

APPENDIX 3–A

MEMBERSHIP POLICIES

I. Eligibility

Each diocesan liturgical commission and/or diocesan office for worship or its equivalent structure in the United States and its territories is eligible for the status of Member Diocese in the FDLC. Individuals and other groups supportive of the work of the FDLC may become Associate Members.

II. Membership Classifications.

There are three classifications of affiliation: Member Diocese, Inactive Diocese, and Associate Member.

A. Member Diocese

1. Requirements of Member Diocese status:

The following are considered Member Dioceses in the FDLC:

a) Dues Paid

Dioceses which by *March 30* pay full dues;

b) Adjustment/Extension Granted

Dioceses which by *March 30* request and are granted an adjustment/extension for dues payment.

2. Privileges of Active Membership

Upon payment of dues, a Member Diocese will be entitled to the following privileges:

a) National Process

A voice in the national process through two voting delegates at business sessions of the National Meeting of Diocesan Liturgical Commissions.

b) National Meetings

A discount on the National Meeting registration fee.

c) Board Of Directors

Eligibility to nominate members for the FDLC Board of Directors
Eligibility to elect members to the FDLC Board of Directors
Eligibility to run for membership on the FDLC Board of Directors

d) FDLC Newsletter

A subscription to the FDLC Newsletter for the chairperson and executive secretary or their equivalents (primary and secondary liaisons).

As many as 20 additional free copies of the Newsletter are available for commission members upon the request of the primary liaison. These additional copies will be mailed to the primary for distribution at commission meetings.

e) Annual Directory

The FDLC Directory is available on the members' page of the FDLC website (www.fdlc.org). The chairperson and executive secretary or their equivalents (primary and secondary liaisons) receive a username and password to gain access to the FDLC members' page.

Membership Policies

Listed in the FDLC Directory are the chairperson executive secretary or their equivalents, music, art and RCIA diocesan representatives.

Free labels for regional and national mailings.

f) **Publications**

- One copy of each new publication for each member diocese.
- Discounts on FDLC publications
- Profit sharing on the sale of FDLC publications through diocesan offices.

g) **Job Postings**

Assistance through the FDLC Newsletter and the FDLC National Office with hiring staff for worship offices.

h) **McManus Award**

Eligibility to nominate candidates for the annual McManus Award

i) **Liturgical Questions**

Research by the National Office of liturgical questions

B. **Inactive Diocese**

1. **Reasons for Inactive Diocese Status**

a) **Dues Unpaid**

Dioceses which, unless granted a dues adjustment or an extension, have not paid full dues by *March 30*;

b) **Adjusted Dues Unpaid**

Dioceses which have been granted a dues adjustment but have not paid the adjusted dues on or before *March 30* or, as the case may be, one month after the granting of the dues adjustment.

c) **Extension Exceeded**

Dioceses which have been granted an extension of dues payment but have not paid dues on or before the date of the extension;

2. **Privileges of Inactive Dioceses**

a) **National Meeting**

Inactive Dioceses are welcome to participate at National Meetings but may not vote at business sessions.

b) **Publications**

Subscriptions and publications are available but at the regular rates.

c) **FDLC Directory**

Inactive Dioceses will be listed in the FDLC Directory but will be noted as Inactive.

C. **Associate Memberships**

Individuals and other groups supportive of the work of the FDLC may become Associate Members. Payment of annual fees entitles Associate Members to different degrees of privileges as outlined in the following three Associate Membership Plans:

a) **Plan A**

- Newsletter—One Year Subscription to the *FDLC Newsletter*
- Publications—*Discounts* on Publications
- National Meeting Registration—*Discount* on FDLC National Meeting Registration

Membership Policies

- b) **Plan B**
 - Newsletter—One Year Subscription to the *FDLC Newsletter*
 - Publications—*Discounts* on Publications
 - National Meeting Registration—*Discount* on FDLC National Meeting Registration
 - Publications—*One free copy* of each new FDLC publication issued during the membership year
- c) **Plan C**
 - Newsletter—One Year Subscription to the *FDLC Newsletter*
 - Publications—*Discounts* on Publications
 - National Meeting Registration—*Discount* on FDLC National Meeting Registration
 - Publications—*One Free Copy* of each new FDLC publication issued during the membership year
 - Address Labels—Two sets of *address labels* of all persons listed in the FDLC Directory
 - Publicity—Opportunity to include up to two 8 1/2” x 11” sheets of publicity in the registration packet for the FDLC National Meeting
 - Recognition—Annual *recognition* in the FDLC Newsletter

