

# OFFICE FOR DIVINE WORSHIP

## JULY 2018

Website for the Office for Divine Worship

Website: [www.odwphiladelphia.org](http://www.odwphiladelphia.org)

Contact information for the Office for Divine Worship

Phone: 215-587-3537 Fax: 215-644-3940

Email: [worship@archphila.org](mailto:worship@archphila.org)

Reverend Gerald Dennis Gill, Director

[fr.dgill@archphila.org](mailto:fr.dgill@archphila.org)

Ms. Charlene Angelini, Director of Liturgical Music for the Cathedral Parish

With Archdiocesan Responsibilities

[cangelini@archphila.org](mailto:cangelini@archphila.org)

Mrs. Mary Ann Johnson, Executive Secretary

[majohnson@archphila.org](mailto:majohnson@archphila.org)

Mrs. Barbara Chandler, Project Support Coordinator

[bchandler@archphila.org](mailto:bchandler@archphila.org)

### LITURGICAL and CIVIC CALENDAR ITEMS

#### THE TIME FOR VIGIL MASSES AND ANITICIPATED MASSES

The time for Vigil Masses and Anticipated Masses in the Archdiocese of Philadelphia is no earlier than 4:00 PM. This applies to Holy Days of Obligation as well, including Christmas.

#### THE MASS SCHEDULE FOR HOLY DAYS WHEN THE OBLIGATION IS SUSPENDED

In the United States, there are three Holy Days, Solemnities, when the obligation to participate in Mass is suspended when the observance falls on a Monday or a Saturday—the Solemnity of Mary, the Holy Mother of God (January 1), the Solemnity of the Assumption of the Blessed Virgin Mary (August 15), and the Solemnity of All Saints (November 1). In these instances, the Mass schedule can certainly be modified.

However, there should at least be the celebration of one Mass for the benefit of the faithful who desire to attend Mass.

## **SOLEMNITY OF THE ASSUMPTION OF THE BLESSED VIRGIN MARY**

**Wednesday, August 15, 2018**

The Solemnity of the Assumption of the Blessed Virgin Mary is observed as a holy day of obligation this year.

## **SAVE THE DATE**

### **Archdiocesan Pilgrimage to the National Shrine of the Immaculate Conception Washington, DC**

**Saturday, October 19, 2019**

*All Parishes, Schools and Institutions are encouraged to participate.  
Look for more information in future editions of the Monthly Mailing.*

*Father Michael S. Olivere, the Pastor of Saint Timothy Parish, Philadelphia, will assist parishes, schools and institutions with the promotion of the Pilgrimage and transportation to and from Washington, DC.*

*Look for more information from Father Olivere this fall.*

## **CHRISTIAN INITIATION OF ADULTS**

The Office for Divine Worship has the responsibility for direction, guidance and support of pastors and those who collaborate with them in the formation of adults for Christian Initiation. Additional information on Christian Initiation for adults can be found on the website for the Office for Divine Worship, under the heading *Christian Initiation*.

- For the current Christian Initiation Information Periodic Mailing, see: <http://www.odwphiladelphia.org/christian-initiation/>.
- The *Institute for Christian Initiation* will again take place next year. Please see the flyer attached to this edition of the Monthly Mailing.

## **UPCOMING WORKSHOPS**

### **WORKSHOPS FOR LITURGICAL MINISTERS**

The calendar for 2018-2019 workshops for liturgical ministers, including the Institute for Christian Initiation, can be found on the website for the Office for Divine Worship.

## Extraordinary Ministers of Holy Communion

Thursday, October 11, 2018  
Holy Cross Church, Springfield, PA  
7:00 to 9:00 PM

Thursday, November 15, 2018  
Cathedral Chapel, 7:00 to 9:00 PM

Thursday, March 21, 2019  
Cathedral Chapel, 7:00 to 9:00 PM

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## Lector Workshop

Wednesday, October 24, 2018  
Cathedral Chapel, 7:00 to 9:00 PM

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## Extraordinary Ministers of Holy Communion of the Sick

Saturday, February 23, 2019  
Cathedral Chapel, 10:00 AM to Noon

If any parish or institution would like a workshop for liturgical ministers, especially Extraordinary Ministers of Holy Communion, over the next several months, please contact the Office for Divine Worship.

## EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- **All Extraordinary Ministers of Holy Communion are to have an appointment letter from the Archbishop.**
- Candidates are to be fully initiated practicing Catholics, high school graduates, validly married (if married), recognized for faith and devotion to the Holy Eucharist as well as for service in the parish/institution.
- Pastors and chaplains are encouraged to send new Extraordinary Ministers of Holy Communion to the archdiocesan formation sessions. Current Extraordinary Ministers of Holy Communion are also welcome to attend.
- Extraordinary Ministers of Holy Communion typically serve for three years. Pastors/chaplains may renew terms, if agreeable and in consultation with the minister.

- Pastors and chaplains are reminded to inform the Office for Divine Worship if they conduct their own formation and to send to this office their request for new Extraordinary Ministers of Holy Communion.
- Request forms can be found on the Office for Divine Worship website. Letters of Appointment from the Archbishop will then follow.
- Extraordinary Ministers of Holy Communion are appointed for a three-year term and for the place where they are commissioned. Terms may be renewed if agreeable to both the pastor/chaplain and the minister.
- All records of active Extraordinary Ministers of Holy Communion are maintained by the parish/institution.
- **Extraordinary Ministers of Holy Communion are commissioned after participation in a training session, according to the form found in the *Book of Blessings*, Chapter 63, "Order for the Commissioning of Extraordinary Ministers of Holy Communion."**
- Extraordinary Ministers of Holy Communion only serve in the parishes/institutions for which they are commissioned.

## PROTOCOL

### FOR BUILDING NEW OR RENOVATING CHURCHES AND CHAPELS WITH PARTICULAR ATTENTION TO LITURGICAL REQUIREMENTS

#### *Step One*

The pastor of the parish church, or the person in charge of a chapel, contacts the Office for Divine Worship to obtain archdiocesan guidelines for the construction and renovation of churches and chapels.

#### *Step Two*

The Director of the Office for Divine Worship meets with the pastor of the parish church or the person in charge of a chapel and, if possible, the proposed architect, to review the application of the above-mentioned archdiocesan guidelines.

#### *Step Three*

Once the provisional architectural plan, including its liturgical requirements for a new or renovated church or chapel, is available, a meeting with the Director of the Office for Divine Worship is arranged by the pastor of the church, or the person in charge of the chapel, for its review.

*Step Four*

After the review of the provisional architectural plan, including its liturgical requirements, and with recommendations, if any, then it may be presented to the Archdiocesan Building Committee.

*Step Five*

When the Archdiocesan Building Committee has completed its review of the plan, then it proceeds to the College of Consultors for approval and finally to the Archbishop for his final approval.

PROTOCOL

FOR BUILDING NEW OR RENOVATING MUSIC SPACES

IN CHURCHES AND CHAPELS

WITH PARTICULAR ATTENTION TO THE MUSICAL INSTRUMENTS

FOR THE CELEBRATION OF THE SACRED LITURGY

*Step One*

The pastor of the parish church, or the person in charge of a chapel, contacts the Office for Divine Worship to obtain Archdiocesan Guidelines for the Music Spaces in the construction and renovation of churches and chapels.

*Step Two*

The Director of the Office for Divine Worship or a representative meets with the pastor of the parish church or the person in charge of a chapel and, if possible, the proposed architect, to review the application of the above-mentioned archdiocesan guidelines.

*Step Three*

Once the provisional architectural plan is available, the pastor of the church or the person in charge of the chapel arranges a meeting with the Director of the Office for Divine Worship for its review. The conclusions of this review become a constitutive part of the presentation to the Archdiocesan Building Committee of the larger construction or renovation project.

*The Office for Divine Worship should be consulted concerning the purchase or renovation of an organ, even apart from the construction or renovation of churches or chapels.*

NORMS REGARDING COMMUNION SERVICES  
IN THE ARCHDIOCESE OF PHILADELPHIA  
WHEN DAILY MASS CANNOT BE CELEBRATED  
October 1, 2010

Every priest knows the great privilege it is to celebrate Mass for the faithful on Sunday, as well as on a daily basis.

Legitimate occasions, however, arise when a priest cannot be available for daily Mass. These include times for priests to be away from the parish, such as retreat, workshop and vacation, as well as pressing pastoral needs and the weekly day-off. These occasions when daily Mass cannot be celebrated require a pastoral response for the benefit of both the priests and the faithful.

1. The cancellation of a daily Mass, when known in advance, should be well published for the faithful, together with the schedule of Masses at nearby locations.
2. If a parish has more than one daily Mass but, for the legitimate occasions listed above, must cancel one of these, then the faithful should be encouraged to participate, when possible, at another scheduled Mass, even outside the parish.
3. A priest may permit a Communion Service consisting of the Liturgy of the Word with the distribution of Holy Communion only when it is difficult for the faithful to participate at a scheduled Mass. A Communion Service is not to be scheduled on a regular basis; it is meant to be an exception.
4. When there is the need for a Communion Service, deacons and, in their absence, extraordinary ministers of Holy Communion, may be delegated by the priest for such a service. Deacons and extraordinary ministers of Holy Communion should be prepared in advance according to the proper liturgical rites.
5. When a daily Mass is cancelled, and another Mass or a Communion Service is not available, other laudable practices would include the Liturgy of the Hours, a Liturgy of the Word, adoration of the Most Blessed Sacrament, or the communal recitation of the rosary.

The theological and liturgical primacy of the reception of Holy Communion during Mass is rightly safeguarded when a Communion Service occurs only by way of exception.

