**OFFICE FOR DIVINE WORSHIP**

**JULY 2015**

**Website for the Office for Divine Worship**

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

**Contact information for the Office for Divine Worship**

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**LITURGICAL CALENDAR ITEMS**

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

**Saturday, August 15, 2015**

The Solemnity of the Assumption of the Blessed Virgin Mary is not observed as a holy day of obligation this year.

*Weddings can be celebrated during Mass on the Solemnity of the Assumption of the Blessed Virgin Mary. The liturgical music, Mass formula and Lectionary texts are those of the Solemnity. The Rite of Marriage is celebrated as usual following the homily. The Nuptial Blessing takes place as usual. The Solemn Blessing from the Rite of Marriage may be used instead of the Solemn Blessing for the Solemnity.*

**CHRISTIAN INITIATION OF ADULTS**

Additional information on Christian Initiation for adults can be found on the website for the Office for Divine Worship, under the heading *Christian Initiation*.

**PLEASE NOTE A CHANGE IN THE DATES**

**FOR THE INSTITUTE FOR CHRISTIAN INITIATION FOR 2015-2016**

The October 17th workshop has been changed to Saturday, October 24th

from 9:00 AM to 3:00 PM in the Neumann Room of the Cathedral.

The new schedule is as follows:

Saturday, October 24, 2015  9:00 AM to 3:00 PM

 (Neumann Room of the Cathedral Basilica of Saints Peter and Paul)

Saturday, November 21, 2015 9:00 AM to 3:00 PM

 (Auditorium A & B of Archdiocesan Pastoral Center)

Saturday, January 23, 2016 9:00 AM to 3:00 PM

 (Auditorium A & B of the Archdiocesan Pastoral Center)

SNOW DATE: Saturday, February 6, 2016

 (Auditorium A & B of the Archdiocesan Pastoral Center)

**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, and 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 these sessions.
* 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.

**UPCOMING WORKSHOPS**

**See the website of the Office for Divine Worship (odwphila.org)**

**after August 1, 2015**

**for the new schedule of liturgical ministry and liturgical music workshops**

**for 2015 – 2016.**

**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 Offices 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.*

**LINK TO INFORMATION ON MASS IN THE EXTRAORDINARY FORM**

PLEASE NOTE: The center city site for the celebration of Mass in the Extraordinary Form has moved to Saint Edmund Church, Philadelphia. Visit our website!

A new link has been added to the Sacred Liturgy tab of the Office for Divine Worship website to provide easy access to information about celebrating Mass in the Extraordinary Form.

**INFORMAITON FOR CATHOLIC WEDDINGS IN CATHOLIC CHAPELS**

**APART FROM THE PARISH CHURCH**

**DOCUMENTATION NEEDED FOR MARRIAGE**

**Documents to be Obtained by the Couple**:

* + - Baptismal Certificate for any Catholic Party (issued not more than six months before the wedding).
		- Baptismal Certificate (if possible) for a baptized non-Catholic
		- Letter of Permission from pastor of a Catholic party
		- Pre-Marriage Witness Testimony Forms (two for each party)
		- If this is a second marriage for either party, proof of how the first marriage was terminated (e.g. death certificate, original of annulment decree)
		- Pre-Cana Class Certificate
		- PA Civil Marriage Licence

**Documents Prepared or Obtained by Coordinator:**

* + - Pre-Nuptial Investigation (PNI)
		- Grant of Delegation
		- Letter of Good Standing from Ordinary (if cleric does not have the faculties of the Archdiocese of Philadelphia)
		- Dispensation/Permission
		- **Sacramental Record of Marriage** and documentation is maintained by the local Parish in which the College/University is situated.

**REMINDERS ON WEDDINGS IN CHAPELS**

1. Only those Catholic colleges and universities that have requested and have been granted permission may celebrate weddings on a regular basis. To date four colleges/universities have been given this special permission: LaSalle University, Saint Joseph University, Roesemont College, and Cabrini College. (Villanova University’s Church, which serves as both the university chapel and parish church continues also to be a site for weddings on a regular basis.)
2. Pastors may give individual permission for a wedding in a chapel within the parish only on a “case by case” basis. Pastors **cannot** grant a blanket permission for a chapel to be used as the site of weddings. Those in charge of chapels cannot presume this permission and should not, therefore, advertise the chapel as being available for weddings.
3. Whenever a pastor gives an individual permission for a wedding in a chapel within his parish, the pastor remains responsible to see to it that any necessary delegation is granted and that all of the documentation and other pastoral, canonical, and liturgical preparations for the marriage are completed. Requests to the chancery for dispensations/permissions must be submitted by the parish - not the chapel. The wedding is recorded in the parish sacramental register.

**SAMPLE GRANT OF DELEGATION**

**GRANT OF DELEGATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(pastor of territorial parish in which wedding will take place)

pastor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish, hereby grant delegation to

(name of parish)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name of priest or deacon assisting at marriage)

to assist at the marriage of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(bride and groom)

taking place on or about

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date of wedding)

in the chapel on the campus of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(college/university)

**Parish** Pastor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seal**

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: A cleric who does not have the full faculties of the Archdiocese of Philadelphia

also needs a letter of good standing from his Ordinary.)

**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 2015-2016**

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.

**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. The Coordinators Contact Form is available online as a [PDF](http://www.odwphiladelphia.org/wp-content/uploads/2014/02/Coordinator-Data-Collection-Form.pdf) or [Word](http://www.odwphiladelphia.org/wp-content/uploads/2014/02/Coordinator-Data-Collection-Form.docx) file.

**For the latest news**

**on Liturgical Music in the Archdiocese** visit:

[*http://www.odwphiladelphia.org/liturgical-music*](http://www.odwphiladelphia.org/liturgical-music).

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

Individual issues of the Newsletter are posted online approximately three months after they have been released to subscribers. The most recent newsletter available is December 2014,

[*http://www.usccb.org/about/divine-worship/newsletter/upload/newsletter-2014-04.pdf*](http://www.usccb.org/about/divine-worship/newsletter/upload/newsletter-2014-04.pdf)*.*

For information on subscribing to the newsletter, visit:

[*http://www.usccb.org/about/divine-worship/newsletter/*](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/*](http://www.odwphiladelphia.org/sacred-liturgy/monthly-mailings/)*.*