April 8, 2016

Our Lady of the Visitation Catholic Church
Altar and Rosary Society (ARS)

Please find attached a revised and approved Mission Statement, Purpose, and list of expectations/responsibilities/duties for your ministry.

Please direct any questions, inquiries or need for revision to me or the parish’s Office Manager.

Thank you for your continued works of charity and service to the Church.

Respectfully,
Yours in Christ,
Fr. R.G. Newbury Jr.
Pastor

cc: File

1 Attachment:
Altar and Rosary Society (ARS) Ministry
Altar and Rosary Society

The Our Lady of the Visitation Parish Altar and Rosary Society is a liturgical ministry under the direction of the Pastor. Membership of the Altar and Rosary Society (henceforth referred to as the ARS) is open to all registered members of the parish, who wish to participate in this ministry’s important activities that directly impact the parish’s liturgical celebrations (e.g., men, women, youth, etc.).

Mission Statement:

The ARS is a ministry of the Our Lady of the Visitation Catholic Church which supports and enhances the parish’s liturgical needs, by caring, cleaning, and replacing articles in the sanctuary area (including the altar; baptismal font; amby; ambo; and tabernacle), such as (but not limited to) altar linens and candles, votive candles (including the tabernacle vigil candle and glass cover), communion vessels, and clergy vestments needed for liturgical celebrations.

Purpose:

The primary purpose and goal of the ARS is to assist the parish’s clergy and assembly in ensuring the sanctuary area is well cleaned and stocked; required vessels, linens, and vestments are serviceable and available for use in/for the parish’s scheduled liturgical celebrations; and vigil/votive candles are available for the parish faithful, as needed.

Responsibilities:

The activities of the ministry include to:

- Work directly with and through the Pastor or parish’s Office Manager for all purchases; unresolved issues or conflicts with other parish ministries; operational concerns and maintenance requests; and/or topics of discussion for the parish’s Liturgy Committee.
- Collaborate, if/as needed, with the parish’s Environment Committee regarding the decorating, changing of liturgical banners, etc., in the church’s sanctuary, worship, and gathering spaces.
- Collaborate, if/as needed, with the parish’s other ministries involved in liturgical celebrations (e.g., Coordinators of Sacristans; Extraordinary Ministers of Holy Communion (EMHCs); Altar Servers; Proclaimers (also known as Readers); etc).
- (Entrusted with the care of the sanctuary) Provide and maintain a suitably clean dwelling place for Our Lord.

(Current as of: 04/08/16)
• Purchase, maintain, and clean (or replace) the altar, credence table, and tabernacle linens, as needed. *
  (* As needed includes, for example: when soiled with non-removable stains; ash markings; the cloth’s edges are frayed and unserviceable, etc. If altar linens become unserviceable, they must be disposed of by either (1) burning or (2) burying the article in accordance with the norms and traditions of the Church.)
• Change the altar linen colors to denote the vestment color for the season (as noted in the diocese’s Ordo). * (Note: This may be delegated to the daily Sacristan, if/when coordinated in advance.)
  (* If the published Ordo denotes an option of more than one color, the ARS representative(s) or Sacristan is asked to consult with the respective priest celebrant scheduled for or before that particular day’s Mass for resolution.)
• Purchase, maintain, clean and replace (e.g., washing and ironing) the communion purificators, corporals, wash/hand towels, etc., if/as needed. *
  (* If communion linens become unserviceable, they will be disposed of by either (1) burning or (2) burying the article in accordance with the norms and traditions of the Church.)
  (* Communion linens containing remnants of dried, Precious Blood will be cleansed complying strictly with the guidelines prescribed by the USCCB.)
• Purchase, maintain, and clean altar server cassocks and surplices, if/as needed, but at least semi-annually.
• Maintain and clean the Pascal Candle follower and stand, if/as needed.
• Maintain and clean priest and deacon vestments (e.g., albs; cassocks; surplices; chasubles; dalmatics, cope; humeral veil; etc.) if/as needed, but at least semi-annually.
• Maintain and clean other liturgical linens (e.g., funeral pall; humeral veil, etc.), if/as needed.
• Purchase, clean, maintain, and/or replace sanctuary candles, as needed.
• Clean, maintain and replace communion vessels (chalices, patens, etc.), if/as needed.
• Clean and maintain the baptismal font, ambry of sacred oils, ambo, lectern, deacon and presider chairs, the votive candles and stands, and the statuary and stands.
• Order sufficient materials and supplies for sacristans to fulfill their duties (with a minimum of a month reserve), such as (but not limited to):
  o Paraffin candle oil (if/as used or needed).
  o Tabernacle vigil candles.
  o Vigil/votive/memorial candles.
  o Candle lighting waxed tapers.
  o Wooden votive/memorial candle sticks (used to light candles).
  o Incense.
  o Thurible charcoal.
• Conduct meetings (as a minimum quarterly, if possible); at times suitable for the majority of the interested parish faithful. Meeting agenda and minutes will be completed and a file copy provided to the Pastor or parish Office Manager for parish recordkeeping.

Changes to and/or additions to the ARS ministry’s responsibilities and duties will be at the discretion of the ministry and Pastor (whether verbally or in writing). Resolutions to problems will be resolved by the ARS and the Pastor.