

Diocesan Liturgy Council Statutes

2 December 2018



Diocese of Maitland-Newcastle

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Amen

Be careful of simple words said often.

‘Amen’ makes demands

Like and unrelenting schoolmaster:

fierce attention to all that is said;

no apathy, no preoccupation, no prejudice permitted.

‘Amen’: We are present. We are Open.

We hearken. We understand.

Here we are, we are listening to your word.

‘Amen; makes demands

Like a signature on a dotted line:

Sober bond to all that goes before,

No hesitation, no half-heartedness, no mental reservation allowed.

‘Amen’: We support. We approve.

We are of one mind. We promise.

May this come to pass. So be it.

Be careful when you say, ‘Amen’

Barbara Schmich Searle

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DECREE OF THE BISHOP OF MAITLAND-NEWCASTLE

Promulgation – Statutes – Diocesan Liturgy Council

9/2018


Whereas every diocese is to have a commission on the liturgy, under the direction of the bishop, for promoting the liturgical apostolate (Constitution on the Sacred Liturgy n. 45). In this diocese, arising from the 1992 diocesan synod, a diocesan liturgy council was formed. It is appropriate that after some time statutes are reviewed.

I hereby approve by this decree these statutes of the Diocesan Liturgy Council of the Diocese of Maitland-Newcastle and I direct that this decree be published on the website for the Diocese of Maitland-Newcastle, <http://www.mn.catholic.org.au/>, which will be presumed the official notification of this action. A petition for revocation or emendation of this decree is subject to canons 1732 – 1739.

In the spirit of canon 20 of the Code of Canon Law and canon 1502 §2 of the Code of Canons of the Eastern Churches, upon promulgation and publication all contrary provisions related to the Diocesan Liturgy Council are duly abrogated.

This decree has an effective date of Thursday, 18 October 2018, nothing the contrary withstanding.

Given at Hamilton, NSW, on 18 October 2018.


 Most Rev William Wright
 Bishop of Maitland-Newcastle




 Rev Matthew Muller
 Chancellor

Preamble

...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. For the aim and object of apostolic works is that who are made children of God by faith and baptism should come together to praise God in the midst of his Church, to take part in the sacrifice, and to eat the Lord's Supper.

Constitution on the Sacred Liturgy, n. 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 the liturgy. Such participation by the Christian people as "a chosen race, a royal priesthood, a holy nation, God's own people" (1 Pt 2:9; see 2:4-5) is their right and duty by reason of their baptism.

Constitution on the Sacred Liturgy, n. 14.

With zeal and patience pastors must promote the liturgical instruction of the faithful and also their active participation in the liturgy both internally and externally, taking into account their age and condition, their way of life, and their stage of religious development. By doing so, pastors will be fulfilling one of their chief duties as faithful stewards of the mysteries of God; and in this matter they must lead their flock not only by word but also by example.

Constitution on the Sacred Liturgy, n. 19.

...every diocese is to have a commission on the liturgy, under the direction of the bishop, for promoting the liturgical apostolate.

Constitution on the Sacred Liturgy, n. 45.

Besides the commission on the liturgy, every diocese, as far as possible, should have commissions for music and art.

These three commissions must work in closest collaboration; indeed it will often be best to fuse the three of them into one single commission.

Constitution on the Sacred Liturgy, n. 46.

"The sanctifying office [of the Church] is exercised principally by Bishops, who are the high priests, the principal dispensers of the mysteries of God and the moderators, promoters and guardians of the entire liturgical life in the Churches entrusted to their care." (Code of Canon Law, canon 835, §1.)

To assist him in this task, the Bishop of Maitland-Newcastle has established the Diocesan Liturgy Council, and now promulgates the following Statutes to guide the Council in its work.

1. Name

- 1.1. This council shall be called the “Diocesan Liturgy Council of the Diocese of Maitland-Newcastle”, and is referred to in these statutes as “the Liturgy Council”.

2. Purpose, Roles & Functions

- 2.1. The Liturgy Council shall be responsible to the Bishop of Maitland-Newcastle as the primary body to advise and assist him in his role as the chief liturgist of the Church of Maitland-Newcastle, and as the ‘moderator, promoter, and guardian’ of the liturgical life of the Diocese (see CIC 835, §1).
- 2.2. In conjunction with the Bishop of Maitland-Newcastle, the Liturgy Council shall:
 - 2.2.1. Promote the worthy celebration of the liturgy across the Diocese of Maitland-Newcastle
 - 2.2.2. Develop and deliver suitable formation programs and opportunities to assist those who are involved in the celebration of the liturgy
 - 2.2.3. Provide specific or general advice to the Bishop of Maitland-Newcastle on the liturgical and sacramental life of the Diocese
 - 2.2.4. Develop appropriate guidelines for the liturgical and sacramental life of the Diocese
 - 2.2.5. Provide specific or general advice to the Bishop of Maitland-Newcastle in the areas of liturgical music, liturgical art, and liturgical architecture and their application in the Diocese
 - 2.2.6. Develop appropriate guidelines in the areas of liturgical music, liturgical art, and liturgical architecture within the Diocese
 - 2.2.7. Undertake any other activity that may be considered cognisant with the general role of the Liturgy Council as specified in no. 2.1.
 - 2.2.8. Respond to any other matter referred to the Liturgy Council by the Bishop of Maitland-Newcastle

3. Membership

- 3.1. The Bishop of Maitland-Newcastle shall freely appoint between five (5) and twelve (12) members of the Liturgy Council.
 - 3.1.1. The term of appointment shall normally be for three years, unless a different term is specified in the letter of appointment and may be renewed for a second term and beyond if, at the discretion of the Bishop, this benefits the Council.
 - 3.1.2. Members who have served two consecutive terms shall not normally be eligible for reappointment unless a period of one (1) year has elapsed.
- 3.2. Those persons holding the following positions shall be appointed as *ex officio* members of the Liturgy Council for as long as they hold that position:
 - 3.2.1. Diocesan Coordinator of Liturgy
 - 3.2.2. Bishop’s Master of Ceremonies
 - 3.2.3. Director of Cathedral Music

- 3.3. Those members appointed *ex officio* shall be counted towards the limits found in no. 3.1.
- 3.4. The Liturgy Council may appoint “Associate Members” where it is considered appropriate and where such an appointment will assist the work of the Council.
 - 3.4.1. Those appointed as “Associate Members” will enjoy the passive but not the active voice.
 - 3.4.2. Those appointed as “Associate Members” will not lose their membership through non-attendance at meetings of the Council.
 - 3.4.3. Those appointed as “Associate Members” will not be counted towards the limits found in no. 3.1.
- 3.5. Every effort should be made to ensure the Liturgy Council is truly representative of the whole Diocesan community.
 - 3.5.1. Taken as a whole, the Liturgy Council should collectively have all the skills and talents necessary for the Liturgy Council to fulfil its purpose as expressed in no. 2 above.
- 3.6. To be eligible for appointment to membership of the Liturgy Council, a person shall
 - 3.6.1. be a member of Christ’s faithful in full communion with the Catholic Church (cf. CIC 512 §1), and
 - 3.6.2. be over the age of eighteen years (18), and
 - 3.6.3. be “outstanding in firm faith, high moral standards and prudence” (cf. CIC 512 §3), and
 - 3.6.4. have a domicile within the Diocese of Maitland-Newcastle, and
 - 3.6.5. be able to contribute to the work of the Liturgy Council because of their knowledge of and/or experience in the liturgical life of the Church, and
 - 3.6.6. be a fit and proper person as defined by the relevant professional standards guidelines.
- 3.7. A member shall lose their membership when
 - 3.7.1. the member submits their resignation in writing to the Bishop,
 - 3.7.2. the member has their appointment revoked in writing by the Bishop,
 - 3.7.3. the member has missed three consecutive meetings of the Liturgy Council without a good reason as determined by the Chairperson or the Liturgy Council,
 - 3.7.4. the member ceases to have a domicile within the Diocese of Maitland-Newcastle.
- 3.8. Newly appointed members of the Liturgy Council will be expected to participate in volunteer induction processes of the Diocese of Maitland-Newcastle as soon as practicable after their appointment.
 - 3.8.1. Members of the Liturgy Council will be expected to participate in any volunteer formation and training required by the Diocese of Maitland-Newcastle from time to time.

4. Meetings

- 4.1. The Liturgy Council shall meet once a month with the exception of the month of January each year.
- 4.2. The date and venue for each meeting in a calendar year shall be determined by the Liturgy Council and announced in advance to the members.
- 4.3. The Liturgy Council may cancel any of the scheduled meetings in its absolute discretion.
- 4.4. A simple majority of members, i.e. 50% + 1 of those mentioned in no. 3.1., shall constitute a quorum. No meeting or business can be conducted without a quorum.
- 4.5. The agenda and other meeting papers will be circulated by the Secretary in advance of each meeting of the Liturgy Council.
- 4.6. Minutes of each meeting shall be prepared and circulated by the Secretary as soon as practicable after each meeting of the Liturgy Council.
- 4.7. The Chair or Secretary of the Liturgy Council may invite others to attend particular meetings of the Council, with the right of audience and debate.
- 4.8. While it is preferable that members be physically present for meetings of the Liturgy Council, participation via electronic means may be permitted at times at the discretion of the Chair or Secretary.

