

**OFFICE FOR DIVINE WORSHIP
JULY 2012**

Contact information for the Office for Divine Worship

Phone: 215-587-3537

Website: <http://archphila.org/evangelization/worship/worship.htm>

Reverend Gerald Dennis Gill, Director
Nancy Douglass, Program Coordinator

Contact information for the Office for Liturgical Music

Phone: 215-587-3696

Website: <http://archphila.org/evangelization/worship/music/music.htm>

Dr. John A. Romeri, Director of Liturgical Music

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 Liturgical Music 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 Liturgical Music 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 Liturgical Music 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 Director of the Office for Liturgical Music should be consulted concerning the purchase or renovation of an organ, even apart from the construction or renovation of churches or chapels.

EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- 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.
- 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.
- *Pastors are reminded to conduct the commissioning of new Extraordinary Ministers of Holy Communion according to the rite found in the Book of Blessings, Chapter 63.*

**The Fall schedule of Archdiocesan Formation Sessions
for Extraordinary Ministers of Holy Communion
can be found on the website of the Office for Divine Worship.**

WORKSHOP FOR LECTORS---SAVE THE DATE

Saturday, 22 September 2012, 10:00-12:00 Noon

Chapel of the Cathedral Basilica of Saints Peter and Paul, Philadelphia

This workshop is especially for coordinators of parish lectors. All lectors, as well as priests and deacons, are welcome to participate. More information will follow.

REQUESTS FOR ADDITIONAL HOLY OILS

If during the year, additional Holy Oils are needed for sacramental use, please contact the Rector at the Cathedral, 215-561-1313.

PURCHASE OF LOW-GLUTEN HOSTS

More and more inquiries are made about the purchase of low-gluten hosts for the reception of Holy Communion by the faithful with wheat allergies and related health issues. Such hosts are available from the Benedictine Sisters of Perpetual Adoration. Orders can be made directly from their website, <http://altarbreadsbpa.com/lowgluten.php>.

Members of the faithful who require the use of a low-gluten host for Holy Communion should alert the priest celebrant before Mass. A pyx with a low-gluten host should be brought to the altar during the Preparation of the Gifts with the other hosts to be consecrated. Arrangements should be made for the person receiving the low-gluten host to do so as part of the Communion procession and the pyx should also be purified after use.