

# Liturgical Ministry Descriptions

## Saint Margaret Mary Parish

Release 1.0 - 05/16/18

<b>Ministry Title:</b>	<b>Arts &amp; Environment</b>
<b>Purpose:</b>	To create an environment in the church that is tasteful, welcoming, simple, beautiful, and points all to the majesty and praise of God. Create a space which enhances our encounter with the living God through our liturgies.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Note the Liturgical Colors and needs/requirements/prohibitions of each season and plan accordingly</li> <li>• Work as a team with other members of A&amp;E to plan and execute seasonal set-ups</li> <li>• Schedule church time to set-up and take-down</li> <li>• Plan in advance for supplies needed (material, pins, sewing to be done, etc.)</li> <li>• Help maintain the A&amp;E supply area in the church basement</li> <li>• Attend monthly planning meetings (as available)</li> <li>• Assist with decorating and “un” decorating</li> <li>• Help take care of living plants and flowers throughout the year</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Open to people of all abilities, genders, and ages who have a love of the Church and the liturgies and wish to participate in beautifying the worship environment</li> <li>• Artistic ability (sewing, drawing, staging) or creativity (envisioning, planning)</li> <li>• A willingness to climb ladders, carry things up and down from the basement</li> <li>• Able to work as a team and take direction</li> </ul>
<b>Time Required:</b>	<ul style="list-style-type: none"> <li>• Monthly planning meeting – approx. 90 minutes (as available)</li> <li>• Regular taking care of plants and flowers – approx. 20 minutes at your convenience (schedule worked out by all members in agreement with each other)</li> <li>• 8 – 10 hours 2x’s per year to decorate for major feasts and seasons – Christmas, Holy Week, Easter (usually spread over a period of several days)</li> <li>• 2 – 3 hours approximately six times per year to decorate and undecorate for minor feasts and seasons – Advent, Lent, Pentecost, Winter Ordinary Time, Summer/Fall Ordinary Time</li> </ul>
<b>Training:</b>	“On-the-job” training explaining Liturgical Seasons, reading a liturgical calendar, understanding proper and improper items which can be used in church decorating. Copies of Church documents regarding liturgical environment are provided. Access to the Liturgy library for further reading/edification.
<b>Responsible To:</b>	Director of Liturgy

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<b>Benefits:</b>	To come and worship in a beautiful environment that YOU helped create!
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