

GUIDELINES
FOR THE
PARISH WORSHIP AND SPIRITUAL LIFE
COMMITTEE



The Worship Department requests your comments and suggestions to make this document more helpful.

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Diocese of Green Bay
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Guidelines for the Parish Worship and Spiritual Life Committee

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I. Introduction

A. Inspiration from the Documents

“The liturgy is the summit toward which the activity of the church is directed; at the same time it is the fount from which all the church’s power flows.” *Constitution of the Sacred Liturgy (CSL), 10*

“The church earnestly desires that all the faithful be led to that full, conscious and active participation in liturgical celebrations called for by the very nature of liturgy. Such participation by the Christian people as a ‘chosen race, a royal priesthood, a holy nation, God’s own people’ (1 Peter 2:9) is the right and duty by reason of their baptism.” *CSL, 14*

“Faith grows when it is well expressed in celebration. Good celebrations foster and nourish faith. Poor celebrations may weaken and destroy it.” *Music in Catholic Worship, 6*

“The parishes, set up locally under a pastor taking the place of the bishop, are most important: in some manner they represent the visible Church established throughout the world. Therefore, both in attitude and in practice, the liturgical life of the parish and its relationship to the bishop must be fostered among the faithful and clergy; efforts must also be made toward a lively sense of community within the parish, above all in the shared celebration of the Sunday Mass.” *CSL 42*

B. Definition

The Worship and Spiritual Life Committee is a standing committee of the Parish Pastoral Council dedicated to the promotion of active participation in worship and programs in spiritual development.

C. Purpose

The overall purpose of the Worship and Spiritual Life Committee is to assist the pastor in planning and providing for the spiritual development of the members of the parish through liturgical celebrations, significant prayer experiences and spiritual growth programs.

The Worship and Spiritual Life Committee is active and helpful in recruiting and training liturgical ministers, preparing parish liturgies and prayers, setting parish policy along with educating the parish in issues of liturgy.

Therefore the Worship and Spiritual Life Committee assists the pastor and the pastoral staff in forming and maintaining a vision of liturgy which is truly the center of the life of the parish.

II. Relationship of Worship and Spiritual Life Committee to Parish Groups

A. Relationship to the Parish Pastoral Council

The Worship and Spiritual Life Committee is a standing committee of the Parish Pastoral Council. With the parish mission statement and the goals and objectives as guides, the committee works with the pastor for the spiritual development of the members of the parish. The Worship and Spiritual Life Committee assists the pastor in the planning of Sunday Worship, liturgical celebrations, devotions, significant prayer experiences and programs of spiritual growth.

The Parish Organization Norms for the Diocese of Green Bay note that the relationship between the Council and parish Worship and Spiritual Life Committee should be one of interdependence, trust, collaboration and subsidiarity. The Council should provide clear directions to the committee in light of the parish mission statement, goals and priorities.

The Parish Pastoral Council works in close consultation with the pastor to determine significant parish policies and parish initiatives. Working with their liaison or representative, the Worship and Spiritual Life Committee may recommend policies or parish initiatives to the pastor and the council. However, their focus should be on the development and execution of specific action plans for implementation of parish priorities and policies.

B. Relationship to the Pastor, Associate Pastor and/or Pastoral Leader

The pastor, associate pastor and /or the pastoral leader are members of the Worship and Spiritual Life Committee. Their presence at the meetings and collaboration with the Worship and Spiritual Life Committee are essential to the process of planning the goals of the committee as well as achieving those goals.

As they plan together, through prayerful dialogue and open discussion, the pastor, associate pastor and/or the pastoral leader and the Worship and Spiritual Life Committee make decisions. If there is disagreement between the pastor and the Committee, final authority rests with the pastor. In those instances where the pastor cannot accept the recommendations of the council, he should provide the committee with an explanation.

C. Relationship to the Parish Staff

The Worship and Spiritual Life Committee generally has multiple relationships with the Parish Pastoral Staff, especially in a larger parish setting. While the pastor, and where applicable, the associate pastor, and the pastoral leader, are members of the Worship and Spiritual Life Committee, other staff members may be present for meetings on a regular basis or on ad hoc basis serving as resource persons. Staff members should receive agendas and minutes of the Committee meetings. Staff members are directly accountable to the pastor.

D. Relationship to the Parish Musicians

Because of their expertise and professional education, musicians attend to the music program for the liturgy. The musicians are directly accountable to the Pastor but work in collaboration with and often as a resource to the Worship and Spiritual Life Committee.

