

OITC Scheduling Liturgies

Role and Key Responsibilities of the Coordinator of Liturgies Scheduling (CLS).

1. Introduction

We, the OITC Group, are in an ongoing state of transition. It's been described as permanent transition. Reflecting the evolving nature of our Group's processes.

2. Role of the CLS.

Until the Scheduling processes are more streamlined, the primary job of the CLS, in collaboration with the Chairperson of the Group, is to prepare and maintain the Group's Schedule of Liturgies. In part it's simply updating a database.

Generally the CLS doesn't choose Celebrants. At the moment this is done by a group of four individuals:- Bernadette; Anne Harte Barry; Anne Concannon; Lorcan.

3. Scheduling Responsibilities

Regarding the celebration of Mass, once the names of Priests and their availability have been confirmed, the next step is the identification of Co-Presiders. This is generally done in collaboration with the Chairperson. A record of Co-Presiders stretching back over one year is maintained and to date over 20 individuals have served in this role.

Regarding Lay Led Liturgies (LLL), individuals are approached informally to see if they would wish to take part in a LLL. We also maintain a record of LLL Presiders. Over 20 couples have acted as Presiders.

These participation figures must be seen in the context of our overall community attendance, which typically varies from approximately 20 to about 50 at Christmas, an average attendance of about 30.

It is fully acceptable that some members may not be available to serve as Co-Presiders.

4. The Schedule Details

The Schedule in use is titled "OITC St Benildus Sunday Liturgies".

- A copy is posted on the St Benildus Hallway Notice Board.
- A copy is available on the OITC website.
- It is updated regularly.
- The plan is to maintain the Schedule at least one month in advance and preferably some months ahead in real time.

The Schedule lists:

- Sunday Mass Dates
- Names of Priests
- Names of Co-Presiders
- Dates and Presiders of LLL's

This Format has been in use for sometime

5. Key Responsibilities of the Coordinator of Liturgical Scheduling. (In collaboration with the Chairperson of the Committee.)

The following responsibilities clarify expectations and accountability

1. Advise the Chairperson on the selection of Co-Presiders to assist Celebrants.
2. Identify, contact, and support Co-Presiders for LLL's.
3. Prepare and regularly update the Liturgical Schedule.
4. Coordinate necessary communication between those involved in upcoming Liturgies (e.g. the Technical Team, Mass Leaflets production, etc.)
5. Liaise, where appropriate, regarding the future availability of celebrants.
6. Ensure appropriate continuity and balance between Masses and Lay Led Liturgies.
7. Maintain up to date records of:
 - Co-Presiders assisting Priests.
 - Presiders involved in LLL's.