and no more than three terms. Members will be advised of their renewal.
- All members of the Diocesan Liturgical Commission must hold a current Working with Children check or VIT (Victorian Institute of Teaching) registration. A record of this is to be kept by the Administration Officer of the Commission.

Chair

The Bishop appoints the Chair of the Commission.

Administration Officer

There will be an Administration Officer of the Commission.

Meeting Frequency & Quorum

- The Commission meets at least five times per year.
- The quorum for meetings is half plus one of the membership.
- Members are required to notify the Chair or Administration Officer if they expect to be absent from a meeting.

ACTIVITY OF THE COMMISSION

- The Commission assumes responsibility for Diocesan Liturgical Celebrations – The Rite of Election for the Rite of Christian Initiation of Adults and Children, the Chrism Mass, Episcopal Ordinations, Ordinations to the Priesthood and Ordinations to the Diaconate.
- The Commission provides support and leadership for other Diocesan celebrations such as Religious Professions, Commissioning of Diocesan Priests going to Missionary work and the funerals of Diocesan Clergy.
- All works of the Commission are undertaken at the discretion of the Bishop of the Diocese.
- As part of the Commission, members may be requested to join sub-committees and to attend and/or present at regional liturgical seminars and workshops.

Resources/Education

The Commission works to provide resources/guidelines and educational opportunities to assist parishes in their liturgical life.

1. Resources available

Materials for the provision of Sunday Assemblies of Word and Communion

Christian Initiation:

- Catechetical Resources for the Sacraments of Initiation
- RCIA Handbook

Diocesan Sacramental Certificates for:

- Sacraments of Initiation for Children
- Initiation of Adults
- Reception into the Church

Sacramental Stoles and accompanying symbols for the Sacraments of Initiation

Policies for:

- Altar Servers
- Sacraments of Initiation for Children

Guidelines for:

- Diocesan, Cathedral and Episcopal liturgies
- Liturgies Celebrated by the Bishop
- Cathedral Liturgies
- The use of Visual Display Systems in Liturgical Celebrations
- Extraordinary Ministers of Holy Communion
- Ritual for Closure of a Church
- Sunday Celebrations in the Absence of a Priest
- Manual for Lay Leaders of Sunday Assemblies of Word and Communion
- Implementation of The Rite of Christian Initiation of Adults
- Reservation of the Blessed Sacrament
- Pastoral Care & Funeral Ministry
- Proper Care and Use of Holy Oils
- The Sacrament of Penance for Children

2. Education

Education can be provided upon request. This will be done in consultation with members of the Liturgical Commission and members of the Diocesan Religious Education Centre. Areas for education are as follows:

- Sacraments of Initiation of Children
- Rite of Christian Initiation of Adults
- Training/formation programmes for Extraordinary Ministers of Holy Communion and Lectors
- Workshops for the Liturgical Seasons
- Presiders Workshops for Clergy
- Liturgical Music workshops for musicians and singers

LIAISON WITH OTHER DIOCESAN COMMISSIONS

The Commission seeks to liaise with other Diocesan Commissions as necessary.

VARIATION TO CHARTER

The Commission may at a convened meeting vary this Charter provided written consent of the Bishop is first obtained.

The Bishop may vary this Charter at any time by advising the Commission in writing of the changes.

CONTACT INFORMATION

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