

**Saint Mary Parish, Oak Ridge**  
**Parish Divine Worship Committee**  
**Guidelines**

**Article 1**

Purpose

1. The Parish Divine Worship Committee (DWC) assists the Parish Pastor in providing the reverent worship of God with the full, conscious and active participation of the faithful. Among all who are involved with regard to the rites, pastoral aspects, and music there should be harmony and diligence in the effective preparation of each liturgical celebration in accord with the missal and other liturgical books. This should take place under the direction of the Parish Pastor and after the consultation with the faithful about things that directly pertain to them. The priest or deacon who presides at each liturgical celebration, however, always retains the right of arranging those things that are his own responsibility.
2. The DWC may advise the pastor on the appointment and replacement of volunteer liturgical directors and coordinators, as needed.
3. The DWC reports to the Parish Pastoral Council.

**Article 2**

Membership and Meetings

1. Parish clergy and instituted lectors and acolytes, as well as parishioners regularly functioning as altar servers, masters of ceremonies, lectors, psalmists, cantors, liturgical instrumentalists, sacristans or ushers, are to be formally represented on this committee.
2. This committee is expected to hold a minimum of two, but a maximum of four, meetings annually, each lasting no more than one hour in duration. Ordinarily, one meeting should be in preparation for Advent/Christmas and another for Lent/Easter. Each meeting is to be announced at least ten days in advance in the parish bulletin.
3. Meetings shall follow formal procedures for discussion and voting.
4. Meetings require at least three members attending for a quorum.
5. The committee is expected to provide regular reports on its activities to the Parish Pastoral Council, and to keep abreast of changing liturgical norms and guidelines.

**Article 3**

Officers

1. Officers include the Chairperson and the Secretary.
2. Officers are elected by majority vote and confirmed by the Parish Pastor.
3. Officers serve one year, renewable terms, with elections held in the spring.
4. Resigning officers are expected to provide a thirty day notice directly to the Parish Pastor.

Approval date: October 1<sup>st</sup>, 2015