

BISHOPS' CONFERENCE OF ENGLAND & WALES

*Department for  
Christian Life  
and Worship*



Handbook

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# *Department for Christian Life and Worship*

## **Introduction**

Since 1999 the Bishops' Conference has sought to review its structures. The Department for Christian Life and Worship after a period of consultation and reflection agreed a revised structure at the Department Meeting of March 2001. This proposal was subsequently approved by the Standing Committee of the Bishops' Conference for a trial period of two years beginning in June 2001.

This Handbook is intended for members of Committees of the Department. Some of the contents are taken directly from the paper presented to the Standing Committee such as Terms of Reference and Guidelines for Membership. Other material is included for information and background.

## **Catholic Bishops' Conference of England and Wales**

<i>President</i>	HE Cardinal Cormac Murphy O'Connor Archbishop of Westminster
<i>Vice President</i>	Most Revd Patrick Kelly, Archbishop of Liverpool
<i>General Secretary</i>	Mgr Andrew Summersgill
<i>PA to General Secretary</i>	Ms Lorraine Welch General Secretariat 39 Eccleston Square London SW1V 1BX 020 7630 8220 020 7901 4821 <i>fax</i> secretariat@cbcew.org.uk

## **Other Departments**

### **Department for Catholic Education and Formation**

*Chairman* Most Revd Vincent Nichols, Archbishop of Birmingham

### **Department for Christian Responsibility and Citizenship**

*Chairman* Most Revd Peter Smith, Archbishop of Cardiff

### **Department for International Affairs**

*Chairman* Rt Revd David Konstant, Bishop of Leeds

### **Department for Mission and Unity**

*Chairman* Rt Revd Crispian Hollis, Bishop of Portsmouth

## Department for Christian Life and Worship

Rt Revd Mark Jabalé

Bryn Rhos, 79 Walter Road, Swansea SA1 4PS  
01792 650 534  
01792 644 017 *office*  
01792 458 641 *fax*  
bishopmenevia@aol.com

*Chairman*

Rt Revd Thomas McMahon

Bishop's House, Stock, Ingatestone, Essex CM4 9BU  
01277 840 263  
01277 232 266  
01277 261 152 *fax*  
Bishop@dioceseofbrentwood.org

Rt Revd Brian Noble

Laburnum Cottage, 97 Barnston Road, Barnston, Wirral CH61 1BW  
0151 648 0628  
0151 648 0624 *fax*  
bishop@dioceseofshrewsbury.org

Rt Revd Arthur Roche

Archbishop's House, Ambrosden Avenue, London SW1P 1QJ  
020 7931 6062  
020 7798 9033  
020 7798 9077 *fax*  
etrusticiana@aol.com

### *Department Secretary*

Revd Allen Morris  
39 Eccleston Square, London SW1V 1PL  
020 7901 4853 *office*  
07939 231 156 *mobile*  
morrisa@cbcew.org.uk

### *Assistant Secretary*

Mr Martin Foster  
39 Eccleston Square, London SW1V 1PL  
020 7901 4851  
fosterm@cbcew.org.uk

### *Support Staff*

Miss Mary Ellen Gallacher  
39 Eccleston Square, London SW1V 1PL  
020 7901 4852  
gallacherm@cbcew.org.uk

## Department Terms of Reference

### Membership

The Department consists of  
the Department Chairman,  
the Bishop Chairs of Committees,  
(other Bishops).

### Meetings

The Department meets at the Low Week and November meeting of the Bishops' Conference and at other times at the request of the Department Chairman.  
It may also meet overnight once a year to look at substantial issues and plan ahead.

### Also in attendance are

the Secretary and Assistant Secretary of the Liturgy Office (undertaking the role of Department Secretary),  
Secretaries of the Committees  
and Chairs/Secretaries of Subcommittees or working parties, or other individuals, at the invitation of the Department Chairman.

### Terms of Reference

- The work of the Department is to prepare matters for consideration and approval of the whole Conference.
- Following the principle of subsidiarity to approve work of the Committees for implementation/distribution/publication as appropriate.
- The Department also seeks to collaborate with the relevant Dicasteries of the Holy See.
- To monitor, evaluate and plan the work of the Department and the Committees.
- It can also set up special project groups.
- Work with another Department on a project or with the Committee of another Department.

## Liturgy Office

A summary of the role of the Liturgy Office:

- Provides back up and support to the work of the Department
- Services the work of Liturgy Committee and assists the work of the Committees for Patrimony and Spirituality.
- Implements decisions of the Conference, Department and Committees
- Prepares material for publication.
- Works with publishers.
- Provides advice to Bishops.
- Acts as a point of information and advice on liturgy and related areas.
- Deals with media enquiries.
- Works with dioceses at their request. (Preparation of national, diocesan liturgies etc. Formation and Training)
- Works with National Liturgy Secretaries of Scotland and Ireland on projects of common interest (e.g. Lectionary).
- Liaises with Conferences and other bodies at European and International level.

Liturgy Office  
39 Eccleston Square  
London SW1V 1PL  
020 7901 4850  
020 7901 4821 *fax*  
lifeworsh@cbcew.org.uk

## General Information for Department Committees

### Department Structure

The Department has three Committees: Liturgy, Patrimony and Spirituality with subsidiary Subcommittees and working groups.

