

# OFFICE FOR DIVINE WORSHIP

## JULY 2022

### 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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### EUCCHARISTIC REVIVAL INFORMATION FOR THE ARCHDIOCESE OF PHILADELPHIA

<https://www.phillyeucharisticrevival.org/>

### MOST CURRENT LITURGICAL DIRECTIVES WITH REGARD TO THE CORONAVIRUS PANDEMIC FOR THE ARCHDIOCESE OF PHILADELPHIA

Please see the website of the Office for Divine Worship,

<http://www.odwphiladelphia.org/home-page/news/>.

### LITURGICAL and CIVIC CALENDAR ITEMS

#### RECURRING INFORMATION

#### 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.

## **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 be the celebration of one Mass at least for the benefit of the faithful who desire to attend Mass.

## **TIME OF THE EASTER VIGIL 2023**

The Easter Vigil is the first Mass of Easter Sunday and not in any way to be considered an Anticipated Mass for Easter Sunday. This is why the discipline of the Church insists that it should not begin before nightfall in any circumstance. It may be helpful to know that sunset, according to a variety of models, occurs approximately at 7:31 PM on April 8, 2023. This information is provided at this time to assist with calendar planning for 2022-2023. In general, given the variable date for Easter, it seems best to schedule the Easter Vigil each year for 8:00 PM or later.

## *SAVE THE NEW DATE*

*The Archdiocesan Pilgrimage to the National Shrine of the Immaculate Conception, Washington DC, is scheduled for Saturday, October 15, 2022. All parishes, religious communities and institutions are asked to mark the date to allow for the broadest possible participation of clergy and faithful from all throughout the Archdiocese.*

## **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*

WORKSHOP ON THE ORDER OF CHRISTIAN INITIATION OF ADULTS  
SAVE THE DATE/MORE INFORMATION TO FOLLOW

**Saturday, October 29, 2022**

9:00 AM to 3:00 PM, *lunch included*

*Location to be determined*

Reverend Gerald Dennis Gill, Presenter  
Director, Office for Divine Worship

Register by e-mail at [worship@archphila.org](mailto:worship@archphila.org)

Also, please make check payable to - Archdiocese of Philadelphia  
with the name(s) of the participant(s) in the amount of \$50.00 per participant  
and mail to - Office for Divine Worship, 222 North 17<sup>th</sup> Street, Philadelphia, PA 19103  
Registration deadline is October 17, 2022

**PLEASE NOTE**

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

**UPCOMING WORKSHOPS**

**WORKSHOPS FOR LITURGICAL MINISTERS**

*The calendar for Fall 2022 and Spring 2023 workshops for liturgical ministers will be posted on the  
website for the Office for Divine Worship by the end of August 2022. Register for these workshops at  
[worship@archphila.org](mailto:worship@archphila.org).*

*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. If a parish or institution  
conducts its own workshop for Extraordinary Ministers of Holy Communion, please contact the Office  
for Divine Worship to obtain the mandate letters from the Archbishop for the new Extraordinary  
Ministers of Holy Communion.*

*The following resources is available from the Liturgical Institute at Mundelein for the formation of  
parish liturgical ministers, <https://liturgy.teachable.com/p/instructions-for-liturgical-ministers>.*

Altar Server Workshop  
Saturday, November 5, 2022  
Cathedral Chapel  
9:30 AM to 11:30 AM  
Please register at: [worship@archphila.org](mailto:worship@archphila.org)

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.
- 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, THE FORTY HOURS DEVOTION PLANNING FOR 2022-2023

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. Please contact the Chancery Office to check on the dates or to adjust the dates for when your parish is scheduled for the Forty Hours Devotion.

## ON-LINE COURSES ON THE SACRED LITURGY

### **AVAILABLE FROM THE LITURGICAL INSTITUTE AT MUNDELEIN**

This is a new online liturgy program as a resource for both church professionals and the laity. This new online program extends the mission of the Institute to diocesan and parish professionals as well as interested individual Catholics. Composed of five one-hour classroom sessions followed by online quizzes, each course awards one-half Continuing Education Unit and brings a fresh, energized approach to the study of liturgical renewal.

For additional information, please see: <https://www.liturgicalinstitute.org/>.

### **SPECIAL BUNDLES OF COURSES ON THE SACRED LITURGY DESIGNED FOR THE ARCHDIOCESE OF PHILADELPHIA**

Please take a moment and look at the link below:

<https://liturgy.teachable.com/p/philadelphia>

The **Liturgical Institute** at Mundelein (at the University of Saint Mary of the Lake) has made available to the Archdiocese of Philadelphia a special bundle of their on-line courses at a most reasonable rate. These courses provide foundational information on the Sacred Liturgy for clergy and the lay faithful. The summer may be an ideal time for many to take advantage of the opportunity to take these on-line courses. They are excellent refresher courses as well as new learning opportunities for liturgical ministers and catechists.

## LINKS TO HELPFUL INFORMATION

### **FOR AN UPDATED SUPPLEMENT WITH NEW LITURGICAL OBSERVANCES FOR THE LITURGY OF THE HOURS**

Contact Dominican Liturgy Publications:

<https://www.lulu.com/spotlight/athompsonatdsptdotcom> it is the second item on the page.

### **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/>.