

RECOMMENDED GUIDELINES FOR PREPARING LITURGY

After the planning team has been formed on a solid foundation of Liturgical study, prayer and awareness of the community, establish a liturgy planning process based on:

- +the liturgical seasons/Sundays
- +the commitment to the teachings of Vatican II
- + the gifts of the members of the community
- +the identity of the local church

1. Select the feast/seasons
2. Read the Lectionary selections for the event
3. Read the prayer texts of the /Sunday/feast
4. Read through some of the commentaries and music guides
5. Consider the kind of music that would serve the event
6. Read through the texts of the songs to see if they support the scripture and the prayers
7. Find out what is going on in the life of the parish/diocese/neighborhood, who is sick, who is in need, who is rejoicing.
8. Complete the planning worksheet
9. Share the plan with all of the ministers affected by it.
10. Pray for the parish community
11. Pray for the leaders of the community
12. Pray for yourselves as planners of this most holy work.
13. Rehearse when necessary.
14. Evaluate the effort for continuity.

Was it theologically, pastorally and liturgically *correct*?
Did the liturgy preparation process help the people pray???

Liturgy Planning Resources

The following resources are necessary tools for those who prepare the Liturgy for Sundays.

LITURGY DOCUMENTS

The Roman Missal (Lectionary and Sacramentary)

The Liturgy Documents: A Parish Resource, Volume IV – LTP, Chicago

Constitution on the Sacred Liturgy

General Instruction on the Roman Missal

Sing to the Lord: Guidelines for Music in Catholic Worship

Ceremonial for Bishops

Introduction to the Lectionary (see the front section of the Lectionary for this resource)

The Rites of the Catholic Church

Infant Baptism, Marriage, Penance, Anointing of the Sick, Confirmation

Rite of Christian Initiation of Adults, Holy Orders, Dedication of a Church and Altar

Book of Blessings/Bendiciones

Built of Living Stones: Guidelines for the Building and Renovation of Churches (USCCB)

PLANNING AIDS

Sourcebook for Seasons and Sundays (Liturgy Training Publications, Chicago)

Workbook for Lectors (Liturgy Training Publications, Chicago) [E, S]

Living Liturgy (The Liturgical Press, Collegeville, MN)

PERIODICALS

Pastoral Liturgy, Liturgy Training Publications, Chicago)

AIM: Liturgy Resource Magazine (JS Paluch, Schiller Park)

Today's Liturgy and *Liturgia Y Cancion* (Oregon Catholic Press, Portland)
Catechumenate (Liturgy Training Publications, Chicago)
Ministry and Liturgy (Resource Publications, San Jose CA)

OTHER READINGS

- *Liturgy with Style and Grace* by Gabe Huck and Gerald T. Chinchar, 1998 LTP Chicago
- *The Mystery of Faith: A Study of the Structural Elements of the Order of Mass* copyright FDLC (Oregon Catholic Press now sells their materials). – In English and Spanish
- *Guide for the Assembly* by Cardinal Joseph Bernardin, 1997 LTP
- *Gather Faithfully Together: Guide for Sunday Mass* by Cardinal Roger Mahony, 1997 LTP (also has a video guide).
- Apostolic Letter, *Dies Domini*, (The Day of the Lord) by Pope John Paul II as published by LTP as "Guide to Keeping Sunday Holy," 1998.

WEB SITES

www.usccb.org (departments, Divine Worship) - United States Conference of Catholic Bishops is a resource for current liturgical documents (GIRM, RS, Norms for Holy Communion under Both Kinds in the United States)

www.fdlc.org – Federation of Diocesan Liturgical Commissions. They have bulletin inserts and parish resources on liturgy and RCIA.

www.npm.org – National Pastoral Musicians Association,

www.ltp.org – Liturgy Training Publications offers many resources of the parish in English and Spanish.

www.wlp.org – JS Paluch/World Library Publications offers both music and missalette resources in English and Spanish.

www.giamusic.org – GIA Music offers music resources in English and Spanish

www.ocp.org – Oregon Catholic Press offers music and liturgy planning resources in English and Spanish

www.litpress.org – The Liturgical Press, Collegeville, MN publishes both academic and pastoral resources for liturgy.

www.swlc.org – The Southwest Liturgical Conference. This is a regional conference which includes Tucson. They offer an annual Liturgy Study Week and bi-annual Hispanic Music Conferences in the region. Tucson is a member diocese.

And Furthermore...

When making preparations for Sunday and Seasonal liturgies keep in mind the following realities of your parish community:

RCIA Concerns

Where the RCIA process is being implemented, careful collaboration with directors, liturgists, musicians, planners, presiders and liturgical ministers will insure the expected results in the celebration of the rites of initiation. The results will be well-prepared members of the Catholic community, both new and long-standing!

MUSIC and LITURGY

Music is vital part of the liturgical prayer of the people. It goes without saying that the musicians and liturgists work together, neither dominating, both co-laboring for the common good!

EVALUATION

Evaluation is a necessary part of the planning process. Formal or informal evaluation offers information that will enhance the prayer life of the community. The key questions are: What worked that we surely want to do again? What didn't work that we want to be sure to improve or omit in the future?

