

St. Catherine of Siena Parish

Liturgy Committee

Handbook

St. Catherine of Siena Parish - Liturgy Committee Handbook

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Introduction

A. Purpose of this Document

The purpose of this document is to assist the St. Catherine of Siena Liturgy Committee in their work within the parish community to implement the mission of the parish in following Jesus Christ, by giving glory to God.

B. Inspiration from the Documents

“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 (CSL), 10

“The church earnestly desires that all the faithful be led to that full, conscious and active participation in liturgical celebrations called for by the very nature of liturgy. Such participation by the Christian people as a ‘chosen race, a royal priesthood, a holy nation, God’s own people’ (1 Peter 2:9) is the right and duty by reason of their baptism.” CSL, 14

“The parishes, set up locally under a pastor taking the place of the bishop, are most important: in some manner they represent the visible Church established throughout the world. Therefore, both in attitude and in practice, the liturgical life of the parish and its relationship to the bishop must be fostered among the faithful and clergy; efforts must also be made toward a lively sense of community within the parish, above all in the shared celebration of the Sunday Mass.” CSL, 42

“Faith grows when it is well expressed in celebration. Good celebrations can foster and nourish faith. Poor celebrations may weaken it.” *Sing to the Lord: Music in Divine Worship, 5*

C. Definition of the Liturgy Committee

The Liturgy Committee is a standing committee of the Parish dedicated to the promotion of active participation in worship and liturgical life of the Parish.

D. Purpose of the Liturgy Committee

The overall purpose of the Liturgy Committee is to assist the pastor in preparing and providing for the spiritual development of the members of the parish through liturgical celebrations and significant prayer experiences.

The Liturgy Committee is active and helpful in recruiting and training liturgical ministers, preparing parish liturgies and prayers, setting parish policy along with educating the parish in issues of liturgy.

Therefore the Liturgy Committee assists the pastor and pastoral staff in forming and maintaining a vision of liturgy, which is truly the center of the life of the parish.

Relationship of the Liturgy Committee to Parish Groups

A. Relationship to the Parochial Administrator(Pastor), and Parish Liturgy Coordinator

The Parochial Administrator (Pastor), and the Parish Liturgy Coordinator are members of the Liturgy Committee. Their presence at meetings and collaboration with the Liturgy Committee are essential to the process of planning the goals of the committee as well as achieving those goals. The Parish Liturgy Coordinator act as chair of the Liturgy Committee and guide the Committee's actions. As they plan together, through prayerful dialogue and open discussion, the Parochial Administrator (Pastor), and the Parish LiturgyCoordinator and the Liturgy Committee make decisions in regards to all aspects of the liturgical life of the parish. If there is disagreement with the pastor and the Committee, final authority rests with the pastor. In those instances where the pastor cannot accept the recommendations of the committee, it is helpful that he provide the committee with an explanation. One of the essential roles of the committee is to continue to foster knowledge and the Pastor's role in this is essential.

B. Relationship to the Parish Pastoral Council

The Liturgy Committee is a standing committee of the Parish and a liaison should provide reports to the Parish Pastoral Council. Having a Liturgy Committee member attend Pastoral Council meetings encourages open dialogue with other leadership groups in the parish. With the parish mission statement and the goals and objectives as guides, the committee works with the pastor for the spiritual development of the members of the parish. The Liturgy Committee assists the pastor in the planning of Sunday Worship, liturgical celebrations, devotions, and significant prayer experiences. The Parish Pastoral Council should provide constructive feedback to the committee in light of the parish mission statement, goals and priorities.

C. Relationship to the Parish Staff

The Liturgy Committee generally has multiple relationships with the Parish Pastoral Staff. While the Parochial Administrator (Pastor), and the Parish Liturgy Coordinator are members of the committee, other staff members may be present for meetings on a regular basis or an ad hoc basis serving as resource persons. Staff members should receive agendas and minutes of the committee meetings. The Deacon(s), is encouraged to be on the committee or attend a few meetings to discuss the Sacramental role of the Deacon. Parish Staff should be invited to occasional meetings to provide insight regarding other groups in the parish, i.e., youth, devotional groups, the homebound, etc.

D. Relationship to the Parish Music Director

Because of their expertise and professional education, the music director is in charge of the music program for the liturgy. The Music Director is directly accountable to the Pastor, but work in collaboration with and often as a resource to the Liturgy Committee. The Music Director is directly responsible for the planning of the music for the liturgy. In all situations it is recommended that the Music Director is in charge of the other musicians in the parish.

