

**CATHEDRAL BASILICA OF SAINTS PETER AND PAUL  
AND SHRINE OF SAINT KATHARINE DREXEL  
PHILADELPHIA, PENNSYLVANIA  
2026**

Reverend Gerald Dennis Gill, Rector

Dear High School President, Principal, Chaplain/School Minister and/or Graduation Coordinator:

You are most welcome to celebrate the Baccalaureate Mass for your school at the Cathedral Basilica of Saints Peter and Paul. Thank you for contacting Martha Ortiz, [mortiz@archphila.org](mailto:mortiz@archphila.org) to schedule the Baccalaureate Mass. **Please complete the form below and return a copy to the Cathedral Parish Office at least one month in advance of the scheduled Baccalaureate Mass.**

The address is:

*Reverend Gerald Dennis Gill, Rector  
c/o Sister Marie Faustina, RSM, Parish Manager  
Cathedral Parish Office  
1723 Race Street  
Philadelphia, PA 19103*

- When you mail the form, **please** include payment for all needed facilities and people. Details for payment are outlined elsewhere in this document. You may also scan and email the form to Sister Marie Faustina, RSM, at [sr.mfaustina@archphila.org](mailto:sr.mfaustina@archphila.org).
- If you have any questions with regard to the Mass, and if you plan on Graduation following the Baccalaureate Mass, please contact Father Dennis Gill, at [fr.dgill@archphila.org](mailto:fr.dgill@archphila.org).
- If you have any questions about the schedule or facilities, please contact Martha Ortiz at [mortiz@archphila.org](mailto:mortiz@archphila.org).
- Please print all the information requested below.

## PREPARATION FORM FOR A BACCALAUREATE MASS

Name of School \_\_\_\_\_

Date and Time of Mass \_\_\_\_\_

Date and Time of Practice \_\_\_\_\_

Contact for the Baccalaureate Mass \_\_\_\_\_

Cell phone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Principal Celebrant of the Mass \_\_\_\_\_

Homilist of the Mass \_\_\_\_\_

Number attending \_\_\_\_\_

If more than 950 people are expected to attend the Baccalaureate Mass, then extra seats will be needed. The Cathedral Basilica can provide 170 additional seats in the side aisles.

Number of additional seats \_\_\_\_\_

Will pews/seats be reserved? \_\_\_\_\_

- No tape of any kind or wires may be used on the pews. Large rubber bands or ribbons can be used to attach signs to the pews.
- When additional seats are needed for the celebration of Mass, monitors are available for the side aisles of the nave.
- If you plan to live stream the celebration of Mass, please contact Dan Kearns, at [kearnsmediaconsulting@gmail.com](mailto:kearnsmediaconsulting@gmail.com), to make arrangements directly with him

Will the Mass be livestreamed? \_\_\_\_\_

## **SILENCE AND ORDER IN THE BASILICA**

**Adult moderators are to be assigned for order, safety and security. Directions are to be given for silence in the Cathedral Basilica before and after the celebration of Mass to encourage prayer and adoration of the Most Blessed Sacrament.** Food, drink, balloons and noisemakers are not permitted inside the Cathedral Basilica. Your assistance with cleaning up the Cathedral Basilica after the Mass is also appreciated. The male graduates are not to wear their caps for the celebration of Holy Mass.

## **PROCESSION AND RECESSION OF GRADUATES**

The graduates enter the Cathedral Basilica **prior** to the liturgical process and exit after the recession of the clergy and liturgical ministers. The graduates are to be instructed to make a profound bow before they enter the pew. Worship aids should already be in the pews for the graduates. Music is recommended to conclude the Graduation, if it follows the Baccalaureate Mass.

## **THE SANCTUARY**

**Only the clergy, the servers and the cantor are to have seats in the sanctuary.** No one else is to take a place in the sanctuary, including the administration and faculty of the school. Lectors and Extraordinary Ministers of Holy Communion do not sit in the sanctuary but in the nave.

