



**OFFICE FOR DIVINE WORSHIP  
ARCHDIOCESE OF PHILADELPHIA**

**PROTOCOL  
FOR BUILDING AND RENOVATING  
CHURCHES AND CHAPELS  
WITH REGARD TO LITURGICAL REQUIREMENTS  
AND LITURGICAL MUSIC SPACES**

*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.*