E. Relationship to Other Parish Committees

The Liturgy Committee serves as a resource and partner with other parish committees. Guided by the Parish Mission Statement, they provide visioning and education in the area of liturgy. Collaboration among all parish committees will ensure achievement of parish goals using the talents and gifts of all the members.

F. Relationship to the Diocesan Office of Worship

The members of the Liturgy Committee are encouraged to attend programs and workshops offered by the Oakland Diocese Office of Worship. The Parochial Administrator (Pastor), and the Parish Liturgy Coordinator should be placed on the Diocese of Oakland Office of Worship's email distribution list to receive helpful information and communications regarding events.

Organization

A. Membership

Number

Five to eight members are suggested to facilitate planning, organization and implementation of the goals of the Committee. However, the Liturgy Committee may have twelve to fifteen members if the liaisons of subcommittees (eg. music or environment) are present.

Leadership Roles

Minimum members should consist of a chairperson, a secretary and at least three other members

- **Chairperson:** Parish Liturgy Coordinator appointed by the Pastor.
- **Secretary:** a volunteer note taker, appointed by the chairperson and by prayerful discernment of the Committee.
- **Members:** volunteers, selected with involvement of the Parochial Administrator (Pastor), the Parish Liturgy Coordinator, and other members of the Liturgy Committee.

Qualifications

No one person possesses all the necessary gifts, but the body as a whole is strengthened by each person's skills.

The Liturgy Committee is a working committee and all members need to be willing to contribute time toward the goals and tasks of the committee.

Members of the Committee need to be people of vision dedicated to promoting the liturgical life of the parish.

One of the most important qualities of a committee member is to recognize oneself as a *servant* of the community. God sets the banquet table, inviting one and all. In this context the role of the Committee is to serve the needs of the Body of Christ, not their own.

Members of the Committee need to be informed of the liturgical guidelines and laws set forth in the documents of the Church. Setting aside time to study the documents should be a part of each meeting. Decisions concerning pastoral applications of these guidelines and laws are subject to the review of the Parochial Administrator (Pastor).

Other qualities of Committee members include:

- A willingness to be visibly present, available and open to the concerns of parishioners
- A desire to foster, call forth and appreciate the gifts of others
- Knowledge and experience of church, sacraments, church documents, ritual and mission
- An openness to diversity
- A willingness to listen, learn and work collaboratively toward consensus
- A sense of humor

Attendance

Faithful attendance at the meetings ensures the growth of the Committee as a support group. It also insures accomplishment of tasks and goals.

B. Term of Service

It is desirable to invite members of the Liturgy Committee to serve for a three-year period. Often after three years of service, it is helpful for the members to evaluate their service and take time for renewal and rest. If desired, they may be invited for another three-year term, but not more than two terms in succession. There are several advantages to this:

- It encourages turnover in the Committee, and a variety of persons can be given the opportunity to serve. Sometimes fresh eyes are needed to spot areas of growth.
- It prevents the parish from relying too heavily on a limited group and ensures that these people will not be called upon to serve indefinitely on the Committee.
- It prevents fatigue of existing members.

Initially, terms could be staggered, so that they are appointed for one, two, or three years. This allows for people to gracefully leave the Committee when a term expires, and also

infuses the Committee with new members so that more people can share the parish's liturgical vision.

C. Recruitment/Selection

Recruitment can be accomplished from the Stewardship Ministry sign-up for an interest/talent survey and prospective members may be appointed by the Parochial Administrator (Pastor) from interested people and people with specific skills and talents that would be beneficial for the Liturgy Committee. Occasionally, a bulletin or pulpit announcement may invite volunteers.

The advantage of asking for volunteers is that good candidates may surface who might otherwise be overlooked. In these cases, willingness to serve is already assured. The disadvantage is the difficulty of dealing with some volunteers who may not have the personality or the skills appropriate to the Liturgy Committee.

The challenge is to discern what gifts the Spirit has given to each member of the community and then to call people to use those gifts in the service of the liturgy. Whether the members are surfaced by volunteering or by a selection process, the formation offered for members of the Committee should clearly be a condition for serving the parish.

