JULY PRIESTS’ MAILING
FROM THE ARCHDIOCESE OF PHILADELPHIA
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August 11, 2019

Dear Brothers and Sisters in Christ,

I appeal to you today to give generously to the National Collection for The Catholic University of America in Washington, D.C.

As the only institution of higher education founded by the U.S. bishops and chartered by the Vatican, Catholic University is the national university of the Catholic Church, charged with educating the future leaders of the Church, the nation, and the world. Here are just two ways Catholic University is educating the next generation of clergy, religious, and young lay men and women from every geographical region of the United States:

- Catholic University is helping to renew and strengthen the Church. Through hosting a national conference series focused on laity response to the sex abuse crisis, and in creating an Institute for Diocesan Excellence in Administration (IDEA), where lay scholars and professionals can support clergy by providing expertise and accountability in the areas of education, finance, canon law, culture, and more, Catholic University will serve as a springboard in renewing and strengthening Catholicism in our country.
- Catholic University serves the Church by engaging its students to discover knowledge and truth through excellence in teaching and research. With its 12 schools and 23 research centers, the University provides an exceptional Catholic education to almost 7,000 students annually. By way of its many programs, such as those in ethical business practices; classical architecture; intelligence studies; neuroscience; nursing; Spanish language and Hispanic ministry; social service; and Catholic bioethics the University prepares students to respond to the many issues facing the Church and society today.

Our national university is educating an important generation of lay and ordained leaders within the United States. The Collection for The Catholic University of America will be held in parishes of the Archdiocese of Philadelphia on the weekend of August 17 and August 18, 2019. Thank you and God bless you for supporting America’s Catholic university and the countless number of students who will experience an education grounded in Catholic tradition.

Sincerely in Christ,

+ Most Reverend Charles J. Chaput, O.F.M. Cap.

Most Reverend Charles J. Chaput, O.F.M. Cap.
Archbishop of Philadelphia

(Please communicate the contents of this letter to your parishioners in the most appropriate manner on the weekend of August 10 and August 11, 2019; the collection is taken up the following weekend of August 17 and August 18, 2019. Collection remittals should be made payable to the ARCHDIOCESE OF PHILADELPHIA and sent to the Office for Financial Services, 222 North 17th Street, Philadelphia, PA 19103.)
NOTICES

**USCCB NOTIFICATION RE: SAMUEL EUGENE ALLEN** – The Archdiocese for Military Services, USA has advised the Conference of its concerns regarding Samuel Eugene Allen. The Archdiocese advises that Mr. Allen has recently presented himself as a Permanent Deacon of the Archdiocese for the Military Services to a parish in Milford, DE. In the course of so doing he produced documents purported to show that which were forwarded to the Archdiocese. It confirms that the records are false, and that Mr. Allen is not and has never been associated with the Archdiocese as a cleric. The Archdiocese also relates that Mr. Allen represented that he had “ministered in the Norfolk, VA area. Those needing more information should contact Msgr. John Foster, Vicar General of the Archdiocese for the Military Services, USA, at (202) 719-3630.

**USCCB NOTIFICATION RE: FR. ANTHONY (ANTOINE) NACHEF** – The Eparchial Bishop of Newton of the Melkite Greek Catholic Church has advised the Conference of his concerns regarding Fr. Anthony (or Antoine) Nachef, a former priest of the Basilian Salvatorian Order who was excommunicated for attempting marriage. The Eparchial Bishop’s previous cautions regarding Fr. Nachef were relayed to the Conference’s membership by memo dated June 19, 2014. The Eparchial Bishop’s renewed concerns about Fr. Nachef arise out of the fact that he is now reported to have been received as a priest of the Missionary Disciples of Jesus Good Shepherd based in Tuxtla Gutierrez, Chiapas, Mexico. The Eparchial Bishop states he has received a number of disturbing reports related to Fr. Nachef’s apparent ministry activities in the Carolinas, described as allegations of misconduct with adult married women, threats of violence, and an alleged attempted rape. The Eparchial Bishop also relates that Fr. Nachef is continuing to operate a private business, Proximo Travel, which purports to conduct “pilgrimages” despite Fr. Nachef’s status. The Eparchy of Newton indicates that it has advised Fr. Nachef’s superior in the Missionary Disciples of Jesus Good Shepherd of these accusations, and that that Diocese of Charlotte has done so as well, but to date has received no response. Those needing further information should contact Bishop Nicholas Samra at Nicholas.samra@yahoo.com or Rev. Theophan Leonarczyk at chancery@mekite.org.

**USCCB NOTIFICATION RE: REV. PASCAL NDUKA** – The Diocese of Evansville has advised the Conference of its concerns regarding Rev. Pascal Nduka, a priest from the Diocese of Issele-Uke, Nigeria, who had been serving in the Diocese of Evansville since 2013. He has now completed his pastoral ministry in the Diocese and no longer has that Diocese’s faculties. The Diocese relates that he has been directed to return to his diocese of incardination, but, as he has permanent residency status in the United States, it is unclear when he will be returning to Nigeria. If Fr. Nduka should request faculties, the Diocese asks that those concerned please contact Very Rev. Bernard Etienne, Vicar General of the Diocese of Evansville. Fr. Etienne can be reached at (812) 424-5563.

**THE WOODHAVEN CENTER** - located at 2900 Southampton Road, Philadelphia, is in need of priests to celebrate the 11:00 AM Mass on Sundays. If any priest is interested, please contact the Office for Clergy.

