

**OFFICE FOR DIVINE WORSHIP**  
**July 2016**

**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

Email: [worship@archphila.org](mailto:worship@archphila.org)

Reverend Gerald Dennis Gill, Director

[fr.dgill@archphila.org](mailto:fr.dgill@archphila.org)

Mrs. Mary Ann Johnson, Program Coordinator and Secretary

[majohnson@archphila.org](mailto:majohnson@archphila.org)

**OBSERVANCE OF THE EXTRAORDINARY JUBILEE YEAR OF MERCY**  
**ARCHDIOCESE OF PHILADELPHIA**

*December 8, 2015, the Solemnity of the Immaculate Conception of the Blessed Virgin Mary, through November 20, 2016, the Solemnity of Our Lord Jesus Christ, King of the Universe (50<sup>th</sup> Anniversary of the Closing of the Second Vatican Council)*

*Remember to incorporate aspects of the Jubilee Year of Mercy into all areas of parish activities; particularly as you make parish plans for the fall months.*

*Parishes are encouraged to arrange for pilgrimages to the Cathedral Basilica and the Shrines in the Archdiocese to pass through the Holy Door of Mercy during the Jubilee Year.*

**LITURGICAL CALENDAR ITEMS**

**FEAST OF SAINT MARY MAGDALENE**

Friday, July 22, 2016

*The Obligatory Memorial of Saint Mary Magdalene has been raised in rank as a Feast on the General Roman Calendar by Pope Francis. Please see below the excerpt from the pertinent decree of the Congregation for Divine Worship and the Discipline of the Sacraments, issued on June 3, 2016, the Solemnity of the Most Sacred Heart of Jesus:*

*The Church, both in the East and in the West has always regarded Saint Mary Magdalene the first witness of the Lord's resurrection and the first evangelist, and with the greatest reverence has always honored her although in diverse ways.*

*Given that in our time the Church is called to reflect in a more profound way on the dignity of Woman, on the New Evangelization and on the greatness of the Mystery of Divine Mercy, it seemed right that the example of Saint Mary Magdalene might also fittingly be proposed to the faithful. In fact this woman, known as the one who loved Christ and who was greatly loved by Christ, and was called a "witness of Divine Mercy" by Saint Gregory the Great and an "apostle of the apostles" by Saint Thomas Aquinas, can now rightly be taken by the faithful as a model of women's role in the Church.*

*Therefore the Supreme Pontiff Pope Francis has established that from now on the celebration of Saint Mary Magdalene should be inscribed in the General Roman Calendar with the rank of Feast rather than Memorial as is presently the case.*

*The new rank of celebration does not involve any change of the day on which the celebration itself takes place and, as for the liturgical texts, the following is to be observed:*

- The day dedicated to the celebration of Saint Mary Magdalene remains the same as it appears in the Roman Calendar, that is 22 July.*
- The texts to be used in the Mass and in the Divine Office remain the same as those contained in the Missal and in the Liturgy of the Hours on the day of the Feast, with the addition in the Missal of a proper Preface, attached to this Decree. It will be the responsibility of the Conferences of Bishops to translate the text of the Preface into the vernacular language so that, having received the approval of the Apostolic See, it can be used and in due time included in the next reprint of the Roman Missal.*

*[Please note: this proper Preface, Apostle of the Apostles, is not yet available in English or Spanish for this month's observance. So, the Preface of Saints, I or II, is used.]*

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

**Monday, August 15, 2016**

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

## 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*.

### ***Fall Meeting of Christian Initiation Coordinators***

*Tuesday, September 20, 2016, 10:00 AM until Noon*

*Auditorium, Archdiocesan Pastoral Center*

*222 North Seventeenth Street*

*Philadelphia, Pennsylvania*

*To register, e-mail [worship@archphila.org](mailto:worship@archphila.org), or call 215-587-3537.*

*Pastors, please pass on this reminder to your parish Coordinator.*

### **PLEASE NOTE:**

- The *Institute for Christian Initiation* will not take place this year but will be scheduled again for 2017-2018.
- To see the *Christian Initiation Information Periodic Mailing* for June 2016, see: <http://www.odwphiladelphia.org/wp-content/uploads/2016/06/June-Periodic-Mailing-2016.pdf>

## 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.

#### UPCOMING WORKSHOPS

**The dates and locations for all 2016-2017 workshops for Extraordinary Ministers of Holy Communion, Lectors, and Liturgical Musicians will be posted on the website of the Office for Divine Worship after August 1, 2016.**

#### TO OBTAIN A COPY OF THE ORDER OF CONFIRMATION

As of Pentecost 2016, only the revised *Order of Confirmation* may be used by priests when delegated by the Archbishop to celebrate the Sacrament of Confirmation. This new ritual book is only published in a bi-lingual (Spanish-English) format by the United States Conference of Catholic Bishops. To purchase a copy of *The Order for Confirmation*, see: <http://store.usccb.org/>.

#### 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.*

#### 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 Our Lady of Lourdes 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.

#### 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 2016-2017

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](#) or [Word](#) file.

**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.

<http://www.usccb.org/about/divine-worship/newsletter/>

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/>.