

LITURGICAL COMMITTEE

Of Our Lady of Loretto, CA

ALTAR SERVERS

ELIGIBILITY: Boys and girls of the parish in 5th grade and above.

DUTIES: Assist the priest in the Sacrifice of the Mass and other liturgical celebrations. Must be able to maintain a reverent attitude during Mass.

TRAINING: The Parish Priest provides training.

SERVICE: Is assigned to one of the teams which rotate through the three weekend Masses and major liturgical celebrations, such as Holy Week and Christmas.

COORDINATOR(S):

ALTAR SOCIETY

ELIGIBILITY: Members of the parish and their families.

DUTIES: Housekeeping duties in the Chapel. i.e., dusting, vacuuming, cleaning holy water fonts, etc. Care and cleaning of altar linen used in Mass and other liturgies.

TRAINING: Member of Altar Society will train in the regulations and procedures used to launder sacred linens.

SERVICE: Approximately 1 to 1.5 hours every week. Chapel cleaning is usually done after Friday morning Mass. Schedules is either mailed to individuals or posted in the Church Bulletin.

COORDINATOR(S):

EUCCHARISTIC MINISTERS

ELIGIBILITY: Adult registered members of the parish who are interested should contact the Parish Priest.

DUTIES: Assist with distribution of the Eucharist and the Precious Blood at Masses and major Holy Days. Distribution of Eucharist to homebound.

TRAINING: Provided by the Parish Priest or his designee prior to assuming duties.

SERVICE: Schedule is posted in the Sacristy and mailed to the individual. Arrive 15 minutes prior to Mass.

COORDINATOR(S):

LECTORS

ELIGIBILITY: Members of parish who have received the Sacrament of Confirmation.

DUTIES: LECTORS Do the liturgical readings at weekend Masses and major Holy Days. Read introductions and announcements at weekend Masses and major Holy Days. Missalettes with the readings are given to the Lectors in advance. Commentator's notes are kept in a binder available for review immediately before Mass.

TRAINING: Provided by the Parish Priest or his designee with practical experience using the microphone. Schedules are posted in the gathering space and sent to the individual.

SERVICE: Arrive 15 minutes before Mass to prepare. Approximately once every six weeks.

COORDINATOR(S):

MUSIC GROUPS

SUNDAY MASSES CHOIRS

ELIGIBILITY: Members of the parish of high school age or above.

DUTIES: Provide vocal and instrumental liturgical music at the late Mass on Sundays and major Holy Days (Easter and Christmas).

SERVICE: Every weekend and combined choirs for major Holy Days. Practices are held as choirs need.

COORDINATOR(S):

MINISTER OF HOSPITALITY/USHERS

ELIGIBILITY: Members of the parish of high school age and above.

DUTIES: Arrive 15 minutes prior to Mass. Greet and assist in seating the congregation, especially the handicapped or those with large families, late arrivals. Maintain order before, during, after Mass. Collect monetary offerings by the congregation. May be asked to take up the gifts at the Offertory. Hand out church bulletins after Mass.

TRAINING: Provided by the coordinator as needed.

SERVICE: Arrive 15 minutes before Mass to prepare. Approximately once every six weeks. Schedules are posted in the gathering space and sent to the individual.

COORDINATOR(S): EARNIE SOLDEVILLA/ ALEX GUARDADO

(323) 913-0199

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WEDDING, BAPTISM AND FUNERAL LIAISON

ELIGIBILITY: Adult members of the parish.

DUTIES: Assist the families of the engaged or deceased with the logistics of the church service and surrounding events. Advise on local resources available for receptions, viewings, etc. Be present on the day of the service, arrange for use of equipment and appropriate worship aids, set up and clean up after service, assist celebrant as needed.

TRAINING: Provided by the Parish Priest, knowledge of liturgical requirements and local resources is helpful.

SERVICE: As need arises.

COORDINATOR(S):

WORSHIP AIDS

ELIGIBILITY: Members of the parish high school age and above.

DUTIES: Help create an environment conducive to meditation and prayer and greater involvement of the church body in the Mass and other celebrations within the worship space, such as banners, statuary, plants, flowers, etc. Recommendations must be approved by Parish Priest.

TRAINING: None required

SERVICE: Varied as determined by the Parish Priest.

COORDINATOR(S):

LITURGY PLANNING

ELIGIBILITY: Members of the parish high school age and above.

DUTIES: Assist the Parish Priest with the transition and education due to the incorporation of any mandated changes to the Mass. Assist the Parish Priest with the planning of liturgies including special commemorations such as church anniversary and feast day, children's liturgies for Christmas, community ecumenical services and other special occasions.

TRAINING: Provided by the Parish Priest.

SERVICE: Varied as determined by the Parish Priest.

COORDINATOR(S): not applicable