The Worship and Spiritual Life Committee may appoint a liaison to communicate with the musicians concerning matters of music in worship and spiritual life. In other situations, musicians may be present for meetings on a regular basis serving as resource persons.

E. Relationship to Other Parish Committees

The Worship and Spiritual Life Committee serves as a resource and a partner with other parish committees. Guided by the Parish Mission Statement, they provide visioning and education in the area of liturgy and spiritual life. Collaboration among all parish committees will insure achievement of parish goals using the talents and gifts of all the members.

F. Relationship to the Diocesan Department of Worship

The members of the Worship and Spiritual Life Committee are encouraged to attend programs, workshops and classes for enrichment and direction offered by the Department of Worship. The Department of Worship is a resource center for materials, questions and direction.

III. Organization

A. Membership

Number

From five to eight members are suggested to facilitate planning, organization and implementation of the goals of the Committee. Some Worship and Spiritual Life Committees have twelve to fifteen members if the liaisons of subcommittees are present.

Leadership Roles

Minimum membership requires a chairperson, a secretary and at least three other members.

* Chairperson: a volunteer, appointed to the position of chairperson through the prayerful discernment of the Worship and Spiritual Life Committee in collaboration with the pastor/pastoral leader.

* Secretary: a volunteer note taker, appointed by the chairperson or by prayerful discernment of the Committee.

* Members: volunteer, selected with the involvement of the pastor, staff and Worship and Spiritual Life Committee.

Qualifications

No one person possesses all the necessary gifts, but the body as a whole is strengthened by each person's skills.

Members of the Worship and Spiritual Life Committee need to be people of vision dedicated to the spiritual needs of the people.

One of the most important qualities of a committee member is to recognize oneself as a *servant* of the community. God sets the banquet table, inviting one and all. In this context the role of the Committee is to serve the needs of the body of Christ, not their own.

Members of the Committee need to be informed of the liturgical guidelines and laws set forth in the documents of the church. Decisions concerning pastoral applications of these guidelines and laws are subject to the review of the pastor.

Other qualities Committee members need include:

- ✠ a willingness to be visibly present, available and open to the concerns of parishioners
- ✠ a desire to foster, call forth and appreciate the gifts of others
- ✠ knowledge and experience of church, sacraments, church documents, ritual and mission
- ✠ an openness to diversity
- ✠ a willingness to listen, learn and work collaboratively toward consensus
- ✠ a sense of humor

Attendance

Faithful attendance at the meetings insures the growth of the Committee as a support group. It also insures accomplishment of the goals. After three absences in one year, and with the support of the pastor, the chairperson may ask the member to resign after a discussion concerning reasons for absence.

B. Term of Service

Many parishes have found that it is desirable to invite members of the Worship and Spiritual Life Committee to serve for a three-year period. Often after three years of service, it is helpful for the members to evaluate their service and take time for renewal and rest. If desired, they may be invited for another three-year term, but not more than two terms in succession. There are several advantages to this:

- a. It encourages turnover in the Committee, and a variety of persons can be given the opportunity to serve.
- b. It prevents the parish from relying too heavily on a limited group and ensures that these people will not be called upon to serve indefinitely on the Committee.

Initially, terms could be staggered, so that they are appointed for one, two, or three years. This allows for people to gracefully leave the Committee when a term expires, and also infuses the Committee with new members so that more people can share the parish's liturgical vision.

C. Recruitment/Selection

Different parishes handle the recruitment of Committees in different ways. In most instances, the pastor and parish staff collaborate in selecting individuals to serve on the Worship and Spiritual Life Committee. Sometimes a talent/skill and interest survey is used to develop a list of potential candidates. Occasionally, a bulletin or pulpit announcement invites volunteers.

The advantage of asking for volunteers is that good candidates may surface who might otherwise be overlooked. In these cases, the willingness to serve is already assured. The disadvantage is the difficulty of dealing with some volunteers who really do not have the personality or skills appropriate to the goals of the Worship and Spiritual Life Committee.

The challenge is to discern what gifts the Spirit has given to each member of the community and then to call people to use those gifts in the service of the liturgy. Whether the members are surfaced by volunteering or by a selection process, the training offered for members of the Committee should clearly be a condition for serving the parish.

(See suggestion on pages 12-16.)

D. Subcommittees

The Worship/Spiritual Life Committee is both a visioning group and a working body. Because much of the work of the Committee usually takes place at the subcommittee level, strong liaisons are needed to keep the lines of communication open. The parish's vision will help determine the subcommittees. Recommended subcommittees include:

1. A Music Subcommittee
2. Environment and Art Subcommittee
3. Liturgical Ministries Subcommittee responsible for the development, formation and scheduling of the liturgical ministries such as Word, Eucharist, Usher/Hospitality, Music, Altar Serving, Sacristy Care, Communion to the Sick

4. A Subcommittee for The Rite of Christian Initiation of Adults responsible for the process of welcoming and forming candidates and catechumens and celebrating the liturgical rites with them and the assembly
5. A Subcommittee for Spiritual Development Opportunities responsible for Retreats, Devotions and Spiritual Direction
6. A Subcommittee to collaborate with parish leaders of the liturgical celebrations for the liturgies of the Funeral and Marriage Rites

E. Meetings

Each parish and each Committee will have specific needs that dictate the number, length and location of the meetings.

Number: Monthly meetings are recommended. Because of the nature and scope of the work, subcommittees will need to meet more or less often.

Time: Meetings taking no longer than two hours are recommended. Most often the committee will meet during evening hours or on Saturday to accommodate day workers or child care services. To begin and end the meeting on time will give focus to the work at hand and show respect for the members who have given their time and talent.

Location: The Committee generally meets at the parish facility.

F. Procedure for Meetings

Prayer

The Worship and Spiritual Life Committee opens with a prayer. Committee members take turns in the preparation and leadership of the prayer.

Minutes

Minutes of the past meeting are reviewed or read to insure coordination of efforts and recall of decisions and plans.

Pastor/Staff Report

The pastor/staff shares brief comments and insights concerning the Worship and Spiritual Life of the parish.

Agenda Items

Address each of the agenda items. The chairperson directs work beyond the scope of the Committee to subcommittees.

Reports from the Liaisons of the Subcommittees

When present, each liaison from the subcommittees is invited to share a brief report.

Formation

If the Committee has chosen to use a portion of the meeting time to study or discuss a particular topic of spiritual growth and development, it may take place at this time or earlier in the meeting.

Closing Prayer

Prayers of gratitude and petition.

G. Agenda

The responsibility for agenda rests with the chairperson of the Worship/Spiritual Life Committee in collaboration with the pastor, the Parish Pastoral Council and the subcommittees of the Worship and Spiritual Life Committee. Items for the agenda may be submitted to the chairperson by the committee members as well.

The secretary of the Committee is responsible for the mailing of the agenda to the members at least one week prior to the scheduled meeting date.

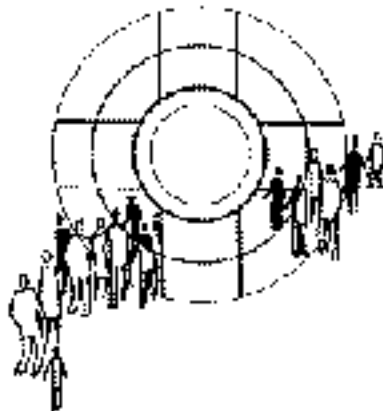
H. Budget

The Worship and Spiritual Life Committee appoints a member to prepare and submit a budget as a part of the general parish budgeting procedure. In particular situations a Parish Liturgist may prepare the budget as part of his/her responsibility. A complete budget for worship may include such items as:

Church and Liturgy Supplies: (Altar bread, wine, candles, cleaning of vestments, vessels, linens, the purchase of sacramental supplies, etc.)

Salaries and Wages: (Professional staff, maintenance, secretarial help, organists, music coordinator, choir directors, etc.)

Decor, Supplies, Music: (Copyrights, music, schedules, copies, office supplies, books, speakers, conventions, decorations, instruments, etc.)



IV. Responsibilities

A. Job Descriptions for the Membership

Chairperson

- Prepare the agenda
- Schedule the meetings
- Chair the meetings (or on occasion, appoint a member to do so)
- Keep the meeting focused and productive, beyond personal preferences/issues
- Provide for the prayer
- Set up subcommittees (in cooperation with the Committee and the pastor)
- Provide for ongoing formation of the Committee

Secretary

- Take minutes or notes from the meetings
- Provide copies of the minutes and the agenda to the committee members one week before the scheduled meeting

Member Appointed to Prepare the Budget

- Prepare the budget
- Submit orders for materials
- Submit the invoices to the parish
- Prepare a report of the annual budget

Members

- Prepare for and attend meetings on a regular basis
- Study the liturgical documents set forth by the church
- Participate in ongoing formation: workshops, programs and resources
- Operate out of a vision of church shaped by the documents of Vatican II
- Observe the liturgical needs of the parish members and hear their concerns
- Volunteer to prepare and lead the prayer
- Share your experiences with helpful resources
- Offer your talents and time to accomplish the goals of the Committee

B. Formulation of the Mission Statement, Goals and Objectives

In dialogue with the pastor and the Parish Pastoral Council, the Worship and Spiritual Life Committee takes direction and inspiration from the parish Mission Statement, Goals and Objectives.

From this document, the Committee formulates a specific plan of action outlining steps to achieve goals and objectives. The plan of action focuses on the issues related to the worship and spiritual life of the parish.

C. Formation/Training

It is essential that individuals who are chosen to serve on the Worship and Spiritual Life Committee be trained in this ministry. In consultation with the pastor, opportunities for education should be provided.

An invitation to join the Committee is not so much an invitation to form and shape a parish's worship as it is an invitation to allow the liturgy to form and shape the assembly. Liturgy is the work of the people rooted in their baptismal privilege and duty. Ultimately, however, all Catholics must come to know the liturgy as the work of God, the power and presence of the paschal mystery in our parish and our world.

Therefore, the formation and training will invite Committee members to personal growth in liturgical spirituality as well as growth in the knowledge and understanding of scripture, theology and liturgy.

To achieve this goal, the Worship and Spiritual Life Committee may encourage or plan for retreats, workshops or programs that will foster education, formation and spiritual growth among its members.

D. Assessment/Evaluation

The Worship and Spiritual Life Committee provides ongoing evaluation of every aspect of worship life in the parish. Listening to the people will help to guide the work and direction of the Committee.

It is recommended that the Committee itself conduct an annual evaluation of its performance in light of the mission statement, goals and objectives of the parish and of the Committee.

Appendix

Suggestions for Basic Resources in a Library of the Worship and Spiritual Life Committee

DIOCESAN PUBLICATIONS

Sacramental Guidelines

Diocese of Green Bay

Parish Organization Norms

Diocese of Green Bay, 1998

LITURGICAL MINISTRIES

Guidelines and Training Sessions, 2006 for Extraordinary Ministers of Holy Communion and Communion for the Sick and the Homebound, Lectors, Ministers of Hospitality/Ushers and Altar Servers. Parish Training Programs include a Leader's Guide and Participant's Notes. There are Guidelines and Resources for Musicians and Ministers of Art and Environment/Sacristans.

ANNUAL RESOURCES

Sourcebook

Peter Scagnelli and Rita Corbin

Liturgy Training Publications, Chicago, IL (1-800-933-1800)

Practical information for the seasons, for music and for worship environment for the current year.

Workbook for Lectors

Lawrence Mick

A guide with preparation pointers for proclaimers of the Word.

REFERENCE BOOKS

The Liturgy Documents: A Parish Resource

(Fourth edition) Volumes I and II

Liturgy Training Publications, Chicago, IL (1-800-933-1800)

The most fundamental and necessary documents needed for understanding and preparing the liturgies of the church are gathered in this handy resource. An overview of each text and a detailed index add to its usefulness. Also available on disk.

The Mystery of Faith (revised edition)

Lawrence J. Johnson Revised, 2011 *for Roman Missal III*.

Federation of Diocesan Liturgical Commissions Washington, DC

This study provides background material, official documentation, a reflection and discussion questions on each element of the Mass. A valuable resource when questions arise or for ongoing formation.

The Sacristy Manual

G. Thomas Ryan

Liturgy Training Publications, Chicago, IL (1-800-933-1800)

Ryan shares a wealth of knowledge regarding the care, use and storage of the myriad liturgical objects and related items needed for well-prepared worship services.

To Crown the Year

Peter Mazar

Liturgy Training Publications, Chicago, IL (1-800-933-1800)

Suggestions and practical advice for seasonal planning.

Gather Faithfully Together

Guide for Sunday Mass

Cardinal Roger Mahony

Liturgy Training Publications, Chicago, IL (1-800-933-1800)

A reflection on the celebration of Sunday Mass with the challenge of full, active and conscious participation of all gathered.

Liturgy with Style and Grace

Gabe Huck

Liturgy Training Publications, Chicago, IL

A good starting point for committees that have made continuing education an important part of each meeting. Includes a discussion on the elements of the rite.

PERIODICALS

Ministry and Liturgy from Resource Publications, Inc., 160 E. Virginia Street, #290, San Jose, CA 95112-5876. info@rpinet.com

Rite from Liturgy Training Publications, 1800 North Hermitage Avenue, Chicago, IL 60622-1101. 773-486-8970 X 278

ARTICLES

“Q&A: Does the Parish Need a Liturgy Committee?”

David Philippart, *Liturgy 90*, January 1996

“The Parish Liturgy Committee”

National Bulletin on Liturgy (Canada), Winter 1994

“Four Ways to Strengthen Your Liturgy Committee”

Lawrence E. Mick, *Today's Parish*, October 1996

“How Do We Get More People Involved?”

Peter Mazar, *Environment and Art*, September 1996

“Creating the Liturgy Budget”

Michael B. Grammer, *Modern Liturgy*, February 1996

VIDEO

The Sunday Mass Video Series

Five videos on each of the movements of the Mass
Liturgy Training Publications, 1995

INTERNET

Resource Publications is: info@ipinet.com

Notre Dame Center for Pastoral Liturgy is: www.nd.edu/~ndcpl/

National Association of Pastoral Musicians is: www.npm.org

USCCB, National Conference of Catholic Bishops is: www.usccb.org

SACRISTY CHECKLIST: RITUAL BOOKS

Approved for Use in the English Speaking World

- **The ROMAN MISSAL III**
- **EUCCHARISTIC PRAYER FOR MASSES
FOR VARIOUS NEEDS AND OCCASIONS 1994**

New Memorials and Feasts for the Roman Calendar and the USA Calendar
Proclamations: Nativity and Easter
Reception of the Holy Oils

- **The LECTIONARY 1998**
-
- **LECTIONARY FOR MASSES WITH CHILDREN 1992**
- **The ORDER OF CHRISTIAN FUNERALS 1989**
- **The RITE OF CHRISTIAN INITIATION OF ADULTS 1988**
(to be revised)
- **The RITE FOR BAPTISM Liturgical Press 2001**
- **The RITE FOR MARRIAGE 1970**
(revision submitted for approval)
- **The RITE OF PENANCE 1976**
- **PASTORAL CARE OF THE SICK:
RITES OF ANOINTING AND VIATICUM 1983**
- **The BOOK OF BLESSINGS 1989**
- **The ORDER OF SOLEMN EXPOSITION OF THE HOLY EUCHARIST 1992**
- **SUNDAY CELEBRATIONS IN THE ABSENCE OF A PRIEST 1994/2007**
- **COLLECTION OF MASSES OF THE BLESSED VIRGIN MARY 1992**
Sacramentary and Lectionary

Spirituality, Having an Eye for God

The Spirituality of the Liturgical Ministers Makes a Difference

The presence of God is eased by the holiness of those who serve at the prayer of the church. As liturgical ministers let us have an eye and heart for God. Let us live a life rooted in God, driven by the passion and fire of the Spirit and moved by love for the community, the Body of Christ. Let us have an eye to interpret life in the light of God and the Scriptures, to see the spirit shaping the events of life. We are assured by God's history of faithfulness.

As liturgical ministers, called by God, we strive to:

Appreciate silence and do more listening. Slow down and live simply.

Pray often: spontaneous as well as formal. Pray for the community we serve.

Read and pray with the Scriptures. Let them guide our lives.



Handle each religious symbol, vessel, book or object with respect and care.

Be attentive, joyful, hospitable and gracious when proclaiming God's Word.

Know ourselves with our gifts and weaknesses. Be at ease with ourselves so that we may become worthy instruments of God.



Reflect on the meaning of our faith, our community and our personal call to serve the Lord.

Act with reverence: stand, walk, kneel, speak, sing and serve reverently.

Realize that our service is more than a job or a profession. It is a ministry flowing from the power of our Baptism. It is a gift, a right and a responsibility.



Open our hearts and minds to the message and movement of the Spirit. Be ready for change that is directed by the Spirit.

Study and grow in knowledge and understanding of our liturgical ministry.

Cultivate a heart of gratitude and praise. See all of life as gift.



8 Characteristics of a Worship Committee

- A worship committee is **prayerful**.
The agenda provides sufficient time to reflect on the Gospel. Before they adjourn, the members share prayer needs and parish concerns.
- A worship committee is **faith-filled**.
they promote parish unity and the mission of the larger church
- A worship committee is **pastoral**.
They strive to find the best resources and methods to serve the people of the parish as they fulfill the mission of the Church in this time and place.
- A worship committee is **representative**.
The members bring a fuller picture of the community to the meeting representing all facets of the parish.
- A worship committee is **discerning**.
They make decisions in an atmosphere of prayer, respectful discussion and openness to the Holy Spirit.
- A worship committee is **enabling**.
Every parish member has a contribution to make for the good of all.
- A worship committee is **collaborative**.
The committee challenges itself and other groups in the parish to work together.
- A worship committee is **prophetic**.
This task involves patience, watchfulness and a desire to hear the prophetic voice of the Holy Spirit calling for growth within the community.

8 Characteristics of an Effective Agenda

- Allow time for prayer and reflection.
- Label each item with a verb:
“Decide the theme of the parish mission.” “Evaluate our homebound ministry.” “Discuss doing a needs-survey.” “Brainstorm approaches to youth outreach.”
- Allow for particular needs.
If the committee is new, schedule introductions and ice-breakers. Often commitment is related to friendships.
- Note that timing is everything.
Put time slots on every item: 7:30 to 7:40 Prayer. Put a time for ending: 9:30 Good-bye and thanks. For meetings more than two hours, schedule a break.
- Discern how best to handle latecomers according to culture.
Within the meeting, if an item needs more time, gently ask: “Should we take more time with this now, or come back to it later?” (And if the decision is to return to this, make sure that you do!)
- Encourage preparation:
Always have the agenda (and all other materials) to participants *at least* 24 hours early. Use e-mail, or the parish website.
- Bite off only what the group can honestly chew, but then chew it!
- Always leave at least ten minutes for people to express new concerns and promptings of the Holy Spirit. Record them and schedule them on future agendas.

General Directives for Effective Worship Committee Meetings

Think of the best meeting you ever attended. One that left you feeling the group had accomplished their goals, the participants were heard, opinions respected, and time was well used.

Does this describe the attitude of your parish worship committee regarding worship meetings? The success of a worship meeting is not the sole responsibility of the pastor or the chairperson. True, the chairperson's primary role is to facilitate the agenda, keep everyone on track, make sure all are heard and guide the decision-making process. A tall order to be sure. But worship committee meetings are generally as effective or successful as the members' level of preparedness. How do successful worship members promote effective meetings?

Before the meeting, worship members:

- Read the minutes of the previous meeting and committee reports.
- Submit agenda items to the chairperson at least 10 days before the meeting.
- Bring all materials needed, including their calendar.
- Arrive on time. If absence is unavoidable, inform the chairperson before the meeting and offer any input that will assist the work of the group.
- Turn off personal cell phones and pagers.

During the meeting take responsibility for:

- Being there, i.e. focused on this agenda, avoiding distractions.
- Starting on time.
- Keeping order.
- Keeping records.
- Arriving at a decision.
- Giving input to the next agenda.
- Ending the meeting on time.
- Stay on the agenda item being dealt with and help others stay on it.
- Listen to others in the group with openness, to understand their point or point of view, and without judging.

Speak when it is your turn:

- With "I" statements.
- Briefly.
- With charity and courtesy.
- Use the option to "Pass."
- Ask for clarification when you don't understand what someone is saying.
- Protect the rights of others to have their opinion and feelings heard.
- Avoid communication that disrupts the group - sarcasm, diversion, asides, digs.

After the meeting:

- Carry out the assignments and commitments within the time indicated.
- Communicate decisions or information to others who need to know.
- Keep appropriate information confidential.
- Support decisions made by the group and the contributions of others.
- Send out the minutes of meeting as quickly as possible.
- Thank leaders/members for their work, their concern and their time.

*Adapted from an article by Noreen Welte, Director
Office for Parish Council and Lay Leadership Formation*

Preparing the Environment for Worship

A list of qualities for the items and artifacts
as found in a reading of the
Revised General Instruction of the Roman Missal III *Chapter V:*
The Arrangement and Furnishing of Churches for the Celebration of Eucharist

The arrangements and furnishings chosen for the worship space are:

**Dignified
Beautiful
Placed in moderation
Proper
Solid**

**Worthy
Well crafted
Noble
Authentic
Artistic**

**Appropriate
Simple
Suited to the season and feast celebrated
Functional**

**Sustainable
Well balanced
Having one artifact honoring a subject
Visible
Suitable**

**Nourishing faith
Fostering devotion
Harmonious
Promoting participation
Blessed**

Always acknowledging the prominence of the Liturgy of Eucharist.
(with liturgical space for the altar, ambo, chair, cross, font, seating of the assembly)