III. Dues

A. Assessment Determination

Dues are assessed based upon the Catholic population of a diocese as found in the *Catholic Directory*. The following categories are used in determining dues:

Population: 0—25,000	Category A
Population: 25,001—100,000	Category B
Population: 100,001—300,000	Category C
Population: 300,001—500,000	Category D
Population: 500,001—1,000,000	Category E
Population: Over 1,000,000	Category F

B. Reductions and Extensions

I. Dues Reduction Policy.

Requests for a dues reduction will be considered by the Executive Committee of the FDLC Board of Directors when a short term need is experienced by a local worship commission/office. Such circumstances as the first year of membership in the FDLC, staffing or financial considerations may give rise to such a request. The request may be approved by the Executive Committee if the requesting diocese would find the payment of full dues a significant hardship and if a course of action to resume the full payment of dues has been envisioned. The requesting diocese should make clear the extent and expected duration of the financial constraint. The Chair will inform the diocese that their situation will be reviewed yearly. Decisions made by the Executive Committee may be appealed to the Board of Directors.

2. Extension of the Time for Payment of Dues

Any diocese may request an extension of time for the reception of

Membership Policies

dues payments.

3. **Reinstatement to Member Diocese Status**

An Inactive Diocese is reinstated to Member Diocese status on the date its dues check is received at the National Office. All privileges begin as of that date.

Membership Policies

Attachment 1

Request for an Adjustment or an Extension of Dues Payments
Notification of Intent not to Pay Dues for the Current Year

FDLC

P.O. Box 29049
Washington, DC 20017
(202) 635-6990
Fax (202) 529-2452

Request for an Adjustment or an Extension of Dues Payments
Notification of Intent not to Pay Dues for the Current Year

At times a diocese may desire to continue as an active FDLC member, but is unable to pay its normally assessed dues in full or pay its dues by March 30. In such cases a diocese may request an adjustment in or an extension for its dues payment.

A diocese may also decide not to enjoy active FDLC membership for a particular year.

In both instances, *the diocese is kindly requested to complete and return the form below:*

Please return by March 30 to:

FDLC National Office
P. O. Box 29049
Washington, D.C. 20017

____ Yes Our diocese desires to continue active FDLC membership, but requests an adjustment in our dues. (Please give the reason and the requested dues reduction on a separate page.)

____ Yes Our diocese desires to continue active membership in the FDLC, but requests an extension of the time for our dues payment. (Please give the reason and date of anticipated payment on a separate page.)

____ No Our diocese does not wish to enjoy active FDLC membership this year.

Diocese: _____

Name: _____

Address: _____

Attachment 2

Membership Policies

Benefits of Participation in the Life of the Federation of Diocesan Liturgical Commissions

IV. Networking

A. FDLC and the Local Church

Participation in the FDLC provides an opportunity for the local church to enrich its perspective, to dialogue beyond its boundaries, and to impact the national agenda.

1. Local Church to Region

Through its Board of Directors the FDLC convenes directors of offices of worship and liturgical commission members by region at least once a year. Regional meetings provide a forum that offers the local church an opportunity to bring to the attention of other dioceses in its region issues that affect that local church and that may have regional implications and/or solutions. During these same meetings materials are shared and diocesan programs discussed.

2. Local Church to National Church

The FDLC provides a forum that offers the local church an opportunity to bring to the attention of other regions of the country and to the attention of the Bishops' Committee on the Liturgy issues that affect a local church. This happens as a region drafts a position statement for consideration of other regions in the United States, as it reviews issues of concern for discussion at the National Meeting, or as it instructs its regional representatives to bring issues to the annual meeting of the Board of Directors for discussion and action.

3. National Church to Local Church

From its inception the FDLC has provided a forum that encourages the local church to look beyond its boundaries to consider issues that affect other dioceses in its region and other regions of the country. This enrichment happens especially at regional meetings as participants listen to the concerns of those from other dioceses in their region. It also happens as Liturgical Commissions and Offices of Worship meet in regional caucuses at the annual National Meeting to consider position statements and resolutions of immediate concern drafted by other regions.

