



## DIOCESE OF SACRAMENTO

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OFFICE OF THE BISHOP

### STATUTES OF THE DIOCESE OF SACRAMENTO LITURGICAL COMMISSION

#### ARTICLE I - NAME

Section 1. The name of this Commission shall be the **Diocese of Sacramento Liturgical Commission**.

#### ARTICLE II - PURPOSE

Section 1. **Reason for existence.** Because “every diocese is to have a commission on the sacred liturgy under the direction of the bishop, for promoting the liturgical apostolate,”<sup>1</sup> the Bishop of Sacramento has established the Liturgical Commission as a collaborative advisory body whose work is to evaluate, facilitate, and improve the liturgical life of the Roman Catholic Diocese of Sacramento.

Section 2. **Mission Statement.** The Liturgical Commission provides guidelines, training and resources to help parishes follow the liturgical norms of the Roman Catholic Church. It works to “promote liturgical activity, music and sacred art”<sup>2</sup> in the diocese and advises the Bishop and the Office of Worship for the Diocese of Sacramento.<sup>3</sup>

Section 3. **Responsibilities.** Members of the Liturgical Commission are expected to: 1) stay informed about liturgical changes, directives and practices within the Church; 2) promote the full, conscious and active participation of the assembly in all liturgical celebrations; 3) work to effectively implement these practices in all liturgies in the diocese; and 4) attend the meetings of

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<sup>1</sup> *Sacrosanctum Concilium* #45

<sup>2</sup> “Much still remains to be done to help priests and the faithful to grasp the meaning of the liturgical texts, to develop the dignity and beauty of celebrations and the places where they are held, and to promote, as the Fathers did, a “mystagogic catechesis” of the sacraments. In order to bring this task to a successful conclusion, the bishop should set up one or more diocesan commissions which help him to promote liturgical activity, music and sacred art in his diocese. The diocesan commission, for its part, will act according to the mind and directives of the bishop and should be able to count upon his authority and his encouragement to carry out its particular task properly.”

*Vicesimus Quintus Annus* #21

<sup>3</sup> “With the cooperation of their liturgical commissions, bishops should have complete information on the religious and social condition of the faithful in their care, of their spiritual needs, and of the ways most likely to help them”  
*Liturgicae Instaurationes*

the Commission as well as any subcommittees to which a Member is assigned.<sup>4</sup> The scope of the work of the Commission includes liturgy, as well as sacred art and sacred music.<sup>5</sup>

Section 4. **Collaboration**. The promotion of good liturgy is a collaborative effort among the Bishop and two parallel entities: the Liturgical Commission and the Office of Worship (under the direction of the Director of Worship or the Bishop's Delegate).<sup>6</sup> Under the guidance of the Holy Spirit and the direction of the Bishop as chief liturgist, Commission members work together to assess and implement liturgical formation, policies and practices in accordance with Universal norms of the Catholic Church and the particular norms of this Diocese, for the benefit of all.

### ARTICLE III – MEMBERSHIP

#### Section 1. **Membership of the Liturgical Commission**.

- (a) Commission Size: The Liturgical Commission shall be comprised of no more than 12 members. The Director of the Office of Worship or the Bishop's Delegate, and the Judicial Vicar or his Delegate, shall serve *ex officio*, and the Bishop may appoint up to ten additional members-at-large. Members receive no compensation other than reasonable reimbursement of pre-approved (in the discretion of the Bishop or his designee) expenses related to Commission directives and activities.
- (b) Composition: Efforts shall be made to achieve Commission membership that reflects the ethnic, cultural, linguistic, age, gender, and geographic makeup of the diocese, and that includes representation from lay persons, religious, priests, and deacons.
- (c) Qualifications: Each member of the Commission shall be a Catholic in good standing and a resident within the geographical boundaries of the Diocese of Sacramento. Members must: (1) actively participate in the liturgical life of the Church, especially the celebration of the Eucharist; (2) possess the knowledge and skills in at least one of the liturgical ministries; (3) have completed a minimum of 30 hours in an approved liturgical or pastoral formation program prior to consideration for appointment to the Commission;

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<sup>4</sup> “The diocesan liturgical commission, under the direction of the bishop, has these responsibilities:

- a. to be fully informed on the state of pastoral – liturgical activity in the diocese;
- b. to carry out faithfully those proposals in liturgical matters made by the competent authority and to keep informed on the studies and programs taking place elsewhere in this field;
- c. to suggest and promote practical programs of every kind that may contribute to the advancement of liturgical life, especially in the interest of aiding priests laboring in the Lord's vineyard;
- d. to suggest, in individual cases or even for the whole diocese, timely, step-by-step measures for the work of pastoral liturgy, to appoint and to call upon people capable of helping priests in this matter as occasion arises, to propose suitable means and resources;
- e. to see to it that programs in the diocese designed to promote liturgy go forward with the cooperation and mutual help of other groups along the lines mentioned above (no. 45 e) regarding the liturgical commission of the assembly of bishops.”

*Inter Oecumenici* #47

<sup>5</sup> *Sacrosanctum Concilium* #45-46. See also *General Instruction of the Roman Missal, Third Typical Edition* (2002), #291

<sup>6</sup> “Establishing a worship office does not eliminate the need for the diocesan liturgical commission, which is mandated by the Holy See.” *Promoting Liturgical Renewal: Guidelines for Diocesan Liturgical Commissions and Offices of Worship*, Secretariat, Bishops' Committee on the Liturgy, National Conference of Catholic Bishops, 1988, p. 14

(4) have a good working knowledge of liturgical norms and basic Church documents related to liturgy; and (5) be committed to the purpose and mission of the Liturgical Commission, and to regular attendance at Commission meetings<sup>7</sup>.

Section 2. **Appointment of Commission Members**: The Bishop will initially appoint all at-large members of the Commission and will thereafter fill any vacancies that arise for whatever reason. Whenever a vacancy arises mid-term, or is known in advance to be imminent (such as when it is known that members will reach the end of their term or will retire early), the Commission members shall take steps to identify candidates to recommend that the Bishop consider for appointment. The names of all candidates compiled by the Liturgical Commission will then be forwarded to the Bishop for consideration. The Bishop will notify the Commission in writing of any new appointment of members of the Commission.

Section 3. **Terms of Commission Members**: Members-at-large serve a three-year term, and efforts shall be made to structure board membership so that one third of the members retire each year and are replaced by new members. Every effort will be made to avoid having more than one half of the Commission members retire at one time. Consecutive terms are not allowed; however, reappointment after a one-year interval off the Commission is permitted. Retiring members may serve on a subcommittee of the Commission without term limits. Terms follow the calendar year, from January 1 to December 31. Notwithstanding these terms of office, all members-at-large serve at the pleasure of, and may be removed at any time by, the Bishop.

#### ARTICLE IV – MEETINGS

Section 1. Meetings shall be scheduled a minimum of four times per year. The specific times and dates of the meetings shall be set based on consensus of the members of the Commission.

Section 2. A member-at-large with two unexcused absences (even from meetings lacking quorum) in a three-year term will immediately be deemed, by operation of these Statutes, to have resigned from the Commission and his/her vacant seat will be filled as set forth in Article III.

Section 3. A majority of the members of the Commission then in office represents a quorum for convening a meeting of record and taking Commission action.

Section 4. The Bishop may convene additional meetings as circumstances suggest or require. The Bishop should attend at least one meeting of the Diocesan Liturgical Commission each year to show his encouragement and support of the Commission.

Section 5. The parliamentary principles set forth in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the conduct of meetings, but only in those situations which cannot be resolved by other methods of the consensus process.

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<sup>7</sup> As of this writing, these would especially include *Catechism of the Catholic Church*, Part 2; the *General Instruction of the Roman Missal*, *Constitution on the Sacred Liturgy*; *Rite of Christian Initiation of Adults* and *Sing to the Lord: Music in Divine Worship*.

## ARTICLE V - OFFICERS

Section 1. **Officers / Election**: The officers of the Commission are a Chairperson and a Secretary. Once per year, the members of the Commission shall nominate and elect the officers. Election of officers may take place by either secret ballot or by acclamation.

Section 2. **Officer Terms of Office**: The officers will serve for a term of one year, and may be re-elected for one additional year. A candidate for Chairperson must have served on the Commission for at least one year prior to being eligible for nomination and election as Chairperson.