## **CELEBRANTS OF THE MASS**

The Cathedral Sacristy provides vestments for the Bishop/priest celebrant. Celebrants are asked to provide their own albs and cinctures. When the Archbishop celebrates the Mass, he presides from his Cathedra. When another Bishop or priest celebrates Mass, the chair for the Bishop/priest celebrant is placed in the sanctuary on the cathedra side. Only a deacon is placed next to this chair.

- If a Bishop presides in choir, then a chair and kneeler will be set up in the sanctuary with a stole for his reception of Holy Communion.

## **CONCELEBRANTS OF THE MASS**

All concelebrants are to wear a chasuble and stole, preferably the archdiocesan vestment. The Cathedral Sacristy can provide additional chasubles and stoles, if needed. All concelebrants are to provide their own albs and cinctures. Concelebrants vest in the Neumann Room. Concelebrants sit in the choir stalls on either side of the sanctuary.

Number of Concelebrants

- Please attach the names of concelebrants on a separate sheet of paper. Concelebrants from outside of the Archdiocese must provide a *celebret*.

**DEACONS**

Dalmatics are provided for deacons by the Cathedral Sacristy. Deacons are asked to provide their own albs and cinctures. Deacon chaplains sit on either side of the Archbishop/Bishop. The deacon of the Mass sits separate from the chaplains. If there are no chaplains, he sits to the right of the celebrant. The *Book of the Gospels* is only carried by the deacon when the actual Gospel is in the *Book of the Gospels*. Otherwise, the deacon proclaims the Gospel from the *Lectionary*. The Universal Prayer is read from the stand in the sanctuary. The deacon is asked to ensure that all the Sacred Vessels are properly purified during or after Mass.

Deacon of the Mass

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Deacon Chaplains, if a Bishop celebrates

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**LITURGICAL MINISTERS**

The ushers and greeters, the altar servers and the lectors are to be provided by the High School. It is expected that all these liturgical ministers are familiar with their roles and will be well practiced for the Mass at the Cathedral Basilica. Those who carry out liturgical ministries are to be Roman Catholic.

A student may participate as a liturgical music minister, in the role of cantor, if he/she has served as a cantor on a regular basis at parish or school Masses. A Cathedral Cantor is also available for the Baccalaureate Mass. The High School is responsible for the stipend of \$175 for the Cathedral Cantor, to be paid no later than the day of the Mass. A Cathedral Organist must be used for the Baccalaureate Mass. The High School is responsible for the stipend of \$225 for the Cathedral Organist, to be paid no later than the day of the Mass. If the Cathedral Organist is needed for the rehearsal, not to exceed two hours, for the Mass then there is an additional stipend of \$125. If the Cathedral Organist is needed for the Graduation following the Baccalaureate Mass, there would be an additional stipend of \$75. These stipends are distinct from the fee for the use of the facilities.

Will you need a Cathedral Cantor? \_\_\_\_\_

Will you need the Cathedral Organist for the rehearsal? \_\_\_\_\_

Will you need the Cathedral Organist for the conclusion of the Graduation? \_\_\_\_\_

**It is preferred that the altar servers are not among the graduates.** Altar servers are expected to provide and wear albs and cinctures. Cassocks and surplices are available in the Cathedral Sacristy if all the servers are male, and this is the custom of the school. Typically, four servers are expected: thurifer, crucifer, two candle bearers (who serve the Mass). If a Bishop is the celebrant, see the notes for altar servers on the website of the Office for Divine Worship.

- The cantor leads the liturgical music from the stand in the sanctuary. A seat and kneeler are provided by the stand. It is preferred that the cantor wears a cantor's robe which can be provided.
- All choirs receive Holy Communion after Holy Mass at the Assumption of the Blessed Virgin Mary altar.
- All the readings for the Mass are proclaimed from the ambo. The Responsorial Psalm is sung from the ambo, preferably by someone other than the cantor. The lectors and the psalmist, if other than the cantor, sit in the nave and enter the sanctuary only to proclaim their assigned reading and sing the psalm.
- Only bread and wine may be brought forward in the procession of gifts. The table for the gifts is at the break in the pews in the nave.

