



BALLARAT DIOCESAN LITURGICAL COMMISSION CHARTER

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 invited 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 without an interval. 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 (in conjunction with the Cathedral Parish) – The Rite of Election for the Rite of Christian Initiation of Adults and Children, the Chrism Mass, Episcopal Ordinations, Ordinations to the Priesthood, Ordinations to the Diaconate and the annual celebration of Clergy Jubilarians Mass (this Mass is co-ordinated in conjunction with the Council of Priests and the Cathedral Parish).
- 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/Formation

The Commission works to provide resources/guidelines and formation 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
- Parish Handbook for the Rite of Christian Initiation of Adults
- Parish Handbook for the Rite of Christian Initiation of Adults with Children of Catechetical Age.

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
- Sunday Celebrations in the Absence of a Priest
- Manual for Lay Leaders of Sunday Assemblies of Word and Communion
- Extraordinary Ministers of Holy Communion
- Pastoral Care & Funeral Ministry
- The use of Visual Display Systems in Liturgical Celebrations
- Ritual for Closure of a Church
- Reservation of the Blessed Sacrament
- Proper Care and Use of Holy Oils
- The Sacrament of Penance for Children

2. Formation

Formation can be provided upon request and could include the following topics:

- Sacraments of Initiation of Children;
- Rite of Christian Initiation of Adults and Children;
- Training/formation programs for Extraordinary Ministers of Holy Communion and Lectors;
- Workshops for the Liturgical Seasons;
- Presiders Workshops for Clergy;
- Liturgical music workshops for musicians and singers;
- Funeral Ministry
- Planning and celebrating liturgies - whether they be Sunday celebrations or not;
- Sunday Assembly of Word & Communion;
- Scripture reflection;
- Ministry of preaching, planning homilies, preaching and the effective communication of faith.

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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