D. Subcommittees (if applicable)

The Liturgy Committee is both a visioning group and a working body. The Parish Liturgy Committee shall divide the work into subcommittees. A liaison from each subcommittee should serve on the Liturgy Committee itself. The subcommittees include:

- Music
- Environment and Art
- Liturgical Ministries: Responsible for the development, formation and scheduling of the liturgical ministers such as Lectors, Extraordinary Ministers of Holy Communion, Hospitality/Ushers, Altar Servers, Sacristans, and Communion ministers to the homebound and sick.
- RCIA (Rite of Christian Initiation of Adults): Responsible for the process of welcoming and forming candidates and catechumens and celebrating the liturgical rites with them and the assembly.
- Funeral and Marriage Liturgies: Collaborate with parish leadership to coordinate funeral and wedding liturgies and develop parish policies as needed.

E. Meetings

The number, length, and location of the meetings shall be as follows:

Number: The Parish Liturgy Committee shall have monthly meetings to establish the needs and goals of the parish. Depending on the nature and scope of the work, subcommittees may need to meet more or less often.

Time: Meetings shall be no longer than two hours. The committee will meet during the weeknight hours or on Saturday to accommodate day workers or childcare services. To begin and end the meeting on time will give focus to the work at hand and show respect for the members who have given their time and talent.

Location: The Committee generally meets at the Parish Center office.

F. Procedure for Meetings

Prayer

The Liturgy Committee opens with a prayer. Committee members can take turns in the preparation and leadership of the prayer or a chosen prayer format may be used each time the Committee gathers.

Minutes

Minutes of the past meeting are reviewed or read to insure coordination of efforts and recall of decisions and plans.

Formation

If the Committee has chosen to use a portion of the meeting time to study or discuss a particular topic of the liturgy (highly recommended), it may take place at this time.

Parochial Administrator (Pastor)/Staff Report

The pastor or staff liturgist/music director shares brief comments and insights concerning the Liturgical life of the parish.

Agenda Items

Address each of the agenda items. The chairperson directs work beyond the scope of the Committee to subcommittees. Committee members are invited to suggest agenda items prior to the meeting.

Reports from the Liaisons of the Subcommittees

When present, each liaison from the subcommittees is invited to share a brief report.

Closing Prayer

Prayers of gratitude and petition.

G. Agenda

The responsibility for agenda rests with the chairperson of the Liturgy Committee in collaboration with the Parochial Administrator (Pastor) or music director and the subcommittees. Items for the agenda may be submitted to the chairperson by committee members as well.

The secretary of the Committee is responsible for the distribution of the agenda to the members at least one week prior to the scheduled meeting date.

H. Budget

The Liturgy Committee may appoint a member to prepare and submit a budget as a part of the general parish budgeting procedure. The Parochial Administrator (Pastor) may choose to create the budget in collaboration with the Pastoral Council and the Finance Council, but the Committee may want to itemize and prioritize needs for the liturgy within the parish. A complete budget for liturgy may include such items as:

Church and Liturgy Supplies: Altar bread, wine, candles, cleaning of vestments, vessels, linens, the purchase of sacramental supplies, etc.

Salaries and Wages: Musicians' stipends for weekend accompanists and instrumentalists for Christmas, Easter or other special days.

Décor, Supplies, and Music: Copyright licenses, music, schedules, copies, office supplies, books, speakers, conventions/workshops, decorations, instruments, etc.

Responsibilities

A. Job Descriptions for Membership

Chairperson

- Prepare the agenda
- Schedule the meetings
- Chair the meetings (or on occasion, appoint a member to do so)
- Keep the meeting focused and productive, beyond personal preferences/issues
- Provide for the prayer
- Set up subcommittees (in cooperation with the Committee and the Pastor)
- Provide for ongoing formation of the Committee (Lead discussion on the documents or other books related to liturgy and liturgical ministry, see page 16 for some suggestions)

Secretary

- Take minutes or notes from the meetings
- Provide copies of the minutes and the agenda to the committee members one week prior to the scheduled meeting

Member Appointed to Prepare Budget:

- Prepare the Budget
- Submit orders for materials
- Submit invoices to the parish
- Prepare a report of the annual budget

Members

- Participate in Sunday Eucharist at the Parish
- Prepare for and attend meetings on a regular basis
- Study the liturgical documents set forth by the Church
- Participate in ongoing formation: workshops, programs and resources
- Operate out of a vision of church shaped by the documents of Vatican II
- Observe the liturgical needs of the parish members and hear their concerns
- Volunteer to prepare and lead the prayer
- Share your experiences with helpful resources
- Offer your talents and time to accomplish the goals of the Committee