PLANNING AHEAD

Avoid crisis-planning as far as possible. Empower many people in the planning process so that both the present concerns and the future needs can be addressed in a healthy and peaceful way

Liturgy Committee: Blessing or Challenge

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**Presentation by
Sister Lois Paha, O.P.**
January 2014

Sister Lois Paha

January 2014

LITURGY PREPARATION

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- is a process
- whereby the rites of the Church are celebrated
- with the proper ministers,
- in the carefully prepared sacred space
- with the proper implements for the praise of God and the inspiration of the people

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Liturgy *Planners*

3

- serve the community
- by implementing the rites of the Catholic Church
- with reverence and respect
- for the life of the parish
- using liturgical resources and the gifts of the local community.

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GOAL I - Determining the Need

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- What do you like best about your parish liturgy and what do you makes it happen this way?
- What do you like least about your parish liturgy and what do you think makes it happen this way?

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- Who does/has been doing the planning/preparation?
- Who else needs to be included in process?

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- What would you like to keep?
- What would you like to change?

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Goal II - Response to the Need

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- **ELEMENTS OF SUCCESS**
- **OBSTACLES TO SUCCESS**

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Elements of Success

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- ✓✓knowledge of the liturgy is essential
- ✓organizational gifts help!
- ✓how to run a meeting is an asset
- ✓delegation skills share responsibility
- ✓some self-knowledge won't hurt
- ✓listening skills are a must
- ✓focus on the "common good" is a winner
- ✓"the pastoral art" is very close to the top!
- ✓"letting go" is hard, but necessary
- ✓evaluation is a keeper
- ✓time-lines relieve stress
- ✓problem solving skills need some attention
- ✓job descriptions keep the tasks sorted
- ✓discernment of gifts foster truth
- ✓PRAYER...is a vital necessity
- ...fill out the rest of the list!

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Obstacles to Success

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- ✓limited communications skills
- ✓"blurred vision" about role of the committee
- ✓ignorance of liturgical principles & resources
- ✓inordinate ownership of ideas
- ✓the "myth" of perfectionism
- ✓liturgical "experts"
- ✓"workaholism"
-sound familiar???

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Getting Started...

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- **Form the planning team on a solid foundation**
 - Liturgical study,
 - Prayer
 - Awareness of the community

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Planning BASICS...

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- Begin with the liturgical seasons/Sundays
- Know the teachings of the Vatican Council II
- Use the gifts of the community
- Know the local church
- Foster active participation of the assembly
- liturgy is a two-part celebration
 - Liturgy of the Word
 - Liturgy of the Eucharist

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Planning BASICS - 2

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- Read the Ordo Notes for the Sunday or feast
- Read the Lectionary selections for the event
- Read the prayer texts of the Sunday/feast
- Consider the music that would serve the event
- Read through the texts of the songs
- Select the songs that support the readings and feast
- Check websites (npm.org, ocp.org, wlp.org...)

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Planning BASICS - 3

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- Find out what is going on
 - in the life of the
 - parish/diocese/neighborhood,
 - who is sick
 - who is in need
 - who is rejoicing.

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Planning BASICS – 4

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- Complete the planning worksheet
- Share the plan with all of the ministers effected by it
- Rehearse when necessary

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Planning BASICS - 5

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- Pray for the parish community
- Pray for the leaders of the community
- Pray for yourselves as planners of this most holy work -pray together-guidance.

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Planning BASICS – 6

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- Evaluate the effort for continuity.
- Was it consistent with the theological, pastoral and liturgical documents, norms, teachings, practices...

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PLAN AHEAD

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- Avoid crisis-planning as far as possible.
- Empower many people in the planning process so that both the present concerns and the future needs can be addressed in a healthy and peaceful way.

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MUSIC and LITURGY

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- Music is a vital part of the liturgical prayer of the people.
- Musicians and Liturgist work together, neither dominating, both co-laboring for the common good!

• *Alleluia!* 🎵

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EVALUATION

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- Formal and Informal evaluation is part of the planning process. It offers information that will enhance the prayer life of the community.
- The key questions are:
 - What WORKED that we surely want to do again?
 - What DIDN'T WORK that we want to be sure to improve or avoid in the future?

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CATECHUMENATE Concerns

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- Where the Catechumenate process is being implemented, careful collaboration with directors, liturgists, musicians, planners, Presider and all liturgical ministers will insure prayerful celebrations of the rites which lead to well-prepared members of the Catholic community, both new and long-standing!

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LITURGY WITH CHILDREN & YOUTH

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- What are the needs of the children and youth of the parish as they prepare for the reception of sacraments.
- Listen to the YOUTH and their leaders.
- Provide liturgical education so that the youth can give their "full, conscious, active participation in the Sunday Liturgy.

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SPECIAL PARISH EVENTS

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- Remember Anniversaries, Dedications, Feast days, days of sadness, days of joy...
- Make good use of the *Book of Blessings* when a special parish event occurs.

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LITURGICAL PRAYER IS RITUAL PRAYER

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- As a Christian people, we pray in common to God the Father of our Lord and Savior Jesus Christ.
- Be careful when making adaptations to any liturgical rite to retain the intent of the rite while adapting it to the particular circumstances.

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The FINAL QUESTION

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***Did the
Liturgy Preparation
Process
Help the People Pray?***

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