Number of gifts \_\_\_\_\_

### **EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

In the absence of ordinary ministers of Holy Communion, properly commissioned extraordinary ministers of Holy Communion assist. Typically, there are four to six Communion ministers: two at the entrance to the sanctuary, two at the break in the nave, and, if needed, one at each side section of the nave. Holy Communion is distributed

under one kind at the Bacculaureate Masses.

Number of Communion Stations \_\_\_\_\_

**LITURGICAL PLAN AND LITURGICAL MUSIC**

The liturgical music plan is to be approved by Father Dennis Gill and the Cathedral Director of Liturgical Music, Charlene Angelini, [cangelini@archphila.org](mailto:cangelini@archphila.org). Once a copy of this form is received, it will be reviewed for approval. Please do not print any worship aids or booklets until you have received an approval response. Please contact the Cathedral Director of Liturgical Music two months prior to the Bacculaureate Mass to discuss arrangements and plans for liturgical music. Please provide all musical scores for the Mass in PDF form and send them within one month to Charlene Angelini.

Liturgical Observance \_\_\_\_\_

*Obligatory observances cannot be set aside in favor of the Bacculaureate Mass.  
When there is no obligatory observance, then another commemoration is possible.*

Liturgical Color \_\_\_\_\_

Liturgical Music  
*For liturgical music, please include the title and composer.*

Prelude Music \_\_\_\_\_

**The Introductory Rites**

Entrance Chant \_\_\_\_\_

Penitential Act  
\_\_\_\_\_ *I confess* Kyrie \_\_\_\_\_ sung, \_\_\_\_\_ recited  
\_\_\_\_\_ *Have mercy on us, O Lord* Kyrie \_\_\_\_\_ sung, \_\_\_\_\_ recited  
\_\_\_\_\_ *Invocations* \_\_\_\_\_ sung, \_\_\_\_\_ recited  
By whom \_\_\_\_\_

Gloria If sung, the setting \_\_\_\_\_

Collect *Roman Missal*, page \_\_\_\_\_

### **The Liturgy of the Word**

First Reading Scripture Citation \_\_\_\_\_  
Lectionary Number \_\_\_\_\_

Responsorial Psalm is sung. Scripture Citation \_\_\_\_\_  
Lectionary Number \_\_\_\_\_  
Musical Setting \_\_\_\_\_

[Second Reading Scripture Citation \_\_\_\_\_  
Lectionary Number \_\_\_\_\_]

Acclamation before the Gospel is sung. Lectionary Number \_\_\_\_\_

Gospel Scripture Citation \_\_\_\_\_  
Lectionary/Book of the Gospel Number  
\_\_\_\_\_

Universal Prayer \_\_\_\_\_ sung, \_\_\_\_\_ recited

*Please submit a copy of the Universal Prayer with this form.*

### **The Liturgy of the Eucharist**

Offertory Chant/Music during the Preparation of the Gifts  
\_\_\_\_\_

Prayer over the Offerings *Roman Missal*, page \_\_\_\_\_

Eucharistic Prayer  
The *Sanctus*, the Mystery of Faith, and the Amen are sung.  
Setting \_\_\_\_\_

Lord's Prayer \_\_\_\_\_ sung, \_\_\_\_\_ recited

The *Agnus Dei* is sung. Setting \_\_\_\_\_

Communion Chant \_\_\_\_\_

Hymn of Praise \_\_\_\_\_

Prayer after Communion *Roman Missal*, page \_\_\_\_\_

### The Concluding Rites

Recessional Hymn/Music \_\_\_\_\_

Postlude Music \_\_\_\_\_

### LITURGICAL BOOKS AND WORSHIP AIDS

The proper liturgical books will be provided for Mass, the *Roman Missal* and the *Lectionary for Mass*, and these are to be used for the celebration. The lectors are to proclaim the Word of God from the *Lectionary for Mass* and not from sheets of paper. Binders are available for copies of the Universal Prayer.