B. Formulation of Goals and Objectives

In dialogue with the Parochial Administrator (Pastor) and the Parish Pastoral Council, the Liturgy Committee takes direction and inspiration from the parish Mission Statement, Goals and Objectives. From that document, the Committee formulates a specific plan of action outlining steps to achieve goals and objectives. The plan of action focuses on the issues related to the liturgy. If there are immediate issues to be addressed (for example: a focus on increased participation by members of the Assembly or the formation of a children's choir) these should be explicitly stated.

C. Formation

It is essential that individuals who are chosen to serve on the Liturgy Committee be formed in this ministry and are aware of what their responsibilities as members of the committee entail. Reviewing this manual with members before they begin work on the Committee is a good start. Members need to be aware that this is both a visioning and a *working* body.

In consultation with the Pastor, documents from the Church on the Liturgy should be studied at every meeting. This study should be ongoing along with the work of the committee.

An invitation to join the Committee is not so much an invitation to form and shape a parish's worship, as it is an invitation to allow the liturgy to form and shape the assembly. Liturgy is the work of the people rooted in their baptismal privilege and duty. Ultimately, however, all Catholics must come to know the liturgy as the work of God, the power and presence of the Paschal Mystery in our parish and our world.

Therefore, the formation will invite Committee members to personal growth in liturgical spirituality as well as growth in the knowledge and understanding of Scripture, theology and liturgy. To achieve this goal, the Committee may encourage or plan for retreats,

workshops or programs that will foster education, formation and spiritual growth among its members.

D. Assessment and Evaluation

The Liturgy Committee provides ongoing evaluation of every aspect of the liturgical life of the parish. Listening to the people will help to guide the work and direction of the Committee. At times, it is necessary to evaluate celebrations of liturgy to assess area for improvement, and also to take note of things that work well in the Parish. What follows are a series of questions that can be used in the evaluation of liturgical celebrations.

Introductory Rites

Hospitality

- Are there greeters outside the church, at the church doors, and inside the church welcoming people as they arrive?
- Would a visitor or newcomer feel welcomed? Would a visitor leave Mass never having been personally greeted, welcomed, and invited to return by at least one other person?
- Are the locations of restrooms clearly marked so that visitors know where to find them?
- Are the parking lot, gathering areas, and church space clean and inviting?
- Do those in wheelchairs have easy access to all parts of the church grounds?
- Are worship aids or projected materials printed clearly in type that is easily read?
- Do all who use the microphones use them effectively so that all can hear well?

Procession

- Did the gathering procession look like a procession?
- Did the ministers walk with dignity?
- Were the cross, Book of the Gospels, and other items carried and placed with dignity?
- Did the ministers walk slowly or hurriedly?
- Did they all move gracefully?

Music

- Are song numbers clearly marked? Are there enough hymnals in every pew? Can visitors find books and song numbers easily?
- Was the opening song familiar, known and sung by all, even those in the procession? Or was it brand new?
- Did the opening song accomplish the task of gathering the assembly? Were all the verses of the song sung? Or did the opening song end once the ministers arrived at their places?
- Did the assembly know and sing the Gloria?
- Did the presider, deacon, and altar servers sing all the music?
- Did the accompaniment support and enable the full participation of the assembly in sung prayer?

Liturgy of the Word

Silence

- Was there an ample amount of silence before and after the First and Second Readings and before and after the Responsorial Psalm?
- Was there silence after the homily?
- Describe the “quality” of the silence, for example, uncomfortable, deep, rushed, peaceful, etc.
- Does the assembly know what the role of silence plays during the liturgy? Might there be some catechesis in the bulletin on silence in the liturgy?

Proclamation of the Readings

- Did the lector/deacon/priest proclaim the reading clearly and confidently?
- Did they have appropriate eye contact with the assembly?
- Did they project well, speaking so all could hear?
- Did they convey the emotion and meaning of the reading?
- Describe the pace of their reading. Was it too fast or too slow?
- Describe their posture at the ambo. Did they look attentive? Did they slouch?
- Did they do anything distracting?

