



**OFFICE FOR DIVINE WORSHIP
ARCHDIOCESE OF PHILADELPHIA**

**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 Moderator of the Curia and his staff of the larger construction or renovation project.