5. Officers

- 5.1. At the June meeting of the Liturgy Council each year, the members of the Liturgy Council shall elect from among their number members to serve as Chair, Deputy Chair, and Secretary.
- 5.2. Election of Officers
 - 5.2.1. To be valid, votes shall not identify the person casting the vote and shall be in writing (c. 172 §1).
 - 5.2.2. Votes shall be counted by two tellers designated by the Liturgy Council before the election begins (c. 173 §1).
 - 5.2.3. A simple majority of votes cast, i.e. 50% +1, shall be deemed sufficient for election.
 - 5.2.4. In the event of a tie, the election will be determined by lot between those sharing the same number of votes.

6. Roles of Officers

- 6.1. Chair
 - 6.1.1. The Chairperson shall conduct the ordinary business of all meetings of the Liturgy Council.

- 6.1.2. The Chairperson shall perform those other tasks which are reasonably taken to belong to a chairperson of a council.
- 6.2. Deputy Chair
 - 6.2.1. The Deputy Chair shall perform the tasks of the Chair of the Liturgy Council in the latter's absence.
 - 6.2.2. The Deputy Chair shall perform those other tasks which are reasonably taken to belong to a vice-chairperson of a council.
- 6.3. Secretary
 - 6.3.1. The Secretary shall prepare the agenda for, and record the minutes of, all meetings of the Liturgy Council, and shall ensure copies of the same are safely stored in the Diocesan archives.
 - 6.3.2. The Secretary shall distribute agenda and minutes of all meetings of the Liturgy Council to the members of the Liturgical Council in a timely manner to ensure effective discussion.
 - 6.3.3. The Secretary shall conduct appropriate correspondence on behalf of the Liturgy Council.
 - 6.3.4. The Secretary shall ensure the payment of the reasonably incurred debts and perform other acts of ordinary administration within the budget approved for the operation of the Liturgy Council and according to the directives of the relevant Diocesan authority.
 - 6.3.5. The Secretary shall perform those other tasks which are reasonably taken to belong to the secretary of the council.

7. Working Parties

- 7.1. General
 - 7.1.1. The Liturgy Council may establish Working Parties on an ad hoc basis to examine specific issues associated with the purposes of the Liturgy Council or to undertake a specific practical task on behalf of the Liturgy Council.
 - 7.1.2. Working Parties are to be established for a set time only, and are to have their purpose clearly expressed to them by the Liturgy Council.
 - 7.1.3. All Working Parties are dissolved when the purpose for their establishment has been achieved.
- 7.2. Membership of Working Parties
 - 7.2.1. Any Working Party established by the Liturgy Council shall consist of a mix of Council members and any other person who may assist the work of the Working Party.
 - 7.2.2. Membership of a Working Party does not necessarily entail membership of the Liturgy Council.
 - 7.2.3. The members of the Working Party shall select one of the Liturgy Council members of the Working Party as the Working Party's Convenor.

- 7.2.4. The Convenor shall be responsible for ensuring a written record of the work of the Working Party is prepared and kept for presentation to the Liturgy Council.
- 7.2.5. The reports, etc., of the Working Party are to be presented to the Liturgy Council by the Convenor.

8. Finances

- 8.1. Financial provision for any activities of the Liturgy Council shall be included in the annual budget prepared by the Diocesan Liturgy Office.
- 8.2. Members of the Liturgy Council shall not receive remuneration for service on the Liturgy Council or for duties performed on its behalf, but may be reimbursed for reasonable expenses incurred if these have been approved in advance by the relevant authority.

9. Rules of Order

- 9.1. The norms of the universal law of the Catholic Church and the particular law of the Diocese of Maitland-Newcastle as they may be updated periodically shall govern the operations of the Liturgy Council.
- 9.2. In fulfilling their responsibilities as members of the Liturgy Council, members shall be obliged to adhere to the requirements of the relevant principles and standards of behaviour expected of those exercising ministries in the Church¹.

10. Dissolution

- 10.1. The Liturgy Council may be dissolved by the Bishop of Maitland-Newcastle at any time and for any reason.
- 10.2. The Liturgy Council is dissolved when the See of Maitland-Newcastle becomes vacant according to the provisions of CIC 416.

11. Amendments

- 11.1. These statutes may be amended by the Bishop of Maitland-Newcastle
 - 11.1.1. on his own initiative, or
 - 11.1.2. at the request of the Liturgy Council.
- 11.2. No new statutes or amendment of these statutes shall be effective without the approval by the Bishop of Maitland-Newcastle.
- 11.3. Nothing in the statutes may contradict the divine law, the universal law of the Catholic Church or the particular law of the Diocese of Maitland-Newcastle.

¹ The current relevant documents, as at May 2017, are *Integrity in Ministry* or *Integrity in the Service of the Church*.

12. Approval

12.1. These statutes are approved by the Bishop of Maitland-Newcastle.

12.2. These statutes take effect from the date of the decree of promulgation unless determined otherwise in that same decree.