Homily

- Did the homily relate to the real-life experience, concerns, joys, and fears of the people in the assembly?
- Did the homily connect the people’s lives with the Scriptures proclaimed at that liturgy?
- Did the homily strengthen people’s faith to participate in Communion or whatever blessing or sacrament was being celebrated at that liturgy?

Music

- Did the assembly sing the Responsorial Psalm well? Did the assembly seem to know the music? Did the assembly know when to sing? Did the assembly sing confidently?
- Did a cantor lead the Responsorial Psalm from the ambo (where the readings are proclaimed)?
- Were the verses of the Responsorial Psalm sung or chanted by the cantor?
- Overall, rate the quality of the musical performance of the Responsorial Psalm by the cantor, choir, and assembly.
- Did the assembly sing the Gospel Acclamation well? Did the assembly seem to know the music? Did the assembly know when to sing? Did the assembly sing confidently?
- Was the verse of the Gospel Acclamation sung or spoken?
- Overall, rate the quality of the musical performance of the Gospel Acclamation by the cantor, choir, and assembly.
- If the response of the General Intercessions was sung, did the assembly sing the response well? Did the assembly seem to know the music? Did the assembly know when to sing? Did the assembly sing confidently?

Other

- Did the Profession of Faith feel like a “profession” by the whole assembly?
- Did the General Intercessions include prayers for the Church, the world, the needs of the community, the needs of those suffering or oppressed?
- Were the General Intercessions announced by the reader prayerfully and clearly?

- Did the presider seem confident in leading the prayer of the people? Did the presider engage the assembly in prayer?
- Overall did the assembly participate fully, consciously and actively throughout the whole Liturgy of the Word?

Liturgy of the Eucharist

Presentation of the Offerings

- Were the gifts of bread and wine brought to the altar by assembly members from the midst of the assembly or were they simply retrieved from a side table by the priest or assistant?
- Were the vessels used for the bread and wine of genuine, beautiful, and dignified quality?
- Was enough bread and wine for the whole assembly brought to the altar?
- Did the procession of gifts look like a procession? Were the gifts of bread, wine, and money processed to the altar with care and dignity?
- Was money collected in a graceful, unhurried, but efficient manner?
- Were additional gifts other than bread, wine, and money brought forward? Why?

Eucharistic Prayer

- Did the priest lead the Eucharistic Prayer clearly and confidently?
- Did the priest engage the assembly in the Eucharistic Prayer through graceful gestures and appropriate tone of voice and eye contact?
- Describe the pace of the Eucharistic Prayer. Was it spoken too quickly or too slowly?
- Did the priest convey a sense of praise and thanksgiving through his voice, posture, and gestures during the Eucharistic Prayer?
- Did the priest chant or sing any parts of the Eucharistic Prayer?
- Overall, did it feel like the assembly “joined itself with Christ in confessing the great deeds of God and in the offering of Sacrifice?” (GIRM 78)
- What made it feel that way?

Communion Rite

- If the Lord’s Prayer was sung, did the whole assembly sing it confidently?
- Did you feel that people shared the Sign of Peace with you genuinely?
- Did the gesture feel like a ritual sign of peacemaking, reconciliation, and commitment to the Body of Christ, or did it feel simply like a cordial handshake?
- Was the Sign of Peace overly lengthened by the priest or other ministers sharing the sign of peace with too many people? If so, did the assembly feel engaged while they waited for the ministers to finish or did the assembly become spectators?
- Were hosts from the tabernacle used in the Fraction Rite?
- Did the Fraction Rite seem to take too long? If so, why?
- Did the Fraction Rite look calm? Chaotic? Organized?
- Did the priest break the first piece of bread in a way that made it look like a dignified ritual for the whole assembly to see?
- After the assembly said, “Lord, I am not worthy...”, how long did the assembly have to wait before they began processing to the altar?
- Were both species available for the whole assembly?

- Were there enough Communion ministers for the whole assembly so that the procession did not take too long?
- Did Communion ministers have good eye contact with you?
- Did Communion ministers speak clearly and loudly?
- How did the bread taste? How did the wine taste?
- Overall, did the assembly feel united as one body through posture, movement, and song during the entire Communion procession, or did it feel like each person's own private time for prayer?
- Was there a good amount of silence after Communion?
- In your opinion, when did the entire assembly feel most united, that is, in communion with the entire body of Christ?

