



**OFFICE FOR DIVINE WORSHIP
ARCHDIOCESE OF PHILADELPHIA**

**PROTOCOL FOR PLANNING ARCHDIOCESAN CELEBRATIONS
OF THE SACRED LITURGY
AT THE CATHEDRAL BASILICA OF SAINTS PETER AND PAUL
AND OTHER LOCATIONS**

1. PLANNING OFFICE OR PERSON

- The planning office or person responsible for an Archdiocesan Celebration contacts the Rector of the Cathedral Basilica, Father Dennis Gill (fr.dgill@archphila.org) to approve the availability of the Cathedral Basilica. The Office for Divine Worship is then contacted once the date for the celebration has been established at the Cathedral Basilica or other location.

2. CATHEDRAL BASILICA

- Once availability is confirmed, preparations may begin for the event by contacting the Cathedral Parish Office, 215-561-1313 or Info@cathedralphila.org. You will be directed to fill out an Event Planning Form online (*JotForm*) which allows for the confirmation of the reservation, the possible use of the Cathedral Chapel, the Neumann Room, Chapel, Chapel Hall, the TV monitors, additional sound equipment as well as providing the approximate number of participants. Also, any assistance for persons with disabilities should also be noted on this form.
- If the event is on a Sunday, there is a collection which goes to the operational fund of the Cathedral Basilica. On other days, there is a use fee which is provided by the Parish Office.
- Any change in date, time or requested needs for an event should be communicated to the Cathedral Parish Office and the Office for Divine Worship as soon as possible.

3. OFFICE FOR DIVINE WORSHIP

- The Office for Divine Worship provides assistance with the liturgy and liturgical music planning.
- The planning office or person meets with the Director of the Office for Divine Worship and of Liturgical Music once the date for the celebration is established.
- The Office for Divine Worship typically arranges for the assignment of deacons and servers. The Director of Liturgical Music arranges for the organist and cantor and additional liturgical musicians. The planning office or person arranges for greeters, lectors and gift bearers.
- The liturgical music plan and worship aid is to be approved by the Director of the Office for Worship and the Director of Liturgical Music at least one month in advance of the date of the celebration.

Office for Divine Worship
Phone: 215-587-3537/E-mail: worship@archphila.org
Website: <http://www.odwphiladelphia.org/>