

# OFFICE FOR DIVINE WORSHIP

## JULY 2025

**Website for the Office for Divine Worship**

Website: [www.odwphiladelphia.org](http://www.odwphiladelphia.org)

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### JUBILEE YEAR 2025

Please see our archdiocesan website for the Jubilee Year, <https://archphila.org/holyyear/>. This is the site for local information on the Jubilee Year—archdiocesan observances and resources.

Additional websites with information on the Jubilee Year:

<https://www.iubilaeum2025.va/it.html>

<https://www.usccb.org/committees/jubilee-2025>

### LITURGICAL CALENDAR ITEMS

#### ANNIVERSARY OF THE EPISCOPAL ORDINATION OF ARCHBISHOP PEREZ

**Friday, July 25, 2025**

Archbishop Nelson Perez, Archbishop of Philadelphia was ordained a Bishop on this day in 2012. It is fitting and customary to pray publicly for the Archbishop on the anniversary

of his episcopal ordination during Holy Mass and the Liturgy of the Hours. The following petition is recommended for the Universal Prayer:

*For Archbishop Nelson Perez,  
who observes today his anniversary of Ordination as a Bishop,  
may God bless him with grace, wisdom and zeal  
as he shepherds our local Church after Christ, the Good Shepherd.  
Let us pray to the Lord/Lord, hear our prayer.*

#### **TIME OF THE EASTER VIGIL 2026**

The Easter Vigil is the first Mass of Easter Sunday and is 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 7:35 PM on April 4, 2026. This information is provided at this time to assist with calendar planning for 2025-2026. In general, given the variable date for Easter, it seems best to schedule the Easter Vigil each year for 8:00 PM or later.

#### **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*.

***Please see the flyer attached to the mailing about the workshop on Christian Initiation for adults on Saturday, October 11, 2025.***

#### **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 OCIA, no. 331). Archbishop Perez delegates the Office for Divine Worship to give this permission. Please contact the Office for Divine Worship for such circumstances.*

*If there are any questions about the celebration of Baptism in unusual or irregular circumstances, please contact the Office for Divine Worship.*

## UPCOMING WORKSHOPS

### WORKSHOPS FOR LITURGICAL MINISTERS

*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 of Philadelphia for the new Extraordinary Ministers of Holy Communion.*

*The full schedule of liturgical ministry workshops for 2025-2026 will be published in the August 2025 Monthly Mailing and at that time on the Office for Divine Worship website. Register for these workshops at [worship@archphila.org](mailto:worship@archphila.org).*

### EXTRAORDINARY MINISTERS OF HOLY COMMUNION

- **All Extraordinary Ministers of Holy Communion, without exception, are to have a current appointment letter from the Archbishop of Philadelphia.**
- **Extraordinary Ministers who serve in institutions and schools throughout the Archdiocese of Philadelphia are typically commissioned for service in their parishes and likewise commissioned for service in the institution and/or school.**
- Candidates are to be fully initiated practicing Catholics, high school graduates, not in an invalid marriage, recognized for faith and devotion to the Holy Eucharist as well as for service in the parish/institution/school. Pastors/chaplains are reminded to be discerning in the invitation to members of the lay faithful to carry out this ministry.
- Pastors and chaplains are encouraged to send new Extraordinary Ministers of Holy Communion to the archdiocesan formation sessions. Letters of Appointment from the Archbishop will then follow. *Veteran 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 Extraordinary Minister of Holy Communion.
- All records of active Extraordinary Ministers of Holy Communion are maintained by the parish/institution/school.

- **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/schools for which they are commissioned.

## GUIDELINES FOR THE BUILDING AND RENOVATING OF CHURCHES AND CHAPELS IN THE ARCHDIOCESE OF PHILADELPHIA

The Archdiocese of Philadelphia, in addition to what is described in the liturgical ritual books, follows the guidelines of the United States Conference of Catholic Bishops for the building and renovating of churches and chapels. These guidelines are found in the USCCB document, *Built of Living Stones: Art, Architecture and Worship*, 2007, Fifth Printing, revised.

## GUIDELINES FOR CHAPELS IN RECTORIES

The Office for Divine Worship, according to the Archdiocesan Policy Manual, has oversight for Chapels in Rectories. Pastors are asked to review these guidelines for compliance. Please direct any questions or concerns about chapels in rectories to the Office for Divine Worship.

## 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 Moderator of the Curia for next steps.

### *Step Five*

When the Moderator of the Curia and his staff have completed its review of the plan, then it proceeds to the College of Consultors for approval and finally to the Archbishop for his 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 meet 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.

*The Office for Divine Worship should be consulted concerning the purchase or renovation of an organ, 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.

## RECURRING INFORMATION

### **THE PRAYER TO SAINT MICHAEL, THE ARCHANGEL**

Many parishes and institutions within the Archdiocese of Philadelphia 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.

## LINKS TO HELPFUL INFORMATION

### **THE LITURGICAL EXCHANGE**

For information about the new Liturgical Exchange in the Archdiocese of Philadelphia, please see: <https://www.liturgicalexchange.com/>.

Please consider spring cleaning your sacristies and storage areas for liturgical items no longer needed or in use. The *Liturgical Exchange* provides a great service within and outside the Archdiocese of Philadelphia for those looking to repurpose liturgical items for churches and chapels.

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:

<https://www.usccb.org/committees/divine-worship/newsletter>.

FOR PAST MONTHLY MAILINGS OF THE OFFICE FOR DIVINE WORSHIP

Visit: <http://www.odwphiladelphia.org/sacred-liturgy/monthly-mailings/>.