Music

- Did the assembly sing all three Eucharistic Prayer acclamations (Holy, Mystery of Faith, Great Amen)?
- Did the assembly seem to know the music? Did they sing confidently?
- Did the musical setting of the acclamations match the feel of the liturgical season?
- Overall, rate the quality of the musical performance of the Eucharistic Prayer by the cantor, choir, and assembly.
- Did the assembly sing the Lamb of God confidently?
- Did the singing of the Lamb of God begin as the priest broke the first piece of bread, and did the singing continue through the entire action?
- After the assembly said, "Lord, I am not worthy...", did the Communion song begin immediately?
- Was the assembly able to sing the Communion song(s) confidently?
- Was there a song of praise after Communion that *everyone* sang, or was it a song performed by one person or just the choir?

Concluding Rite

General

- If there were announcements were they brief and necessary?
- Was there a song of sending forth? Was the song known by the assembly?

Resources for Parish Liturgy Committees

Documents and Rites

The Liturgy Documents, Volume One 5th Edition, Liturgy Training Publications, 2012 *****Must Have*****

This volume contains the following documents:

- *Constitution on the Sacred Liturgy (1963);*
- *Dies Domini: On Keeping the Lord's Day Holy (1998);*
- *General Instruction of the Roman Missal (2002);*
- *Lectionary for Mass: Introduction (1981, 1998);*
- *Norms for the Distribution and Reception of Holy Communion Under Both Kinds in the Dioceses of the United States of America;*
- *Universal Norms on the Liturgical Year and General Roman Calendar (1969);*
- *Ecclesia de Eucharistia: On the Eucharist in its Relationship to the Church;*
- *Redemptionis sacramentum: On Certain Matters to be Observed or to be Avoided Regarding the Most Holy Eucharist;*
- *Lectionary for Mass: Introduction;*
- *Book of the Gospels: Introduction;*
- *Sing to the Lord: Music in Divine Worship;*
- *Built of Living Stones: Art, Architecture and Worship;*
- *Sunday Celebrations in the Absence of a Priest: Introduction;*
- *Directory for Sunday Celebrations in the Absence of a Priest;*
- *Gathered in Steadfast Faith: Statement of the Bishops' Committee on the Liturgy on Sunday Worship in the Absence of a Priest;*

The Rites Volume I and II published by The Liturgical Press

This book of Rites contains the sacramental Rites of the church such as Baptism, First Eucharist, Penance, Confirmation, etc. It is a highly recommended resource for people who prepare for these liturgies in the Parish.

The Book of Blessings published by The Liturgical Press

This book of rites contains blessings related to persons, buildings, objects, articles for devotion and blessings for various needs and occasions.

Books

The Liturgy Committee Handbook Thomas Baker and Frank Ferrone Twenty-Third Publications; Mystic, CT

"Liturgy committees are unique in most people's experience of organizational life...We need to be both democratic and undemocratic. Everyone's opinion matters, but long-established traditions, rules, and rituals matter, too." With both humor and insight, the authors negotiate the challenges, pitfalls and possibilities that parish liturgy committees face. **This can be downloaded in .pdf format free of charge off the internet at www.liturgycommittee.com!**

Guide for Liturgy Committees by Paul Turner and Michael R. Prendergast Liturgy Training Publications, Chicago, IL

This book offers the theology of the liturgy along with basic descriptions of liturgical law and roles in the liturgy. It offers spiritual reflection and prayers, questions for discussion, FAQs, a liturgy evaluation form, sample agenda, and a resources section. A wonderful resource for any parish liturgy committee!

Liturgy with Style and Grace by Gabe Huck and Gerald T. Chinchar, Liturgy Training Publications, 1998

This beautifully written, classic book teaches about those things that belong to all Catholics: the Mass, the sacraments, the seasons of the church's year. Brief, two-page articles are grouped into units on central topics. The units can be read from beginning to end or you can seek here and there on a particular topic. Discussion questions and helpful quotations from a variety of sources involve the individual reader, the classroom or a study group in a lively dialogue.

The Mystery of Faith: A Study of the Structural Elements of the Order of Mass, Lawrence Johnson, Federation of Diocesan Liturgical Commissions, 2004 revised edition. Originally developed in 1981 as the study guide for liturgy committees involved in a nationwide study of the revised Order of Mass organized by the US Bishops and continually updated ever since, this work guides the study group (or individual reader) through each part of the Mass in great detail, describing the historical background, the theological meaning, and providing full quotation of the relevant magisterial documents, both Roman and from the US Bishops.