DEPARTMENT FOR CHRISTIAN LIFE AND WORSHIP			
Liturgy Committee		Patrimony Committee	Spirituality Committee
Formation Subcommittee	Publications Subcommittee	Patrimony Subcommittee	—
<i>(Working Groups)</i>		<i>(Working Groups)</i>	<i>(Working Groups)</i>

### General guidelines for membership

- Members will be drawn from people with expertise in a wide range of areas. Committees should seek to have a balance of age, gender, academic/professional/ pastoral expertise, lay/religious/ordained and represent a good geographical mix.
- Consideration should be given to how the Committees will reflect and address issues pertaining to a multi-ethnic society and people with disabilities.
- As a general rule the Chair of a Subcommittee and at least one other Subcommittee member will be members of the Parent Committee.
- Similarly Working Groups will have one or two members from the Parent Committee.
- To promote good communication it is recommended that the bishop attends a meeting of the dependent Subcommittee each year,
- The Chairman may also appoint consultors to the Committee.
- The Bishop may appoint a Deputy Chair to the Committee to chair meetings in the absence of the bishop. The Deputy Chair will receive, together with the Bishop and Committee Secretary, the minutes of the other Department Committees for information.
- The size of the groups should be proportionate. As guidance the following figures are offered: Committee – 12 members; Subcommittees – 8; Working Parties – 5.

### Terms of Membership

- Membership of Committees and Subcommittees is for 5 year terms renewable once.
- Membership of Working Groups for the length of the project.

### Appointment

- Members of Committees, Subcommittees and Working Parties are appointed by the Bishop Chairman.
- The Chair of a Subcommittee is appointed by the Department.
- Chairs of Working Groups are appointed by the Chairman of the Committee or the Subcommittee Chairman in consultation with the Committee Chairman.

#### Annual Report

- Each Committee is asked to produce an Annual Report of its (and its Subcommittees and Working Groups) activities in the previous year.
- The report will be distributed to the Department and the Committees. It may also be distributed to other groups such as Diocesan Historic Churches Committees and Liturgy Commissions.
- The Report is to be prepared by the end of January for the preceding year.

#### Annual Meeting of Committees

The Department together with all Committee (and Subcommittee) members will, where possible, meet together once a year to look at matters of common interest.

## **Liturgy Committee**

- To advise the Bishops' Conference on matters relating to liturgy, music and architecture.
- To respond to requests from the Conference.
- The preparation and adaptation of liturgical texts.
- To work towards and promote a holistic view of liturgical formation.
- To offer where appropriate a national response to liturgical and pastoral needs where they arise at a local level.
- To identify and respond to issues relating to liturgical music, art, architecture
- To work with Committees and Agencies of the Bishops' Conference.
- To collaborate, as appropriate, with ecumenical partners.

## **Formation Subcommittee**

- To prepare material to enable the implementation of liturgical projects approved by Conference or Department.
- To identify and respond to formation needs
- To liaise with Diocesan Liturgical Commissions
- To have oversight of *Liturgy Newsletter* and *Spirit of the Season*.

## **Publications Subcommittee**

- To be involved with the preparation of texts for publication.
- To negotiate with publishers.

## **Chairman**

Rt Revd Arthur Roche

## **Members**

Revd Andrew Cameron-Mowat

Revd Alan Hopes

Mgr Kevin McGinnell

Revd Peter McGrail

Revd Tim Menezes

Revd John Meredith

Revd Philip Moger

Ann Blackett Moynihan

Mr Anthony Ogunseitan

Ms Mag Shepherd

Revd Tim Swinglehurst

Sr Anthony Wilson SND



## **Observers**

Revd Peter Gallacher

*Scotland*

Revd Patrick Jones

*Ireland*

Canon David Kennedy

*Church of England*

## **Formation Subcommittee**

Sr Ellen Flynn DC

Mr Paul Inwood

Revd Martin Jakubas

Revd Peter McGrail

Mr Mike Stanley

Nicky Stevens

## **Liturgy Newsletter**

Revd Allen Morris *editor*

*4 issues a year distributed via Diocesan Liturgy Contacts*

## **Spirit of the Season**

Revd Paul Varey *compiler*

*Liturgy Bulletin for Schools – 6 issues a year distributed via Diocesan Liturgy Contacts and RE Centres*