## ANNUAL EUCHARISTIC DEVOTION PLANNING FOR 2018-2019

The ritual book, *Holy Communion and Worship of the Eucharist outside Mass*, number 86, proposes:

*In churches where the Eucharist is regularly reserved, it is recommended that solemn exposition of the Blessed Sacrament for an extended period of time should take place once a year, even though this period is not strictly continuous. In this way the local community may reflect more profoundly upon this mystery and adore Christ in the sacrament.*

The Archdiocese of Philadelphia, dating from the time of the saintly Bishop John Neumann, has observed the tradition of the annual Forty Hours Devotion in our parishes and other institutions. Often the dates for the Annual Eucharistic Devotion center on the feast day of the parish or institution or the date of the dedication of the church or chapel. The Chancery Office maintains the calendar of the Forty Hours Devotion. To check on the dates or to adjust the dates for when your parish is scheduled for the Forty Hours Devotion, contact the Chancery Office.

### FROM THE OFFICE FOR LITURGICAL MUSIC

#### *Cantate Domino!*

#### *Looking for something to do with the children this summer?*

Here at the Cathedral Basilica, we are doing a two-day Cathedral Choir Festival to take place July 23 and 24, 2018 from 9am to 5pm, culminating in a concert on the evening of July 24 at 7pm. This camp will be open to all boys and girls throughout the Archdiocese, ages 7-15. Our camp will provide a unique musical experience, which includes an introduction to sacred repertoire, as well as vocal breathing techniques, vowel formation, choral tone, sight singing and music theory. At the end of the two days, those students who would like to audition and stay as members of the Archdiocesan Children's Choir would continue their studies on July 25 and 26 to learn the choral anthems to be performed throughout the 2018-2019 season. More details to follow.

Meet the staff:

Charlene Angelini

Director of Cathedral Parish Music, Cathedral Basilica of Saints Peter and Paul

Danielle Molan

Archdiocesan Children's Choir Director, Cathedral Basilica of Saints Peter and Paul

Nathan Knutson  
Director of Sacred Music, St. Charles Borromeo Seminary  
Lisa Knutson  
Administrator of the Zipoli Institute for Sacred Music  
Mark Loria  
Principal Organist at the Cathedral Basilica of Saints Peter and Paul

## **ARCHDIOCESAN CANTOR CLASSES**

### **LEVEL 1**

**ALL ARE WELCOME AND ENCOURAGED TO ATTEND**

Designed for cantors at any level of experience.

This class will provide useful vocal pedagogy,  
a history of cantoring and spiritual formation for this very important role.

Annunciation B.V.M Church  
401 Brookline Blvd. Havertown, Pa 19083

July 11, 18, and 25, 2018 7:00-9:00 PM

### ***Outside Musicians for Weddings and Funerals***

While this is a topic which creates much debate, the issue of outside singers and instrumentalists for Funerals and Weddings, needs to be addressed. It is quite often that I receive emails and concerns from Directors of Music throughout the Archdiocese, stressing their imminent displeasure with the policies at their parish as it pertains to family requests of a friend or family member singing the Sacred Liturgy.

First and foremost, each parish music director, along with their Pastor, should be working together to put forth a music program that shares the same vision. It has been exciting to see a few parishes venturing out and singing the propers of the Mass, the entrance and communion antiphons, while incorporating more and more chant in recent years. There should be a structure and continuity with what happens at the parish level. It has been my experience that when someone unfamiliar with the space, organist or repertoire comes in, the overall flow and order of the Mass is separate and devoid of what the music program offers on a regular basis. It is often the case that these soloists do not have the experience, liturgically, to properly carry out the role of a music minister, but rather, perform for the Mass.



Beyond this, the parish organist and cantor(s) who regularly act as the ministers of music get put out financially, for Masses that should be on a rotation, as they come up. Certainly, as in any situation, there are exceptions. Taking into account the sentimentality and meaning of a particular family member or friend singing for Mass, I am not suggesting that we shouldn't allow for a solo at Prelude, Offertory or a Marian Devotion. The pastoral, liturgical and musical aspects of our job need to be at the forefront when making these calls. Thank you and please contact me if you have any questions.

Ms. Charlene Angelini,  
Director of Liturgical Music for the Cathedral Parish  
With Archdiocesan Responsibilities

#### LINKS TO HELPFUL INFORMATION

#### **MAKE SURE YOUR PARISH RECEIVES THE MOST CURRENT INFORMATION**

Please notify the Office for Divine Worship if there are any changes to the Coordinators serving as liaisons between your parish and the Office for Divine Worship.

#### **FOR THE MOST RECENT NEWSLETTER FROM THE USCCB**

Individual issues of the Newsletter are posted online around the fifteenth of the month approximately three months after they have been released to subscribers.

<http://www.usccb.org/about/divine-worship/newsletter/>

For information on subscribing to the newsletter, visit:

<http://www.usccb.org/about/divine-worship/newsletter/>.

**FOR PAST MONTHLY MAILINGS OF THE OFFICE FOR DIVINE WORSHIP** visit:

<http://www.odwphiladelphia.org/sacred-liturgy/monthly-mailings/>