**CPC- 5d**

**Committees – Chapter 2020**

As in past Chapters, the CPC invites the gifts/talents of others to assist us.  Please prayerfully reflect on the committee needs and where your gifts might best be used.

**Liturgy Committee:** With the Chapter Liturgist, design and facilitate prayer, rituals and Eucharistic celebrations.

* Coordinate Mass schedule
* Coordinate and schedule Presiders for Eucharist
* Coordinate and schedule Eucharistic Ministers and Lectors
* Coordinate and schedule musicians and persons for liturgical movement
* Suggest and coordinate homilists for festive Eucharistic liturgies
* Prepare liturgical materials/booklets/handouts inclusive of our 3 languages

**Hospitality/Social Committee:**   Greet and direct guests and participants at time of arrival at Motherhouse.

* Be a resource and contact person, on a rotating basis during the course of Chapter.
* Greet persons at the time of arrival with special attention being given to honored guests, e.g. Partners in Ministry (distribute folders for guests, Associates and Partners in Ministry)
* Plan and facilitate social activities i.e. Intercultural Celebration
* Be responsible for gifts for outgoing Leadership to be presented at celebration

**Housing/Registration Committee:** Oversee housing assignments and closing of apartments at the end of Chapter.

* Assign rooms and apartments for the Chapter participants
* Be the designated person to call in case of an emergency in an apartment, including health emergencies
* Be responsible at the end of Chapter for the collection of usable left-over food, household items, paper goods and deliver them to Genesis House or the Warming House
* Where appropriate, provide signs for all doors and apartments
* Supply lists for locating sisters, associates and other participants and their housing location for registration packets (insert for folder)

N.B. the Generalate Office staff oversees much of the pre-Chapter registration preparations, i.e. list of attendees and name badges, folder materials and consensus cards (red, green, yellow).

**Transportation Committee:**  Coordinate arrival and departure times and provide transportation to and from the airport, train and bus terminals.

* Assign cars and drivers for arrivals and departures from the airport, trains and buses
* Poll participants and publish a list of arrival times which also includes information on airline, flight number, arrival time for those coming by air.
* Coordinate a list of Chapter participants who have vehicles to share rides during Chapter
* Coordinate with Motherhouse for use of some of their cars, if necessary for transportation to and from the Motherhouse, the university and locally.

**Ambiance Committee:**  Plan, carry out and follow through on overall environment for Chapter sites.

* Coordinate Ambiance for Motherhouse lobby (Heritage Room done by the Archivist)
* Coordinate Ambiance for Chapter meeting room and chapel

[July 18, 2019]