If worship aides are to be printed, please include all proper copyright information. Copyright information is required for all liturgical texts and music. Texts and music are to be included in the worship aid. The guidelines for the reception of Holy Communion published by the United States Conference of Catholic Bishops are to be included in the worship aid. These guidelines can be copied from the \_\_\_\_\_ website of the United States Conference of Catholic Bishops, <https://www.usccb.org/prayer-and-worship/the-mass/order-of-mass/liturgy-of-the-eucharist/guidelines-for-the-reception-of-communion>. **Please submit the worship aid at least two weeks in advance of the Baccalaureate Mass for review and approval.**

### ADDITIONAL INFORMATION

#### Flags or Banners

If flags or banners are to be carried prior to the entrance procession of the Mass, please ensure that stands are provided for them outside the sanctuary and in a position not to interfere with the sight lines of the sanctuary.

Will flags or banners be used? \_\_\_\_\_

**Flowers for the Sanctuary**

Arrangements of flowers are permitted for the sanctuary **but not directly in front of the altar.**

Will flowers be provided? \_\_\_\_\_

**Use of the Cathedral Chapel, Cathedral Drexel Hall and the Neumann Room**

This is a separate request and needs to be confirmed when you confirm your date and time for the Baccalaureate Mass. You are kindly requested to indicate below if any of these facilities will be used as well.

Will the Cathedral Chapel be needed? \_\_\_\_\_

Will the Cathedral Drexel Hall be needed? \_\_\_\_\_

Will the Neumann Room be needed? \_\_\_\_\_

**Parking**

Do you need bus parking or lot parking on the day of your rehearsal?

\_\_\_\_\_

Do you need bus parking or lot parking on the day of your Baccalaureate Mass?

\_\_\_\_\_

For bus parking, we would send you a parking permit. Please put the permit on the windshield of the bus. It allows you to park directly in front of the main doors of the Cathedral Basilica (opposite side of the street please) for the duration of your event. For the parking lot we can request parking several days in advance, but it is not guaranteed. If we do secure parking for you, we will let you know several days before your event.

**Other Needs**

Please specify any other needs or concerns below for the Baccalaureate Mass, especially for persons with disabilities. Access for persons with disabilities is on both the Race Street and the Archdiocesan Parking Lot entrances.

\_\_\_\_\_  
\_\_\_\_\_

For the Baccalaureate Mass, a Cathedral Basilica sacristan will assist with the preparations for Mass and remain until all is concluded following the Mass. Additionally, one of the parish priests will assist with the celebration. The priests and staff of the Cathedral Basilica are happy to host your High School on the occasion of the Baccalaureate Mass.

### **SUMMARY OF DETAILS FOR FEES AND PAYMENT**

Thank you very much for completing and returning a copy of this form. Please send payment for Cathedral Basilica use and other facilities along with this form one month in advance of the scheduled celebration. There is no additional invoice for payment. All facilities are opened one hour in advance of the celebration, including the restrooms.

Fee for use of the Cathedral Basilica - \$1,500

Fee for use of Drexel Hall - \$250

Fee for use of Cathedral Chapel - \$250

Fee for use of the Neumann Room - \$250

All payments/checks are to be made payable to each individual liturgical musician (cantor/organist). Please coordinate and confirm names with Charlene Angelini and mail checks directly to her:

*Charlene Angelini  
Liturgical Music Director  
Cathedral Parish Office  
1723 Race Street  
Philadelphia, PA 19103*

Stipend for the Cathedral Cantor - \$175

Stipend for the Cathedral Organist (required) - \$225

Stipend for the Cathedral Organist at rehearsal (not to exceed 2 hours) - \$125

Stipend for the Cathedral Organist at Graduation following the Baccalaureate Mass - \$75