

Liturgical Environment Planner

Altar Society – Sacred Vessels & Altar Linen Members

➤ **Overview**

Members of the Altar Society prepare the parish for Liturgical celebrations. The beauty, quality and appropriateness of the space where the Liturgy is celebrated are crucial for full participation by the assembly.

➤ **Activities/Responsibilities**

- Ensures that the appropriate vessels, vestments and articles are prepared while keeping in mind the primary visual and tangible aspects of the celebration of Sacred Rites.
- Cleans the sacred vessels and objects (ciboria, chalices, cruets, incense boat, holy water fonts, baptismal font, statues, candles, etc.).
- Plans the visual layout in order to enhance the Liturgical celebration (i.e. flowers, hangings, seasonal, ornamentation, etc.).
- Ensures that the general Liturgical environment (arrangement of space, furnishings, lighting, permanent decorations, etc.) corresponds to the aesthetic and ritual vision of the parish.
- Assists in cleaning the general church décor and furnishings (windows, railings, sacristy, credence table, etc.)
- Maintains and cleans the linens used in the Sacred Rites (purificators, corporals, altar cloths, finger towels, etc.)
- Is available to assist as required in preparing the space for Liturgical celebrations and Sacred Rites.
- Participates fully in the Liturgy as an exemplary member of the assembly.

***Please Note:** The Activities/Responsibilities listed above may also apply to those ministers that are Sacristans, Altar Society Members, Altar Guild Members, and/or Altar Linen Members. Please provide the name of the ministry that corresponds to your parish on the line at the top of this page.*

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other Specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Is recognized within the parish community as a person of good reputation.
- Possesses aesthetic skills appropriate to this work (e.g. regarding use of space, colour, light, textures, form).
- Is able to discern the aesthetic/artistic implications of the Liturgical Rites and how they may be implemented in the space.
- Is sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection.
- Is familiar with diocesan guidelines for environment and visual art in the Liturgy as well as the specific requirements for the Sacred Rites.
- Is familiar with the ritual and theological implications and meanings of the seasons and feasts in the Liturgical Calendar.
- Has good organizational skills.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others and has good leadership skills.
- Has the ability to work independently or as part of a team.
- Has a respectful attitude concerning appropriate preservation of the parish's religious art and architecture.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard Parish orientation program.

➤ **Participant Group**

There is no participant group. There will be collaboration with the Pastoral Team.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

Three to five year term with the ability to renew. (General Risk)

One year term with the ability to renew (*High Risk)

➤ **Benefits and Working Conditions**

Will directly impact the liturgical experience at the parish.

Will enhance personal growth of faith and better understanding of parish Liturgy.

This is a volunteer position requiring a time commitment of ___ hours per week/___hours per month.

Will have access to the necessary Liturgical vessels, vestments, articles, furnishings and ornaments, etc.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position (provided the Liturgical Environment Planner does not have a key and/or private access to parish property*).

Completion of a Volunteer Information Form is required.

Training and orientation are required

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of *Liturgical Environment*

***Planner* currently practiced at _____.**
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto