

Liturgical Liaison

Commitment of the Liturgical Liaison

The Liturgical Liaison (LL) position is a three-year commitment to the CTSA. In appreciation for the liaison's work, the CTSA provides complimentary convention registration and a John Courtney Murray banquet ticket.

Responsibilities of the Liturgical Liaison

The Liturgical Liaison is responsible for assisting the Vice-President and the LAC in preparing the opening memorial prayer service, the Saturday Eucharistic celebration, the daily morning prayers, and the meal blessing before the banquet. The LL consults with the Vice-President in assigning the various liturgical ministries for these celebrations, and with the LAC and Executive Director to ensure that all printing and liturgical materials that are needed for the worship services are prepared.

As soon as possible after the preceding convention

The Vice-President and the LL consult the LAC chairperson to determine the best location to hold the celebration of Eucharist. The Vice-President makes the final decision in consultation with the President. Once the location is identified, the LL secures the church and makes the necessary arrangements related to the mass. At times, the LL may need to consult with the Vice-President and/or the LAC as needed.

September and October preceding the convention

The LL should begin planning the worship services for the convention. The LL and the LAC consult in selecting a local musician who can plan and execute the music for the Eucharist. An agreement regarding the extent of the musician's work for the convention (minimally, the music needed for the Eucharist; possibly, involvement in the opening service and/or banquet meal prayer) should be reached in consultation with the Executive Director, including the musician's compensation from the CTSA.

January to March preceding the convention

The LL determines all the liturgical ministries and materials that will be needed and begins drafting the worship aids and ministers' scripts (including readings, selections of prayers, intercessions) for the worship services, in consultation with the Vice-President, Presider for Eucharist, and LAC, as needed.

April and May Preceding the Convention

As the convention time approaches, the Liturgical Liaison attends to the following matters:

1. Convention Liturgy

All planning for the liturgy is finalized in consultation with the Vice-President

and the celebrant if the celebrant is someone other than the President. The LL should confirm with the pastor that all arrangements are in order and that vestments are available for the celebrant. The selection of liturgical ministers is finalized.

2. The LL should confirm with the LAC that the daily morning prayer services for the convention have been arranged and with the Vice-President that the opening memorial service and banquet meal prayer have been finalized. The LL will bring to the convention a Book of Names, where during the memorial service, the deceased members' names will be entered. The LL is responsible for housing the Book of Names.

3. The LL and LAC Chair should see to the printing of prayer booklets for morning prayers and for the convention liturgy. During the convention, prayer booklets may be stored in the CTSA office.

By the End of June:

The former LAC Chair and LL should submit any outstanding receipts for reimbursement to the Executive Director, and consider the need to send thank you letters to the members of the LAC and musicians (local and/or CTSA members).

Approved by Board Vote, June 3, 2021