Section 3. **Officers Duties**:

- (a) **The Chairperson** shall communicate regularly with the Director of the Office of Worship or the Bishop's Delegate, to determine the agenda for the meeting and discuss the progress of the Commission and its objectives. Members may also propose agenda items. The Chairperson shall preside at regularly scheduled and special Commission meetings, send out meeting announcements and distribute copies of the agenda to each Commission member. The Chairperson shall attempt to help resolve any disputes or conflicts that arise among members, with the assistance of the Director of the Office of Worship as needed. The Chairperson shall appoint/regulate the formation of subcommittees for special projects or situations that arise. The Chairperson may excuse member absences from board meetings when deemed appropriate.
- (b) **The Secretary** shall be responsible for keeping accurate records of the Commission actions, taking minutes at the meetings, distributing copies of the member list and minutes to Commission members, and assuring that the Commission records are maintained. The Secretary shall also cooperate in the compilation and distribution of subcommittee minutes and facilitate inter-group communication.

## ARTICLE VI – SUBCOMMITTEES

Section 1. **Subcommittees**: The Liturgical Commission shall have six permanent subcommittees: RCIA, Liturgical Formation, Diocesan Ceremonies, Sacred Music, Art and Architecture, and Norms and Guidelines.

Section 2. In addition to the six permanent subcommittees, semi-permanent or temporary ad-hoc subcommittees may be created at the discretion of the Commission Chairperson. The addition of any new permanent subcommittees will be determined by vote of the Commission.

Section 3. Each Commission member shall serve on at least one permanent subcommittee. It is not necessary that Commission members serve as the chairperson of a subcommittee, although they may serve as such.

Section 4. The Statutes of the Liturgical Commission shall also govern the subcommittees. All permanent and ad-hoc subcommittees shall bring their work before the Diocesan Liturgical Commission for consideration and action.

Section 5. Each subcommittee shall include at least one Liturgical Commission member. The remaining membership of each subcommittee shall be comprised of additional individuals from the diocese with particular expertise or interest in the primary mission of the subcommittee. Subcommittees may contain a total of up to 12 members. Each subcommittee shall elect a chairperson, who will be responsible for all communications with the Liturgical Commission through meeting/activity reports.

Section 6. Subcommittee minutes/reports will be submitted to the Liturgical Commission secretary for distribution no later than four days prior to the next scheduled meeting. The subcommittee chairperson or another delegate will appear at all Liturgical Commission meetings. The subcommittee chairperson shall maintain an accurate roster and contact list of all subcommittee members, and submit such list to the Liturgical Commission secretary, with updates at least every six months.

#### **ARTICLE VII – AMENDMENTS**

Section 1. Proposed amendments to these Statutes may be adopted by a vote of the full Commission, who may submit their votes by proxy. Proposed amendments adopted by the Commission shall then be forwarded to the Bishop for approval or denial. Proposed amendments shall take effect only after written approval by the Bishop.

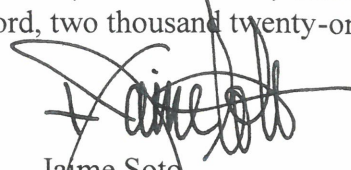
Section 2. Prior to consideration at a Commission meeting, proposed amendments to the Constitution must be submitted to the Chairperson and the Secretary, so that copies of the proposal can be distributed to Commission members along with the Committee minutes and agenda, for consideration prior to the meeting at which the vote will occur.

#### **ARTICLE VIII – DISSOLUTION**

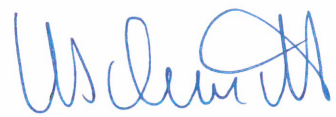
Section 1. The Bishop retains, at all times, the prerogative to keep the Commission in existence or dissolve it altogether.

I, the undersigned Bishop of the Diocese of Sacramento, do hereby approve these statutes and order that they become particular law of the Diocese of Sacramento. I further order that they be promulgated in accord with the norm of law, namely that they be published on the diocesan website, and included in all future binders of the Policies and Pastoral Guidelines. In addition, copies are to be sent to all priests and deacons to include in their current binders. The statutes will become effective one month from the date of promulgation.

Given at the Chancery, at the Diocesan Pastoral Center, in Sacramento, California, on this twenty-fifth day of October, in the year of Our Lord, two thousand twenty-one.



Jaime Soto  
Bishop of Sacramento



Uli Schmitt  
Chancellor



[Promulgated 23 November 2021; effective 23 December 2021.]