

# **Prayer and Worship Committee Guidelines**

## **I. Name of Group**

This organization shall be known as the Prayer and Worship Committee of St. John Vianney Parish.

## **II. Authority and Relationship**

The Prayer and Worship Committee (“Committee”) is a standing committee of the parish accountable to the Parish Council. The Prayer and Worship Committee abides by the Parish Council Constitution and By-Laws in carrying out the Eucharistic mission of the Church and the policies of the Archdiocese of Milwaukee.

## **III. Purpose**

The Prayer and Worship Committee is a forum where programs, resources and services for community worship and spiritual development are coordinated and integrated. The committee nourishes and gives direction to the liturgical aspect of parish life, ensuring that parishioners are provided with opportunities to deepen their faith through a variety of liturgical celebrations and prayer experiences.

## **IV. Aims**

The aims of the Prayer and Worship Committee are to:

1. Foster the full and active participation of the assembly in liturgy.
2. Ensure well-prepared, inclusive faith celebrations.
3. Conduct ongoing evaluation of all aspects of the parish's liturgical life.
4. Communicate the liturgical life of the parish through announcements, bulletin notices, program booklets, worship aids, posters, and other communications media.
5. Provide for ongoing education and formation in matters of liturgy for the assembly, presiders, all liturgical ministers, catechists and teachers.

## **V. Functions / Responsibilities**

The Prayer and Worship Committee will:

1. Foster the on-going spiritual development of parish members.
2. Provide opportunities for parishioners to deepen their faith through liturgical celebrations and other prayer experiences.
3. Identify the spiritual growth needs of parishioners.
4. Promote the development of church ministries, both clerical and lay.
5. Provide opportunities for the liturgical and spiritual support of leadership groups, especially the Parish Council.
6. Encourage and support opportunities for interfaith cooperation, understanding and prayer.
7. Determine budget priorities in the areas of the committee's responsibilities and make recommendations to the Parish Council through the Administrative Services/Finance Committee.
8. Implement the recommendations of the Archdiocesan Office for Prayer and Worship.
9. Update and submit the committee's SJV Strategic Action Plan to the Parish Planning Team as required each year.

## **VI. Membership**

### Ex officio Committee members:

Pastor or designee  
Associate Pastor  
Director of Liturgy & Music  
Assistant Director of Liturgy & Music

Ex officio members participate fully in committee discussions and decision making.

### Committee Members:

At-Large representatives of the entire parish (3-7)  
Representatives from each liturgical ministry: (7)

### At-Large Members:

There shall be at least three (3) and no more than seven (7) at-large members. An at-large member must be a person 18 years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

### At-Large Members:

1. May not be members of any other standing committee of Parish Council.
2. May be members of parish subcommittees, but not serve in an officer role.
3. Can be both members and serve in leadership roles for parish ministries.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if discerned by the Committee. A Committee member is limited to serving two (2) consecutive terms, with a partial (mid-term vacancy) term considered a full term.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

### The Liturgical Ministries include the following:

Altar Servers  
Environment  
Eucharist  
Hospitality  
Music  
Sacristans  
Word

The coordinators/representatives of each of the ministries will attend and participate in

committee meetings on regular basis. In the event that the coordinator of a ministry is unable to attend on a regular basis, he/she may appoint another person from that ministry to serve as representative. The ministry representative will regularly attend meetings as an official and fully participating member of the committee. Ordinarily any coordinator/representative who wishes to end his or her term as coordinator shall nominate at least one person as a replacement, and the replacement shall be discerned for membership by the committee as a whole.

## **VII. Officers**

A chairperson, vice-chairperson (if determined to be needed by the Committee), secretary and parish council liaison shall make up the officers of the Committee. Officers will be discerned for annual terms, with the possibility of up to two renewals as appropriate, by and from the members of the Committee at the June meeting. The parish council liaison may also serve as liaison if discerned for a 2<sup>nd</sup> term on the Committee, but cannot serve in the liaison role for more than five consecutive years.

Duties of Officers:

### Chairperson

1. Shall have at least one year of committee experience;
2. Shall prepare the meeting agenda with input from the pastor, the director of music and liturgy, and other committee members and coordinators;
3. Shall preside at all meetings of the committee;
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

### Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience
2. Shall preside at any meeting which the chairperson is unable to attend
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

### Secretary

1. Shall maintain a written record of all actions of the committee;
2. Shall preserve all reports, proposals and documents entrusted to her/his care;
3. Shall arrange for the distribution of meeting minutes to all committee members and the designated parish office staff member for publication in a timely fashion.

### Parish Council Liaison

1. Shall have at least one year of Committee experience.
2. Shall act as a full and active member of both the Parish Council and the Committee.
3. In addition to representing the interests of the Committee, the liaison shall also act at all times with the welfare of the entire parish in mind.
4. Liaisons are not eligible to hold other Committee officer positions.
5. After serving a minimum of one year as Parish Council liaison, the liaison may be chosen as a Council officer. If this occurs:
  - a. The Committee must select a new liaison.

- b. The liaison relinquishes his/her position on the Committee while serving as a Council officer.
- c. The relinquished year is still counted against the liaison's term and not made up subsequently.
- d. The Committee can discern a new member to fill the open seat.

**VIII. Subcommittee (Optional)**

Liturgy Preparation

The Liturgy Preparation Subcommittee facilitates the planning and preparation of liturgies, particularly the liturgies of the major seasons of the liturgical year. Its members will be the pastor, the director and assistant director of music and liturgy, other appropriate members of the pastoral staff, the environment/sacristy coordinator(s), and any other interested and committed committee members.

When deemed necessary by the director of music and liturgy or the chairperson, Liturgical Preparation Subcommittee meetings will be held three times per year, to plan the seasons of: Advent /Christmas; Lent; and Triduum /Easter, or otherwise as necessary and appropriate. The outcome of the seasonal planning sessions will be reported to the Prayer and Worship Committee at the next committee meeting following the planning session.

**IX. Meetings**

A. Type

- 1. Regular meetings: The Committee will meet on Common Leadership Nights.
- 2. Special meetings  
The need for additional meetings may be determined by the chairperson. All meetings shall be open.

B. Meeting Preparation and Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to consensus. When this is not possible, the will of the majority will prevail.

**X. Changes /Amendments**

These guidelines will be reviewed and confirmed or amended by consensus on a regular basis.

Date of Approval \_\_\_\_\_

Date of Most Recent Revision \_\_\_\_\_