## **Publications Subcommittee**

Rt Revd Arthur Roche

*Chairman*

Revd John Arnold

Mr John Gibbs

Ms Karen Goldsmith

Primavera Quantrill

Revd Jonathan Stewart

## Patrimony Committee

- To encourage the appreciation, care and enhancement of the patrimony of the Church in its sacredness and beauty and to see this as a revelation of God's love, as an expression of faith and worship and as a resource for the vitality and continuation of the Church's mission.
- To be of service to the Bishops' Conference by fulfilling with care and efficiency and supporting by advice the work of the Conference and all those who have responsibility for the well being and use of the patrimony of the Church.
- To give advice to the Bishops' Conference, as necessary, on the care, conservation and repair of the patrimony of the Church whether this be buildings, artefacts or record.
- To encourage contact with grant giving bodies which may be in a position to help the Church financially in the furtherance of its duty of care.
- To give advice on the commissioning of new works of art or architecture when requested.
- To assist in educational and/or research projects which promote the care, conservation or development of the patrimony of the Church.
- To promote cooperation with other organisations concerned with the care and study of buildings and artefacts of architectural, archaeological, artistic or historic interest in England and Wales.
- To keep under review and oversee the work of the Patrimony Subcommittee and to appoint the Chairperson and members thereto.
- To represent the views of the Bishops' Conference from time to time to the appropriate government departments and or agencies and to prepare appropriate responses to consultative documents and other related matters which impact in any way on the patrimony of the Church.

*The Patrimony Committee may carry out all or any of the above responsibilities through the Patrimony Sub-Committee.*

*The Committee may maintain links with a range of other bodies in order to promote and assist in the care, conservation and development of church buildings and their contents. These bodies include, apart from the relevant diocesan bodies, the Churches Main Committee, Government Departments and relevant Catholic Societies.*

*The work of the Patrimony Committee is in accordance with the guidelines issued by the Pontifical Commission for the Cultural Heritage of the Church.*

## Patrimony Subcommittee

- To keep under review the Ecclesiastical Exemption Scheme with a view to its retention by the Roman Catholic Church and in connection with this:
  - prepare as required appropriate policy documents and advice notes setting out procedures and processes to be followed in connection with the implementation of the Exemption scheme within the Church.
  - advise Historic Churches Committees on practical, operational and policy issues relating to the Scheme.
- To offer strategic advice to Historic Churches Committees and diocesan authorities on the reordering of churches, closures, grants and other matters relating to Church patrimony.
- To liaise with Historic Churches Committees and provide their point of contact with the Bishops' Conference.
- To liaise with the Department for Culture Media and Sport and with Cadw on the operation and review of the Exemption Scheme and on heritage matters generally and to be their point of contact with the Church.
- To liaise with other denominations and the amenity societies on all matters connected with Ecclesiastical Exemption and heritage matters.

- To advise and where necessary implement changes relating to the operation of the Ecclesiastical Exemption Scheme consequent upon the periodic review of the scheme by central government
- To provide and thereafter maintain a central register of listed Catholic Churches in England and Wales.
- To advise the Patrimony Committee on all these matters and on other such issues as may be referred to the Subcommittee from time to time. These might include advice on the sale, loan or disposal of objects; advice on archaeology and policies for archaeological management; advice on issues relating to the proper provision to meet fire safety, health and safety and disabled access requirements as these impact on historic churches. These issues are illustrative of a potentially large range of issues.
- To do such other things as may from time to time be delegated to the Subcommittee by the Patrimony Committee.

*Initially the Committee and Subcommittee will meet as one body.*

## **Chairman**

Rt Revd Thomas McMahon

## **Members**

Miss Sophie Andreae

23 Brompton Square, London SW3 2AD  
020 7589 5543  
020 7584 6115 *fax*  
sophieandreae@btinternet.com

*Deputy Chair  
Patrimony Subcommittee– Chair*

Mrs Emma Bassett

Mr John Cowdall

*Deputy Chair, Patrimony Subcommittee*

Mr John Cunningham

Mr Andrew Derrick

Mr Martin Goalen

Canon Alan Griffiths

Revd Peter E B Harris

Mgr Canon Jonathan E Moore

Mr William Salvin

Rt Revd Dom Geoffrey Scott OSB

Mr Mike State

Mrs Tricia Brooking

23 Horseguards Drive, Maidenhead, Berks SL6 1XL  
01628 637 759  
01628 637 759 *fax*  
triciabrooking@dsl.pipex.com

*Honorary Secretary*

## Spirituality Committee

- To advise the Bishops' Conference on matters relating to spirituality
- To respond to requests from the Conference.
- To gather information about the provision for spirituality in England and Wales.
- To work with (and bring together) key groups both within the Church and ecumenically.
- To explore the relationship between liturgy and spirituality.
- To disseminate good practice.
- To investigate issues of accreditation.

### Chairman

Rt Revd Brian Noble

### Members

Jenny Bond

Mr Mark Davis

Mgr Kevin McGinnell

40 Lloyds, Milton Keynes MK6 5EB

01908 670 850

01908 233 121 *office*

01908 670 850 *fax*

Kevin.nores@northamptondiocese.org

*Committee Secretary*

Sr Diane Reynolds RSA

## Outside Bodies

The Department is represented on various outside bodies.

<b>Joint Liturgical Group</b>	Mgr Kevin McGinnell Revd Andrew Cameron Mowat SJ
<b>Churches Group on Funerals</b>	Mgr Kevin McGinnell Revd Allen Morris
<b>RCIA Network</b>	Revd Martin Jakubas Revd Allen Morris
<b>Church of England Liturgical Commission</b>	Revd Allen Morris
<b>CHIME (Churches' Initiative in Music Education)</b>	Mr Martin Foster
<b>Royal School of Church Music</b>	Mr Stephen Dean