4. Local Church and the BCL

In October, 1968, the BCL convoked a meeting of Diocesan Liturgical Commission personnel in Chicago in order to prepare for the implementation of the *Ordo Missae*. In conjunction with this meeting, there was a session for Chairs and Secretaries as there had been in previous years at the Liturgical Weeks. At this particular session a resolution was passed which called for the creation of an Advisory Committee to the BCL. The advisory Committee was to be made up of members elected by the chairs and secretaries of the commissions from the twelve episcopal regions of the United States.

The BCL Secretariat conducted an election by mail, soliciting nominations in April 1969. "It is hoped," said the BCL, "that [in addition to the exchange of information among the commissions

Membership Policies

themselves and the holding of regional meetings] the federation would be able to present informal proposals to the Bishops' Committee and to be a source of information to the Committee."

The purposes of the FDLC would develop and be refined, but the basic conception was clearly a distinct body, serving the commissions but equally prepared to submit its corporate recommendations to the BCL, a meld of subsidiary and collegial relationships.

Through the FDLC the local church has a direct link to the Bishops' Committee on the Liturgy. The Executive Director of the National Office and the Chair of the FDLC Board of Directors serve as ex officio advisors to the BCL, attend the June meeting of the Bishops' Committee on the Liturgy and represent the Federation to the Bishops' Committee on the Liturgy.

A. **FDLC and the Regions**

Participation in the FDLC provides an opportunity for members of a region to come together at least once a year for two or three days for a Regional Meeting.

1. **In service training**

Regional meetings provide in service training for Worship Office staff and for members of liturgical commissions.

2. **Mutual support**

Regional meetings provide mutual support for Worship Office staff and for members of liturgical commissions

3. **Issues, solutions, strategies.**

Regional meetings provide Worship Office staff and members of liturgical commissions the opportunity to share issues, solutions, and to develop strategies

B. **FDLC and the Church in the United States**

At the national level the FDLC has an impact on the liturgical life of the Church in the United States.

1. **The FDLC impacts the national agenda**

Through its official relationship to the BCL, the FDLC impacts the bishops' agenda, e.g., cremation, televised masses, children's lectionary, Sunday celebrations in the absence of a priest. Both the Executive Director and the Chair of the Board serve as observers at meetings of the National Conference of Catholic Bishops.

2. **The FDLC sponsors a National Meeting**

a) **Educational Opportunities**

The National Meeting provides educational opportunities for its members and for members of the local church through workshops, presentations by major speakers, and lively discussion of issues during Business Sessions.

b) **Surface Issues**

The National Meeting provides members an opportunity to determine issues of national importance through its national process.

The National Meeting provides members the opportunity to draft and pass resolutions of immediate concern which reflect issues that have arisen since the spring regional meetings and which need immediate attention.

Membership Policies

3. **The FDLC supports a Board of Directors**

The FDLC Board of Directors is composed of twenty-four members who are elected by one of the FDLC's twelve regions to represent that region and its needs and vision. When the Board convenes its members bring together insights and vision from all parts of the church in the United States. They provide professional leadership both for the organization and for its members.
4. **The FDLC maintains a National Office**

Located in Theological College in Washington, DC, the FDLC National Office is staffed to serve the needs of the Federation by the Executive Director, an Executive Assistant, and a bookkeeper.
- a) **Resources**

The National Office provides resources for offices and commissions: job descriptions, models of commission structure, and a study of the development of commissions.
- b) **Guidelines**

The National Office serves as a repository for diocesan sacramental guidelines and other diocesan policy statements.
- c) **Database**

The National Office maintains a database listing directors and chairs and annually publishes a National Directory. The National Office also makes mailing lists available to its members to facilitate communication among them.
- d) **Hiring**

The National Office provides assistance with hiring through the FDLC Newsletter and the filing of resumes for positions in Worship Offices
- e) **Newsletter**

The National Office edits and publishes annually six issues of the FDLC Newsletter which is mailed to all members and to all bishops in the United States. In addition to news of the Federation, the Newsletter contains articles on liturgical subjects such as inclusive language in worship, the sacraments of initiation, and rituals for closing and merging parishes.
- f) **Tracking Position Statements**

The National Office maintains a database detailing progress on the implementation of position statements and resolutions of immediate concern.
- g) **Tracking Offices and Commissions**

The National Office conducts an annual survey of offices and commissions, publishes this information in the Annual Directory, and communicates this data to the Bishops' Committee on the Liturgy.

C. **FDLC and Other Liturgical Organizations**

The FDLC works at the national level to foster greater collaboration among various national organizations which have liturgy as the heart of their work. The FDLC through its Executive Director, its Chair, and its Board of Directors is in regular communication with many national organizations:

the Bishops' Committee on the Liturgy,
the BCL Secretariat,

Membership Policies

the International Commission on English in the Liturgy,
the Notre Dame Center for Pastoral Liturgy,
the Instituto de Liturgia Hispana.
the National Association of Pastoral Musicians,
the North American Forum on the Catechumenate,
the Liturgical Conference,
the Georgetown Center,
We Believe.

Representatives of the BCL and the Instituto regularly attend FDLC Board of Directors' meetings. In addition for the past five years representatives of the above organizations have been invited to participate in networking meetings convened by the FDLC.

V. Accomplishments

A. Advocacy

I. Roman Missal

- published and revised the *The Mystery of Faith*, a study guide on the structural elements of the mass;
- published a series of bulletin inserts on the Mass;
- reprinted in the *FDLC Newsletter* talks given by ICEL representatives to the bishops when they met in New Orleans;
- participated in the consultation process through offices and commissions;
- addressed the subject as part of its theme at the Miami National Meeting in 1992;
- kept offices and commissions informed of progress through the *FDLC Newsletter*, regional meetings, and Fax's;
- published and mailed briefing papers to all dioceses in the US;
- worked closely with *We Believe* who duplicated our briefing papers;
- made copies of Segments III, IV, V, and VI available to all offices of worship in the US both in printed form and on computer disk;
- reprinted *Sacramentary: Order of Mass, Adaptations for the Dioceses of the United States of America* issued by the USCC;
- provided extensive documentation on the *Pastoral Introduction*;
- supported the process through official statements such as the following Resolution of Immediate Concern adopted at the St. Louis National Meeting (RIC 1994 G 2.95):

WHEREAS in November, 1993, the National Conference of Catholic Bishops (NCCB) voted to delay the vote on Segment I of the proposed revision of the *Sacramentary* until November, 1994;

Membership Policies

WHEREAS the NCCB approved a procedure for the review of the segments by a joint committee composed of the chairmen and staffs of the Committees on Liturgy and Doctrine;

WHEREAS the Doctrine Committee determined that there was no heterodoxy in Segment I of the proposed revision of the *Sacramentary*;

WHEREAS the June 23, 1994 Study Day on Translations of the NCCB discussed the concept of a forum on vernacularization, which has subsequently been used by some to delay the process of approval of the segments of the *Sacramentary*;

WHEREAS the proposed revision of the *Sacramentary* has been done by competent and faithful scholars and in accord with the principles outlined in the 1969 *Instruction on the Translation of Liturgical Texts (Comme le prévoit)*;

The delegates to the 1994 National Meeting of Diocesan Liturgical Commissions are resolved that the approval of Segments I, II, and III of the proposed revised *Sacramentary* as well as the approval of the proposed American adaptations for the Order of Mass is a matter of significant and immediate concern, and they urge the bishops to vote for approval of these texts at the November, 1994 plenary meeting of the NCCB.

- Awarded Dr. John Page the Frederick R. McManus Award at the Seattle National Meeting.

2. Liturgy Offices and Commissions

- The National Office tracks the number of dioceses with commissions and/or offices and reports this data regularly to the BCL.
- The Executive Director and Chair regularly request the BCL to encourage the bishops to maintain/establish offices of worship and commissions. As a result Chairs of the BCL have frequently urged their fellow bishops to do so during the annual meeting of the NCCB.
- The National Office helps in staffing of offices of worship by advertising openings in the FDLC Newsletter and by maintaining resumes on file at the National Office.
- The Board of Directors developed a job description for the Director's position in an Office for Worship
- The National Office edited and published John Foster's book on the evolution of commissions detailing the legislation requiring dioceses to establish commissions;

3. Environment and Art

- Through its position statements and through the Executive Director and the Chair of the FDLC Board, the FDLC has expressed strong support for Environment and Art in Catholic

Membership Policies

Worship. As a result a member of the FDLC Board of Directors was appointed to represent the Federation as a sequel to Environment and Art is drafted.

