

Archdiocesan Liturgy Committee  
**Terms of Reference**

**Mandate**

The Archdiocesan Liturgy Committee has a general mandate:

1. to be knowledgeable about the Church's liturgy and current regulations and trends in liturgical practice and, where necessary, to educate themselves on the principles of the liturgy of the Roman Rite;
2. to promote and communicate an awareness of the Church's liturgical practices to pastors and the faithful of the Archdiocese;
3. in conjunction with the Office of Evangelization and Catechesis, to offer our many Church communities programs of adult faith formation with an aim to gaining a deeper understanding of the liturgy generally, and the training of various liturgical ministries;
4. to plan the liturgies that are proper to the Archdiocese as a whole, including but not restricted to:
  - the Rite of Election
  - the Chrism Mass
  - the Annual Faith Rally in Grouard
  - ceremonies of ordination to the Sacrament of Holy Orders (deacon, priest, bishop)
  - any other such liturgical celebrations which may arise from time to time.

**Membership**

The ALC is made up of seven members selected from among clergy and faithful of the Archdiocese with a background and interest in liturgy. All the members are appointed by the Archbishop. There is at least one representative from each deanery.

The ALC is free to call on others to assist them in specific tasks. As with all such archdiocesan committees, the ALC is an advisory body to the Archbishop and is subject to his direction.

**Term of Office**

The term of office on the ALC is three years, renewable indefinitely.

**ALC Chairperson**

The Archbishop will name the chairperson of the ALC each year. The chairperson is the official representative of the Archdiocese of Grouard-McLennan on the Western Liturgy Committee. The chairperson is responsible for submitting a written report from the ALC to the Archbishop of the ALC's activities, once a year before 30 June. At the same time, the Chairperson seeks the Archbishop's advice on the direction for the subsequent year.

**Meetings**

There are three (3) meetings of the ALC each program year (September to June). Given the challenges of holding face to face meetings in the Archdiocese, any or all of these meetings may take place by teleconference or videoconference.

### **Representation on the Archdiocesan Pastoral Council (APC)**

The ALC has a representative member on the APC. There is also an alternate who attends the APC meeting in the absence of the representative. The representative and the alternate serve two-year terms. The representative and alternate are selected, by consensus, at the ALC meeting that immediately precedes the September meeting of the APC, as the term of service expires.

### **Areas of Responsibility**

Areas of responsibility of the ALC are:

- ❖ to organize and conduct any workshops on the liturgy or liturgical ministries as requested;
- ❖ to receive from parishes any plans to alter their sacred space, and make recommendations to the archbishop taking into account conformity with Church directives and the esthetics of space. All recommendations of the ALC are to follow the Archdiocesan Policy Manual, policy 2.1.2 and related policies.
- ❖ to propose an annual budget. The budget is to be submitted each year, on or before October 31, to the Archdiocesan Finance Administrator.

Prepared by Archbishop Pettipas 07 Feb 2015

Amended by the ALC on November 07, 2015

Amended by the Curia on December 09, 2015