



**Ministry Position: Liturgical Environment Planner**

**Date Last Reviewed: July 2019**

**◆ Position Overview**

Under the direction of the Pastor, the Liturgical Environment Planner prepares for Liturgical celebrations at the parish. The beauty, quality and appropriateness of the space where the Liturgy is celebrated are crucial for full participation by the assembly.

**◆ Activities/Responsibilities**

- Ensure 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
- Plan the visual layout in order to enhance the Liturgical celebration (i.e. flowers, hangings, seasonal, ornamentation, etc.)
- Ensure that the general Liturgical environment (arrangement of space, furnishings, lighting, permanent decorations, etc.) corresponds to the aesthetic and ritual vision of the parish
- Be available to assist as required in preparing the space for Liturgical celebrations and Sacred Rites
- Collaborate with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish endeavor.
- Participate fully in the Liturgy as an exemplary member of the assembly
- Be available for meetings and training on both the Parish and diocesan levels

***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.**

<b>Other specifics:</b>
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### ◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- 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, and form)
- Able to discern the aesthetic/artistic implications of the Liturgical Rites and how they may be implemented in the space
- Sensitive to the use of the church for the parish community's Liturgical celebrations as well as for private prayer and reflection
- Familiar with diocesan guidelines for environment and visual art in the Liturgy as well as the specific requirements for the Sacred Rites
- 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
- Honest, trustworthy and enthusiastic
- 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
- Demonstrates a spirit of generosity and creativity

### ◆ Screening Requirements

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (\*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked\*
- Complete a Police Information Check \*
- Complete appropriate training and orientation

After volunteering begins:



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- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years\*
- Participant follow-ups may be conducted\*

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

### ◆ **Participant Group**

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

### ◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

### ◆ **Length of Ministry Appointment**

\_\_\_\_\_ year term with the ability to renew.

### ◆ **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
- 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
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*



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This Ministry Position Description accurately reflects the ministry of **Liturgical Environment Planner** currently practised at,  
\_\_\_\_\_ Parish.

**Pastor's Signature**

PASTOR NAME

**Parish Volunteer Screening  
Coordinator's Signature**

COORDINATOR NAME

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**