



DIOCESAN LITURGICAL COMMISSION ARTICLES OF PROCEDURE

Diocese of Great Falls-Billings

ARTICLE I: NAME AND PURPOSE

The Diocesan Liturgical Commission is the body of people qualified by training, background, and interest, appointed by the Ordinary to assist him in his work as principal liturgist. The Commission, serving in a consultative capacity to the Bishop and the Office of Worship, fosters the growth of the worship and spiritual life of the people of the Diocese of Great Falls-Billings.

ARTICLE II: FUNCTIONS

The Diocesan Liturgical Commission, under the guidance of the Ordinary and in conjunction with the Office of Worship staff, will have the following functions:

1. to assist in the implementation of decisions of competent church authorities in liturgical matters;
2. to foster the liturgical formation of the people of the diocese, including Commission members;
3. to inform itself of local conditions regarding the progress of liturgical renewal and to be informed of programs locally and in other areas of the country that will facilitate such renewal;
4. to establish goals and objectives for the Commission in light of diocesan goals and objectives;
5. to bring to the Commission, the liturgical needs and concerns of the people of the diocese.

ARTICLE III: MEMBERSHIP

1. *Ex-officio* members of the Diocesan Liturgical Commission are the Ordinary of the diocese or his delegate and the Director of the Office of Worship, the Director of the Office of Ministry Formation.
2. Nine members shall be nominated by the Commission and appointed by the Ordinary.
3. The term of each member shall be three (3) years. Members may be re-appointed to consecutive second terms.



DIOCESAN LITURGICAL COMMISSION ARTICLES OF PROCEDURE

Diocese of Great Falls-Billings

4. Subsequently, one-third of the members will be appointed annually before the last meeting of the fiscal year. Their term of membership will begin at the first meeting of the next fiscal year.

ARTICLE IV: OFFICERS

1. Officers shall be elected at the first meeting of the new fiscal year.
2. From the membership a chairperson, vice-chairperson, and secretary shall be elected for a period of one year by a consensus of the members present. The responsibilities of officers are:
 - a. The Chairperson is responsible for assuring that each meeting is planned effectively with an agenda and items on the agenda are addressed in an orderly and efficient manner and that decisions of the Commission are implemented;
 - b. The Vice-chairperson fulfills the role of the Chairperson in his or her absence;
 - c. The Secretary records the discussion of the meeting, actions to be taken and persons designated to follow through with decision made.

ARTICLE V: MEETINGS

1. The Diocesan Liturgical Commission will meet at least three times a year. One of its meetings will include formation for the Commission members. One meeting each year may require an overnight stay.
2. Special meetings may be called by the Ordinary, by the chairperson or at the written request of a majority of members.
3. The normal quorum shall consist of a simple majority of members.
4. The ordinary mode of operation of the Commission shall be by consensus.

ARTICLE VI: COMMITTEES

Committees within the Commission will be of two kinds:

1. Three standing committees:
 - a) on ritual
 - b) on music
 - c) on building-renovation/art-environment



DIOCESAN LITURGICAL COMMISSION ARTICLES OF PROCEDURE

Diocese of Great Falls-Billings

2. Ad hoc committees formed to address specific needs as they arise:
 - a) The chairperson of the Diocesan Liturgical Commission shall appoint a competent person from the membership to act as chairperson of each ad *hoc* committee.
 - b) The chairperson of each ad hoc committee shall select and contact qualified and interested individuals from throughout the diocese to serve as members.

ARTICLE VII: AMENDMENTS TO THESE ARTICLES OF PROCEDURE

Any section of this document may be amended at any regular or special meeting by a consensus of the members present, provided a written, ten (10) day notice has been given to all members. This notice must include the wording of the proposed amendment. Amendments are subject to the approval of the Ordinary.

Accepted by the Members
Of the Diocesan Liturgical
Commission February 21, 2000
Revision Approved by
Bishop Michael W. Warfel
April 19, 2012