

# OFFICE FOR DIVINE WORSHIP

## JULY 2019

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 PRAYER TO SAINT MICHAEL, THE ARCHANGEL**

Many parishes and institutions within the Archdiocese have responded positively to pray the prayer to Saint Michael in conjunction with the celebration of Mass. You are reminded that this devotional prayer is to take place outside of Mass. It is not to be prayed as the concluding prayer of the Universal Prayer nor as part of the Communion Rite.

#### **THE TIME FOR VIGIL MASSES AND ANTICIPATED 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 certainly can 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**

**Thursday, August 15, 2019**

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

*Looking ahead...*

### **COMMEMORATION OF THE FAITHFUL DEPARTED**

#### **ALL SOULS DAY**

**Saturday, November 2, 2019**

The Celebration of Marriage: Only the Order of Celebrating Matrimony without Mass can take place on All Souls Day.

The evening Mass on Saturday, November 2, 2019, is for Sunday, the Thirty-First Sunday in Ordinary Time.

### **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.*

### **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*.

**Full Initiation—Baptism, Confirmation and the first reception of Communion—apart from the Easter Vigil, outside the immediate danger of death, requires the permission of the Archbishop (see RCIA, no. 331).** Archbishop Chaput delegates the Office for Divine Worship to give this permission. Please contact the Office for Divine Worship for such circumstances.

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## UPCOMING WORKSHOPS

### WORKSHOPS FOR LITURGICAL MINISTERS

The calendar for 2019--2020 workshops for liturgical ministers can be found on the website for the Office for Divine Worship. Register for these workshops at [worship@archphila.org](mailto:worship@archphila.org).

### *Extraordinary Ministers of Holy Communion*

#### **Thursday, October 10, 2019**

Saint Joseph Parish, Downingtown  
7:00 to 9:00 PM in the Main Church  
Please register at: [worship@archphila.org](mailto:worship@archphila.org)

#### **Thursday, January 16, 2020**

Cathedral Chapel  
7:00 to 9:00 PM  
Cathedral Basilica of Saints Peter and Paul  
18<sup>th</sup> and Benjamin Franklin Parkway  
Philadelphia, PA 19103  
Parking Available  
Please register at [worship@archphila.org](mailto:worship@archphila.org)

#### **Thursday, March 26, 2020**

Cathedral Chapel  
7:00 to 9:00 PM  
Cathedral Basilica of Saints Peter and Paul  
18<sup>th</sup> and Benjamin Franklin Parkway  
Philadelphia, PA 19103  
Parking Available  
Please register at [worship@archphila.org](mailto:worship@archphila.org)

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## *Lectors*

### **Tuesday, October 24, 2019**

National Shrine of Our Lady of Czestochowa, Doylestown  
7:00 to 9:00 PM in the Chapel of the lower Church  
Please register by calling 215-345-0600

### **Wednesday, November 13, 2019**

Saint Joseph Parish, Downingtown  
7:00 to 9:00 PM in the Main Church  
Please register at: [worship@archphila.org](mailto:worship@archphila.org)

### **Wednesday, March 18, 2020**

Cathedral Chapel  
7:00 to 9:00 PM  
Cathedral Basilica of Saints Peter and Paul  
18<sup>th</sup> and Benjamin Franklin Parkway  
Philadelphia, PA 19103  
Parking Available  
Please register at [worship@archphila.org](mailto:worship@archphila.org)

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## *Workshop in Spanish*

For Parish Lectors and Extraordinary Ministers of Holy Communion

### **Saturday, November 16, 2019**

10:00 AM to Noon / 12:05 PM Mass to follow  
Cathedral Chapel  
Cathedral Basilica of Saints Peter and Paul  
18<sup>th</sup> and Benjamin Franklin Parkway  
Philadelphia, PA 19103  
Parking Available  
Please register at [worship@archphila.org](mailto:worship@archphila.org)

# *Extraordinary Ministers of Holy Communion of the Sick*

**Saturday, February 8, 2020**

Cathedral Chapel

10:00 AM to Noon

Cathedral Basilica of Saints Peter and Paul

18<sup>th</sup> and Benjamin Franklin Parkway

Philadelphia, PA 19103

Parking Available

Please register at [worship@archphila.org](mailto:worship@archphila.org)

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## **Liturgical Ministers Workshop**

Presented by Father Dennis Gill, Director of the Office for Divine Worship

**Saint John the Baptist Church, Ottsville, PA**

Saturday, October 12, 2019 from 9:00 AM to Noon

The Elements of a Divine Worship Mass

Lector Formation and Extraordinary Ministers of Holy Communion Formation

**All are Welcome!**

Please register by email at: [executivesecretary@stjohnsottsville.org](mailto:executivesecretary@stjohnsottsville.org)

Or call: 610-847-5521

# *Archdiocesan Cantor Classes*

Come and take part in this wonderful opportunity for growth as you enhance your music ministry in cantoring. This class will provide useful vocal pedagogy, a history of cantoring and spiritual formation for this very important role.

