

**NDICE OFFICERS DUTIES****LITURGIST**

The responsibilities of the NDICE Liturgist fall into the following categories:

1. Plan Masses:

Using the Ordo, determine the type of Mass that will be said each day. Masses will generally be Ordinary Time, but the Feast of St. James the Apostle and Feast of Mary Magdalene occasionally occur during NDICE.

[.5 hr]

Develop Mass Planning Sheets (See attached example) and, if possible, send to the presiding bishop or priest ahead of time.

[1.5 hr]

Coordinate with the Wives Advisor to obtain the names of volunteers for Masses.

[.5 hr]

Contact registrants to obtain volunteers to fill the following liturgical positions:

- o [8 hrs]
- o Acolytes
- o Eucharistic Ministers
- o Ushers
- o Set up/clean up for Masses, including:
  - § Set out hosts and wine before Mass
  - § Volunteer couple to bring up the gifts.
  - § Set up chalice, cups, plates, purificators, water, etc. essential to conduct of Mass.
  - § Collect and pack NDICE-owned items and secure them in a dorm room.

Plan Morning and Evening Prayer:

Using the Ordo, script the Morning and Evening prayer for each day of NDICE.

[.5 hr]

Format and publish the prayer scripts for review by the Music Minister for hymn selections. [Music Minister is currently Peggy Gallagher.]

[7.5 – 9 hrs depending on the number of feast days]

Coordinate with NADD to obtain the Necrology of deacons and deacons' wives who have died in the past year so their names can be included in Morning and Evening Prayer. [New for 2011].

[Estimated 5 hrs, including coordinating the letter and answering NADD members' questions, etc.]

Contact registrants to obtain volunteers to conduct Morning and Evening Prayer.

[6.5 – 9 hrs including using the internet to obtain phone numbers]

Coordinate with Wives' Representative to get lectors.

[.5 hr]

Coordinate the efforts of the Liturgical Committee members in planning and executing liturgies.

[2.5 hr]

- Participate in the Planning Meeting and subsequent telecons.  
[12 hrs on-site time; 8 hrs driving time; excluding overnight stay; 4 1-hr telecons]

2 Atch:

NDICE 2010 Mass Planning Guides

NDICE Liturgy Positions Volunteers Data

