ARCHDIOCESE OF NEW YORK
LITURGY

Liturgical Music Commission

Application for Membership

The archdiocesan Liturgical Music Commission develops and promotes policies related to liturgical music in the Archdiocese of New York. It also serves as a point of contact for pastors and musicians seeking employment. Qualified Catholic musicians in the New York area are invited to apply for membership and serve on the Commission.

A member of the Commission should:

a. either live or work in the Archdiocese of New York;
b. possess a command of the principles of sacred music, liturgical theology, and liturgical law;
c. be a practicing Catholic in good standing who professes and adheres to the teachings of the Church; and,
d. have expertise in either choral or keyboard discipline with at least five (5) years' pastoral experience.

BIOGRAPHICAL INFORMATION

Name _____

_____

Home Address _____

_____

Work or Institutional Address_____

_____

Present employment or occupation _____

Home Phone _____

Work Phone_____

Cell Phone _____

Email_____

Please also enclose:

a. a current résumé;
b. a philosophical statement of approximately 200-300 words concerning your understanding of the work of the Music Commission and your ability to serve the goals of the Commission; and,
c. three letters of recommendation, at least one being from a member of the clergy.

Please send all application materials to:

Office of Liturgy
Archdiocese of New York
201 Seminary Avenue
Yonkers, NY 10704
-or-
email to: liturgy@archny.org

Applicants who are appointed to the Commission will be asked to sign a statement acknowledging their understanding of the bylaws of the Commission (see attached).

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Archdiocesan Liturgical Music Commission Bylaws

ARTICLE I - Purpose

SECTION 1: The Liturgical Music Commission (hereinafter, "The Commission") assists the Office of Liturgy in developing and promoting policies and programs related to liturgical music in the Archdiocese. It also serves as a point of contact for pastors and musicians seeking employment.

ARTICLE II - Membership

SECTION 1: The Commission shall comprise between five (5) and eight (8) members, the Director of the Office of Liturgy, and any other ex-officio members as designated by the Archbishop.

SECTION 2:

1. A member of the Commission should:
    a. either live or work in the Archdiocese of New York;
    b. possess a command of the principles of sacred music, liturgical theology, and liturgical law;
    c. be a practicing Catholic in good standing who professes and adheres to the teachings of the Church; and,
    d. have expertise in either choral or keyboard discipline with at least five (5) years' pastoral experience.
2. If possible, members of the Commission shall be chosen at large from the Archdiocese.
3. There is no remuneration attached to membership on the Commission.

SECTION 3:

1. The members of the Commission, upon the recommendation of the Director of the Office of Liturgy, shall be approved and appointed by the Archbishop.
2. Appointments shall be for terms of one (1), two (2), and three (3) years, with subsequent appointments being for terms of three (3) years each, thereby providing for staggered membership terms.
3. Each member shall be eligible for reappointment, upon re-approval and invitation to such, provided, however, that no member would serve for more than three (3) consecutive terms, with the possibility of reappointment after a minimum one-year recess from serving on the Commission.
4. Members of the Commission shall serve at the pleasure of the Archbishop and may be removed by the Archbishop at any time, with or without cause, in consultation with the Director of the Office of Liturgy.

SECTION 4:

1. New members of the Commission are invited to apply for membership via the Office of Liturgy. A current résumé must be submitted, along with a statement of intention. Three letters of recommendation, one of which must come from a member of the clergy, must accompany the application.
2. The application will be considered by the Commission, which will make a recommendation to the Director of the Office of Liturgy. At the request of the Director of the Office of Liturgy, an interview will be scheduled with the applicant, the Director, the Chair, and at least one other member of the Commission. A report will then be presented by the Chair to the Commission, which will take a consultative vote and make a recommendation to the Director.
3. If the Director approves the application, he will make a recommendation for membership to the Archbishop. If the application is approved by the Archbishop, the Director will send a letter indicating term(s) of membership to the applicant.
4. The applicant will be asked to sign a statement acknowledging his/her understanding of the bylaws of the Commission.

ARTICLE III - Officers

SECTION 1: The officers of the Commission shall be a Chair, a Vice-Chair, and a Secretary.

SECTION 2: The Chair is appointed by the Director of the Office of Liturgy, with the approval of the Archbishop. The other officers shall be nominated by the

members of the Commission and approved by the Director of the Office of Liturgy. The officers may serve for a period of three (3) consecutive years, subject to approval by the Director.

SECTION 3: The Chair shall develop the agenda of the meeting with the other members of the Executive Committee (cf. Article V) and preside at all meetings of the Commission. The Vice-Chair presides at the meeting in the absence of the Chair. In the event that neither the Chair nor Vice-Chair is able to attend the meeting, the Director will act as the chair. The Secretary shall be responsible for maintaining a list of all members of the Commission, their terms of appointment, and their current addresses and other contact information. The Chair and Secretary shall be responsible for sending appropriate notices of all meetings and maintaining a record of all meetings of the Commission. The official records of the Commission shall be sent to and stored by the Office of Liturgy.

ARTICLE IV - Meetings

SECTION 1: The Commission shall meet at least five (5) times each year and at such other times as may be called by the Chair or Director. The scheduled months will be September, November, January, March, and May.

SECTION 2: A quorum of the Commission at any meeting shall be constituted when more than fifty (50) percent of the members of the Commission or at least five (5) members are present at any given meeting. Any recommendation by a majority of a quorum of members present at a Commission meeting shall be the recommendation of the Commission.

SECTION 3: The Commission shall consider matters determined by the agenda set by the Executive Committee (cf. Article V) and any issues that the Director needs to have discussed. The Commission may also submit to the Director a list of recommended concerns or priorities for the Director to consider.

SECTION 4: Members of the committees (cf. Article V) may be invited to the Commission meeting to address issues concerning their areas of expertise.

SECTION 5: Non-members who are experts on particular liturgical or musical issues may be invited to speak at meetings to give their advice or to present pertinent information.

ARTICLE V - Committees

SECTION 1: The Executive Committee shall comprise the Director of the Office of Liturgy, the Chair, the Vice-Chair, and the Secretary. This committee shall set the agenda for the Commission meetings. It makes any necessary decisions between meetings, such as the need to call a meeting.

SECTION 2: The Commission shall establish other committees as needed.

SECTION 3: A member of the Commission will be the chair of each committee. The committees' membership will be appointed by the Director in consultation with the Commission. The Director and the Chair of the Commission serve as ex-officio members of all committees and may attend any meeting of those committees.

SECTION 4: Each committee member not already serving on the Music Commission shall serve for one year; the appointment is renewable up to three times.

SECTION 5: All recommendations by the committees must be submitted to the Commission for its recommendation to the Director.

SECTION 6: The committees shall meet as needed to address the issues presented to them by the Commission. Meetings shall be called by the chair of the Committee or at the discretion of the Chair of the Commission or the Director of the Office of Liturgy.

ARTICLE VI - Amendments to the Bylaws

SECTION 1: The bylaws of the Commission may be amended only by the Director of the Office of Liturgy, with the approval of the Archbishop.

ARTICLE VII - Resignation, Termination and Absences

SECTION 1: Resignation from the Commission must be in writing and received by the Secretary. A Commission member shall be dismissed for excess absences from the Commission if he/she has three or more absences from Commission meetings in any given year. A Commission member may be removed for other reasons by

a three-fourths vote of the remaining Commission members and with the approval of the Director.