



## Liturgical Commission

# Liturgical Chairperson Position Description

### Reports To:

Pastor

### Ministry Purpose / Objective:

To provide coordination and facilitation of Liturgical Commission meetings, effective communication between members and liturgical ministers, input and exchange of ideas to other parish leadership, and reports of activities and successes to the parish.

### General Responsibilities of All Commission Chairs:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Areas of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

### **Responsibilities of Liturgical Chair:**

- Collects agenda items from members no later than two weeks prior to a meeting.
- Collaborates with Director of Liturgy to develop meeting agenda items.
- Sends agenda/minutes to members at least one week prior to meeting.
- Facilitates meeting.
- Edits and finalizes minutes of each Commission meeting (received from Recording Secretary), to include Action Items, for follow up purposes.
- Communicates information to members and ministries in a timely fashion.

### **Special Activities:**

- Annual parish Leadership training.
- Commissions/Stewardship weekends.

### **Meetings:**

- All Commission Meetings.
- Welcome/Orientation/Registration meetings.
- Parish Leadership Team meetings.

### **Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

- |   |                   |
|---|-------------------|
| • Reading all ministry guidelines and position descriptions | 5 hours/year      |
| • Preparation for meetings                                  | 1½ hours/meeting  |
| • Meeting time  | 1½ hours/meeting  |
| • Follow-up to meetings                                     | 1 - 2 hours/month |
| • Preparing reports and bulletins articles                  | ½ hour/each       |
| • Maintaining members information for parish secretary      | ½ hour/as needed  |
| • Responding to e-mails and phone calls                     | Time varies       |
| • New ministry training sessions                            | ½ - 1 hour/each   |
| • Annual training session/Leadership Training               | 1 - 2 hours/each  |
| • Thank you letters   | 15 minutes        |

### **Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

### **Qualifications Required of All Commission Chairs:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

### **Qualifications Required:**

- Ability to communicate effectively with Pastor, Parish Staff and Parish Committees.
- Ability to coordinate efforts by multiple workgroups.
- An understanding and appreciation for Liturgical Ministries.

**Liturgical Commission Chair Resource(s): Co-Chair**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Liturgical Commission Chairperson's Task List

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### General Tasks for All Commission Chairs:

- Ensures each of the Commission ministry coordinators maintain member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Ensures each of the Commission ministry coordinators review and update ministry position guidelines yearly.
- Facilitates planning and development of Commission ministries' Goals/Objectives.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when using the the De Sales Faith Formation Center or the church facilities.
- Prepares for and coordinates the Commission meetings.
  - Ensures meeting dates are on parish calendar.
  - Sets agenda.
  - Opens meeting with prayer
  - Ensures the taking of minutes.
  - Facilitates Commission meetings.
- Processes and analyzes meetings for the betterment of the Commission as a whole and gives direction and guidance for the Commission ministries.
- Monitors calendar for scheduling of events.
- Coordinates budget for all Commission ministries.
- Gives direction and guidance to the Commission ministries.
- Maintains communication with Pastor for guidance and direction of the program.
- Serves as a member of the Parish Leadership Team.
- Serves as a member and presenter at the Welcome/Orientation/Registration events.
- Oversees the Commission's participation in the Commissions/Stewardship Fair.
- Evaluates the Commission and its ministries yearly, (What worked well? What didn't work well? What needs to be done differently).