We Gather in Christ: Our Identity As Assembly, Worship Office of the Archdiocese of Cincinnati, Liturgy Training Publications, 1996

Living Liturgy: Spirituality, Celebration and Catechesis for Sundays and Solemnities, Annual liturgical resource from The Liturgical Press. A great resource for all involved in liturgy preparation, including the assembly. This resource offers reflections on the Gospel and Paschal Mystery for each Sunday.

Preparing for Liturgy

Sourcebook for Sundays, Seasons and Weekdays Liturgy Training Publications, yearly publication. This yearly publication is for anyone responsible for composing texts for liturgy (i.e., general intercessions). This has been a trusted resource for over a decade for parishes to continually develop the source and summit of our faith; the liturgy.

Preparing for Liturgy Austin Fleming with Victoria Tufano; Liturgy Training Publications, 1997. This book is a necessary foundation for beginners and new liturgy teams. *Preparing for Liturgy* offers a way of understanding and practicing the work of preparing—not planning—the church's liturgical prayer. Explore issues such as whom we worship, why we worship and how we worship and find a theology and spirituality of liturgy that is both practical and profound.

Come to the Feast: Liturgical Theology of, by and for Everybody Fr. Michael Kwatera, OSB; The Liturgical Press, 2006.

This book is a collection of articles on the purpose and “theology” of liturgical ministry. This resource would be good for committees to start discussions on various liturgical topics from hospitality to Eucharist.

Preparing Parish Liturgies: A Guide to Resources Rita Thiron; Liturgical Press, 2004.

Provides historical background, synopses, and careful outlines of the Church’s major liturgical books and documents. Then in straightforward language (with a number of helpful charts) offers practical tools based on sound liturgical principles for preparing parish liturgies that are both faithful to the Church’s rich tradition and sensitive to the pastoral needs of assemblies.

Guide for the Assembly by Cardinal Joseph Bernardin, Liturgy Training Publications, 1997

This was Cardinal Joseph Bernardin’s first pastoral letter to the church of Chicago. It makes clear his intention that Sunday liturgy in parishes becomes the center, the spirit and the force of Catholic life. A practical tool for the parish staff, liturgy boards, ministry groups and all parishioners and parish organizations.

Worshiping Well, A Mass Guide for Planners and Participants Lawrence Mick, The Liturgical Press, 1997

Evaluating Liturgy

Sunday Mass Five Years from Now by Gabe Huck, 2001, Liturgy Training Publications.

Here, step-by-step, is a way to work anew toward the renewal of Sunday Mass in your parish. Over the course of five years—or another series of five phases—this manual will help you through these steps:

Year One: Prepare leaders to lead. Forge a common understanding and vision of the central role of Sunday Mass in the life of the parish and how liturgy, catechesis and works of justice and charity come together.

Year Two: Study the communion rite and examine how this part of Sunday Mass is enacted in your parish.

Year Three: Study the Eucharistic Prayer and the preparation of gifts as celebrated each Sunday in your parish.

Year Four: Study the liturgy of God’s word.

Year Five: Study how your parish enters into and then departs from Sunday Mass.

Within these steps, you will be guided to and through the church’s documents and various books and videos from LTP that can help in the journey. All will encourage your team to make real the vision of the Second Vatican Council, a vision of full, conscious and active participation of all the faithful in the saving mysteries. It is a goal all can reach, made that much more attainable by this wonderful resource.

Worship: A Parish Planning Workbook Ronald Lewinski National Pastoral Life Center St. Anthony Messenger Press

This 42-page workbook guides the review of parish liturgy from eight different perspectives: (1) preparation; (2) hospitality and welcome; (3) liturgical ministries; (4) music; (5) gesture and movement; (6) prayerfulness; (7) environment and art; (8) connection to daily life and mission.

For each section Lewinski offers some general background on the topic and discussion questions. The Appendix includes a worksheet for examining “worship other than Mass” and another for “celebrating feasts and seasons.” Resources for formation and prayer are also included.

How To Form a Parish Liturgy Board Yvonne Cassa and Joanne Sanders Liturgy Training Publications, Chicago, IL

This book is divided into two sections: (1) Getting It Together and (2) Keeping It Together. The nuts and bolts of committee life are dealt with in detail. Several workshops and evaluation forms for various ministries are included.