- The FDLC through its National Office has published pastoral bulletin inserts on environment and art.

4. **Timing of Sacraments of Initiation**

- With the NCCD shaped and published a joint statement on the proper liturgical time to celebrate the sacraments of initiation
- The Executive Director and the Chair of the FDLC Board of Directors brought the statement to the attention of the Bishops' Committee on the Liturgy

5. **Order of Sacraments of Initiation**

- Through its position statements and through the Executive Director and the Chair of the FDLC Board, the FDLC has expressed to the BCL strong support for restoring the order of the sacraments of initiation.
- The National Office through the FDLC Newsletter has edited and published articles on the order of the sacraments of initiation.

6. **Liturgical Formation**

- Through its position statements and through the Executive Director and the Chair of the FDLC Board, the FDLC has expressed strong support for liturgical formation of those to be ordained and those already ordained.
- The National Office is currently establishing a mailing list of those responsible for liturgical formation in s

7. **Liturgy of the Hours**

- Publication of Prayer of the Church
- The FDLC sponsored a National Meeting on the theme of Liturgy of the Hours
- The FDLC encourages use of Liturgy of the Hours in parishes through a series of bulletin inserts published by the National Office.

8. **Full Active Participation**

- The National Office edited and published a series of pastoral bulletin inserts on full active conscious participation by the assembly.
- Through position statements the Federation has advocated Communion in the Hand.
- Through position statements the Federation has advocated Reception of Communion from the Cup.
- Through position statements the Federation has advocated Reception of Communion from the altar rather than the tabernacle.

Membership Policies

9. **Inclusive Language**
 - Through position statements the Federation has advocated Inclusive Language.
 - Through the Chair of the FDLC Board of Directors has communicated the importance of inclusive language to the BCL.
- B. **Children's Lectionary**

The Children's Lectionary resulted from the passing of a position statement at the Rochester National Meeting. A sub committee established by the FDLC became an ad hoc committee of the BCL and over a period of seven years worked on and produced the Children's Lectionary. The Executive Director of the National Office served on that committee.
- C. **The Frederick R. McManus Award**

The McManus Award provides the FDLC an opportunity to recognize outstanding work in the area of pastoral liturgy and to support those who continue the cause of the reform of the liturgy.
- D. **Studies and Fact Finding**
 1. **Ordo Missae Study**

This study requested by the BCL resulted in many recommendations for the revision of the Roman Missal and in the publication of the study guide to the Mass, *The Mystery of Faith* which has been used by thousands to better understand and celebrate the eucharist, revised in 2004 incorporating the norms of the 2000 *General Instruction of the Roman Missal*.
 2. **SCAP**

A grant is currently being sought to study the pastoral ramifications of Sunday Celebrations in the Absence of a Priest.
- E. **Education**
 1. **Formation of the Assembly (English and Spanish)**

As a grassroots organization with a primary focus on pastoral needs the FDLC emphasizes education of the Assembly in a majority of its publications though:

 - a) **Inserts**

Bulletin Inserts in English and in Spanish such as those published on Full, Active, Conscious
 - b) **Books**

Publications in English and in Spanish such as *The Mystery of Faith*
 - c) **Web Page**

Establishment of a web page where the laity may find answers to their questions and where articles from prior issues of the Newsletter are published.
 2. **Continuing education for Membership**

At the same time the FDLC sees the continuing education of its members as an important part of its work. This ongoing education is accomplished through:

 - a) **Annual Meetings**

Workshops and major presentations
 - b) **Regional Meetings**

In service presentations by guest speakers

Membership Policies

- c) **The FDLC Newsletter**
Timely articles on issues of concern to the membership
- d) **National Workshops**
Workshops such as Multicultural Workshops and Sunday Celebrations in the Absence of a Priest and.