## **LEVEL 1**

ALL ARE WELCOME AND ENCOURAGED TO ATTEND.

Designed for cantors at any level of experience.

St. Andrew Catholic Church

81 Swamp Rd., Newtown, PA 18940

*Wednesday evenings, July 24, 31 and August 7, 2019 7:30-9:30 pm*

Faculty: Charlene Angelini, Director of Music at the Cathedral of Saints Peter and Paul,  
Jacqueline Dunleavy, Cantor at the Cathedral Basilica of Saints Peter and Paul

**Paper Registration Forms should be mailed to:**

Archdiocesan Cantor Class Registration

Office for Divine Worship

222 N. 17<sup>th</sup> Street

Philadelphia, Pa 19103

<http://www.odwphiladelphia.org/wp-content/uploads/2019/06/CANTOR-SCHOOL-REGISTRATION-NEWTOWN-FORM-2019.doc>

*If any parish or institution would like a workshop for liturgical ministers, especially Extraordinary Ministers of Holy Communion, 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 2019--2020

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*

### *Where do I put that acoustic piano in my church?*

Just last week, I had the pleasure of going on a site visit to a nearby parish in the Archdiocese of Philadelphia with Fr. Dennis Gill, to aid in the discussion of where the liturgical musicians and their instruments should be placed within that church. I was surprised to see an acoustic piano in the sanctuary, and to find out that their Praise and Worship band also sings from within the sanctuary, facing the congregation. After wonderful discussion and an openness to altering the space, it led me to write this piece on the positioning of the liturgical instruments within our churches here in Philadelphia.

Taking into consideration that the organ is recognized as the primary instrument of the church, often placed in the loft or gallery, we recognize that not every parish has the means, sustainability or renovation plans to maintain pipe organs or take on a full pipe organ renovation. We are, however, pleased to see that in the past decade or so, the move towards purchasing new pipe organs has increased, and more parishes are committing to the idea of sacred music being a “treasure of inestimable value” worthy of the time and investment of preserving the organ as the primary liturgical instrument (*Sacrosanctum Concilium*, VI Sacred Music).

Having said that, we are living in a time where acoustic pianos, electronic organs, and other instruments have taken a role in Sacred Liturgy. Knowing where to appropriately place these other instruments, with a reverence to the action in the sanctuary and an attentiveness to the Eucharist, is incredibly important. Certainly, each building provides an array of unique and individualized needs which stem from the shape of the building, acoustic properties and pre-existing instruments. Putting aside the typical placement of the organ and musicians in the loft, where do we put the acoustic instruments and musicians when they are NOT in the loft?

Here are some guidelines:

- The common theme in the church documents clearly state that the liturgical musicians, first and foremost, must be seen as active members of the community, with full access to the sacraments.
- All instruments should be OUTSIDE of the sanctuary, off to the side.
- The positioning of the instrument should make best use of the space to promote an ample sound to sustain the congregational singing, but not be in a position where it is indicating performance or a concert.
- There needs to be a direct sight line to the altar and cantor.
- Placement of instruments should not pull attention away from the liturgy, be a distraction or be a focal point, visually, to the congregation.

Please know that Fr. Dennis Gill and I are available for on-site consultations regarding this issue in an effort to practically apply the above-mentioned guidelines.

From *SING TO THE LORD*, 2007, United States Conference of Catholic Bishops: C. Location of Musicians and Their Instruments

95. Musicians and musical instruments should be located so as to enable proper interaction with the liturgical action, with the rest of the assembly, and among the various musicians. Ideally, ministers of music are located so as to enable their own full participation by being able to see and hear the Liturgy.

In most cases, it will work best if musicians are in close proximity with each other—for example, by placing the organ console or keyboard close to the choir and to the cantor’s stand.

99. Placement of the organ console and pipes, speakers of amplified instruments, and acoustic instruments such as the piano is determined both by visual considerations, so that there is no distraction from the liturgical action, and by acoustical considerations, so that the sound can support the congregation and so that the instrumentalist is readily able to accompany cantors, psalmists, and choirs.

100. If the space occupied by the choir and instruments is visible to the assembly, it must reflect the sacredness of the music ministry. Any appearance of clutter or disorganization must be avoided. Just as no one would tolerate stacks of books and papers in the sanctuary, the music ministry space should be free from clutter.

*General Instruction of the Roman Missal* (Including Adaptations for the Dioceses of the United States of America.) Copyright © 2003, United States Catholic Conference, Inc., Washington, D.C. All rights reserved.

313. The organ and other lawfully approved musical instruments are to be placed in an appropriate place so that they can sustain the singing of both the choir and the congregation and be heard with ease by all if they are played alone.

## 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.

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/>