

College of Assistant Master of Ceremonies

Statutes





DECREE BY THE DIOCESAN ADMINISTRATOR

STATUTES FOR THE ESTABLISHMENT OF THE COLLEGE OF ASSISTANT MASTERS OF CEREMONIES

06/2023

Decree – Statutes

The public celebration of the liturgy of the Church is a primary means by which the community of faith gives public worship to God in response to the Paschal Mystery. This is especially true when the Church gathers to celebrate the Eucharist, the ‘summit and source’ of the Christian life (*Sacrosanctum Concilium*, 10), the celebration of which should be marked by a noble simplicity.

This desire for noble simplicity is particularly significant when the Bishop presides over liturgical celebrations as the Bishop of the Diocese, especially in his Cathedral Church, and these should serve as models and examples both to parishes and diocesan instrumentalities and to the public at large. To that end, these liturgical celebrations should be prepared and celebrated with great care and due regard for the liturgical tradition of the Church.

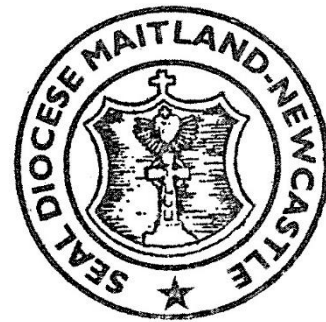
The celebration of the liturgy of the Church, particularly when the Bishop or his delegate presides, is enhanced by the appointment of a Master of Ceremonies to coordinate and direct such liturgical celebrations. To assist the Master of Ceremonies, Bishop Bill Wright requested the establishment and formation of Assistant Masters of Ceremonies to further witness to the significant place of liturgy in the life of the Church of Maitland-Newcastle.

In continuing the legacy of Bishop Bill Wright, it now seems appropriate to establish a college for the mutual support of those appointed to the office of Assistant Masters of Ceremonies, to provide for their continuing formation, and to highlight the significance of this office in the liturgical life of the Church of Maitland-Newcastle.

Given the need for the College of Assistant Masters of Ceremonies to be formally established, and having reviewed the Statutes prepared by the College, I decree the establishment of the College of Assistant Masters of Ceremonies of the Diocese of Maitland-Newcastle and approve the Statutes of the College.

This decree will have effect from the date of promulgation and is in effect until abrogated.

Given at Hamilton, NSW, on the **14th day of September 2022**.



Reverend Gregory Barker
Diocesan Administrator



Reverend Matthew Muller
Notary

GB/az

Why a College?

The word 'college' is drawn from the Latin *collegium* (plural *collegia*) which essentially means 'society'. *Collegia* in ancient Rome were groups of individuals who were engaged in similar activities who banded together for mutual support and so that they could have an united voice in broader society. Ancient Roman *collegia* could exist and operate in any sphere of life, for merchants, trades, professions, etc. They could also exist for religious purposes, representing those, for example, who might be involved in a particular cultic practice.

The early Church adopted the word for similar entities that came to exist for the support of the Church's life, and they have remained a part of that life ever since. The most well-known College in the life of the Church is, of course, the College of Cardinals, but they are not the only College that exists in the contemporary Church.

The choice of the word 'College' as the collective name for the Assistant Masters of Ceremonies within the Diocese of Maitland-Newcastle is a recognition of the mutual ministry that is shared by the members of the College. The choice of this name is in keeping with the definition of the word as found in many contemporary dictionaries, and also in keeping with the purpose of the College of Assistant Masters of Ceremonies in supporting the mutual ministry of those who are appointed to that role.

Preamble

In 2016, Bishop Bill Wright asked that the ministry of Assistant Masters of Ceremonies (AMC) be introduced into the Diocese of Maitland-Newcastle to support the Master of Ceremonies in an expanded ministry.

Following a process of formation and discernment, people are appointed to the ministry of Assistant Masters of Ceremonies within the Diocese and become members of the College of Assistant Masters of Ceremonies.

1. Name

The College shall be called the "College of Assistant Masters of Ceremonies of the Diocese of Maitland-Newcastle", referred to hereafter in these statutes as 'the College'.

2. Purpose, Roles & Functions

- 2.1. The College is the context for the ministry of the Assistant Masters of Ceremonies, ensuring that ministry is exercised collaboratively.
- 2.3. The College is responsible to the Master of Ceremonies and collaborates with the Diocesan Manager of Worship and Prayer and the Diocesan Liturgy Council.
- 2.3. The College functions to:
 - 2.3.1. Support the Bishop in his liturgical ministry. This support is extended to those delegated to preside in his name.
 - 2.3.2. Support the liturgical life of parishes and other groups within the Diocese through their direct engagement when the Bishop is presiding.

- 2.3.3 Work with the Manager of Worship and Prayer and Diocesan Liturgy Council to nurture the growth of the liturgical life of the Church, particularly liturgical ministry.
 - 2.3.4. Provide representative members as requested to participate in subgroups and activities of the Diocesan Liturgy Council.
 - 2.3.5. Work with the Manager of Worship and Prayer and the Master of Ceremonies to prepare major liturgical celebrations connected with the life of diocesan clergy, and major diocesan celebrations (e.g., Chrism Mass).
 - 2.3.6. Mentor those engaged in formation and discernment for the ministry of Assistant Master of Ceremonies.
- 2.4. The College is the forum for the ongoing formation and professional development of members through reflective ministry, reading and formation opportunities within and beyond the Diocese, as these occur from time to time.
- 2.5. In the absence of the Master of Ceremonies or an Assistant Master of Ceremonies being an ordinary member of the Diocesan Liturgy Council, a member of the College may be appointed *ex officio* to the Diocesan Liturgy Council.

3. Membership

- 3.1 The College shall consist of:
 - 3.1.1 The Master of Ceremonies, as appointed by the Bishop of Maitland-Newcastle,
 - 3.1.2 The Manager, Worship and Prayer, as employed by and for the Diocese of Maitland-Newcastle, and
 - 3.1.3 Those appointed to the role of Assistant Master of Ceremonies by the Bishop of Maitland-Newcastle.
- 3.2 No appointment as Assistant Master of Ceremonies shall be made unless the person has completed the processes appropriate to their role as outlined in the version of the *Volunteer Induction Handbook* in force at the time of their proposed appointment¹.
- 3.3 No appointment as Assistant Master of Ceremonies shall be made unless the person holds or obtains a NSW Working with Children Check.
- 3.4 No appointment as Assistant Master of Ceremonies shall be made unless the person has completed the diocesan formation process as approved from time to time.
- 3.5 Membership of the College shall be lost when:
 - 3.5.1 A member dies; or
 - 3.5.2 A member's appointment is terminated; or

¹ The version current as at the date of these Statutes is Version 1.6

- 3.5.3 A member resigns their appointment; or
- 3.5.4 A member is not able to hold a NSW Working with Children Check; or
- 3.5.5 A member's physical or mental health precludes them from fulfilling the obligations of their appointment; or
- 3.5.6 A member fails to fulfil the obligations expected of members of the College; or
- 3.5.7 A member fails to attend two consecutive ordinary meetings of the College without reasonable excuse; or
- 3.5.8 A member fails to engage in ongoing formation opportunities appropriate to their role.

4. Obligations of Members

- 4.1 To adhere to the norms of the universal law of the Catholic Church and the particular law of the Diocese of Maitland-Newcastle as may be in force from time to time.
- 4.2 To be formed and informed about the liturgical principles and norms of the Catholic Church and as defined by the particular law of the Diocese of Maitland-Newcastle.
- 4.3 To hold a NSW Working with Children Check at all times during their appointment.
- 4.4 To adhere to the requirements of the relevant principles and standards of behaviour expected of those exercising ministries in the Church².

5. Meetings

- 5.1 The College shall ordinarily meet once each three months in a calendar year.
- 5.2 Additional meetings of the College may take place as needed to enable the work of the College.
- 5.3 Ordinary meetings of the College will adopt a standardised agenda as determined by the College from time to time
- 5.4 Extraordinary meetings of the College will adopt an agenda specific to the needs of each meeting.

6. Officers & Roles

- 6.1 At the first meeting of each calendar year, the College may elect a member to fulfil the role of Convenor.
- 6.2 The role of the Convenor is to
 - 6.2.1 Liaise with the Master of Ceremonies and/or the Manager of Worship and Prayer to ensure an agenda is prepared and disseminated in advance for each quarterly meeting of the College.

² The current relevant documents, as at May 2017, are *Integrity in Ministry* or *Integrity in the Service of the Church*.

- 6.2.2 In the absence of the Manager of Worship and Prayer, ensure minutes are taken at each meeting.
- 6.2.3 Liaise as necessary and appropriate between the Master of Ceremonies and/or the Manager of Worship and Prayer and other College members.
- 6.3 In the absence of a Convenor, the duties of that role shall be undertaken by the Master of Ceremonies.

7. Finances

- 7.1 The financial needs of the College will be met from the budget of the Office of the Bishop.
- 7.2 The Office of Worship and Prayer will include an allocation for specifically liturgical resources within that Office's budget.
- 7.3 An annual budget shall be prepared jointly by the Master of Ceremonies and the Manager, Worship and Prayer and submitted to the Manager, Office of the Bishop.
 - 7.3.1 The budget will cover the costs of ongoing formation, relevant conferences, purchase of resources, appropriate vesture and necessary reimbursement to members of the College.
- 7.4 Members of the College shall not receive remuneration for their membership of the College or duties associated with membership of the College
- 7.5 Members of the College may be reimbursed for reasonable expenses incurred as part of exercising their responsibilities as members of the College.

8. Dissolution

- 8.1 The College may be dissolved by the Bishop of Maitland-Newcastle on his own initiative.
- 8.2 The Bishop of Maitland-Newcastle may dissolve the College following a request from the College after a favourable vote of the members of the College.
- 8.3 The College is deemed to have been dissolved if there are no Assistant Masters of Ceremonies for a consecutive period of three months.

9. Amendments

- 9.1 These statutes may be amended
 - 9.1.1 by the Bishop of Maitland-Newcastle on his own initiative, or
 - 9.1.2 following a request from the College after a favourable vote of the members of the College.
- 9.2 No new statutes or amendments of these statutes shall be effective without the approval of the Bishop of Maitland-Newcastle.
- 9.3 Nothing in these statutes may contradict the divine law, the universal law of the Catholic Church, or the particular law of the Diocese of Maitland-Newcastle.

- 9.4 These statutes will be reviewed by the College itself at least once every three years following promulgation, with any suggested amendments being proposed to the Bishop of Maitland-Newcastle as above (see 9.1.2).
- 9.5 These statutes may be reviewed when necessary in the light of diocesan-wide review processes, with any suggested amendments being proposed as above (see 9.1).

10. Approval

- 10.1 These statutes are approved by the Bishop of Maitland-Newcastle.
- 10.2 These statutes take effect from the date of the decree of promulgation unless determined otherwise in that same decree.