**SUMMER ASSISTANCE** – Throughout the year and especially during the summer months, the Office for Clergy receives requests for Mass coverage from pastors. A number of retired priests have been able to offer assistance for varying
periods of time, and this has been extremely helpful, particularly in parishes where there is only one priest assigned. The Office for Clergy is grateful to all those retired priests who currently offer ongoing or occasional assistance to parishes or who have assisted in the past. Your generosity is a tremendous support to our brother priests.

If you are not currently assisting in a parish and would like to make yourself available, either during the summer months or on an occasional basis throughout the year, the Office for Clergy would be happy to identify parishes where you could be of assistance. There are many parishes that would benefit from the assistance of a retired priest and your consideration of this need is greatly appreciated. If any priest can assist in a parish this summer, please contact the Office for Clergy at 215-587-4532 to advise us of dates you would be available. Pastors who anticipate difficulty in arranging coverage are also invited to contact the Office for Clergy.

🚗🚗 PRIESTS WHO ARE 75 YEARS OF AGE AND OLDER 🚗🚗 AUTO INSURANCE REQUIREMENT - Effective since July 1, 2016, within 90 days of a priest reaching the age of 75 and annually thereafter, you must provide a doctor’s note confirming continued fitness to drive. The note need only to state that you can drive or cannot drive; no medical details are required. If you have not already done so, kindly visit your doctor to obtain the required documentation and submit to the Office for Clergy.

ONGOING FORMATION

FERTILITY CARE CONFERENCE July 17-20, 2019 at Normandy Farms, Blue Bell PA. The American Academy of Fertility Care Professionals is hosting their 38th annual conference: "Freedom Realized". The purpose of the conference is to promote and educate professionals in the Creighton Model of Fertility Care which has been developed by medical professionals over the past 50 years as a faithful response to Pope Paul VI's encyclical, *Humanae Vitae*. The clergy are welcome to attend the conference and there will be Mass each day of the conference. They can register for one day or the full conference at https://aafcp.net/annualmeeting/. More information can be found on the brochure https://aafcp.net/wp-content/uploads/2019/02/AAFCP_RegistrationPacket_02192019.pdf

THE 2019 PRIEST ALUMNI RETREAT AT OVERBROOK will be held on July 29–August 2, 2019. Please mark your calendars and plan to attend this wonderful opportunity for rest and spiritual renewal. Last year’s retreat was very well-received and the Committee is working hard to insure an equally fulfilling experience in 2019. The seminary is blessed to have Father Pio Francesco Mandato, F.H.M.J., as the Retreat Master. To register, go to https://www.scs.edu/sites/default/files/2019%20Alumni%20Priest%20Retreat%20Registration%20Form.pdf

ONGOING FORMATION OPPORTUNITIES OUTSIDE THE ARCHDIOCESE

COURAGE INTERNATIONAL PRESENTS ANNUAL COURAGE & ENCOURAGE CONFERENCE Thursday, July 18 through Sunday, July 21, 2019. Courage International, the apostolate that provides support and pastoral care to Catholics who experience same-sex attractions and have chosen to live chastely, will hold its annual conference at Our Lady of the Lake Seminary, Mundelein, Illinois. All priests and deacons are invited to attend the conference, and/or to attend a special "Clergy Track Day" which will be offered on Wednesday, July 17. Priests and deacons can find more information and register on-line for both programs at https://couragerc.org/annualconference2019/. The clergy day program is free of charge for commuters, and those coming from a distance may arrange lodging and meals on-campus. Some financial assistance may be available for clergy who wish to attend the entire conference. Questions? Contact Fr. Philip Bochanski at director@couragerc.org.

THOMISTIC INSTITUTE EIGHTH ANNUAL CONFERENCE FOR PRIESTS – Providence, RI, July 29 – August 1, 2019. Theme of the conference is Evangelizing Your Parish. For more details and to register: https://thomisticinstitute.org/conference-for-priests-1/ or e-mail: thomisticinstitute@dhs.edu or call (202) 495-3862.

SAINT MEINRAD SEMINARY AND SCHOOL OF THEOLOGY’S INSTITUTE FOR PRIESTS AND PRESBYTERATES offers several programs to assist priests with their ongoing formation needs: www.saintmeinrad.edu. “World Priest” workshop, a one-week course to introduce international mission priests to a basic understanding of and best practices with cross-cultural ministry, October 14 – 18, 2019. For the full list of 2019 workshops, check out the IPP Calendar (click on link)
ongoing formation and sabbatical programs for priest renewal in rome – Information and forms for Philadelphia priests who desire a sabbatical in Rome: https://www.pnac.org/icte/about-icte/ “Institute for Continuing Theological Education”.

jesuit retreat center - see their brand new website! www.jesuitretreatcenter.org Explore their upcoming Retreats & Programs. Jesuit Retreat House of Cleveland – Parma, OH 44134 | (440) 884-9300

visiting priests Priests are reminded that arrangements for extern priests requesting hospitality or pastoral assignments in the Archdiocese should be initiated in the Office for Clergy, which carries responsibility for confirming the extern’s status, standing in the priesthood, permission of the extern’s legitimate superior for service/residence in the Archdiocese, criminal background checks and child abuse record checks, etc. If you receive any inquiries of this nature, please contact the Office for Clergy. A celebret or a letter of proof of good standing/faculties in his own (Arch)diocese/Institute of Consecrated Life/Society of Apostolic Life is necessary for any priest or deacon to minister in the Archdiocese of Philadelphia.

NOTE to all Pastors/Parochial Administrators and heads of the institutions: All Priests and Deacons that are visiting from another (Arch)diocese to assist in the celebration of a Liturgy in any way should have a celebret or letter of good standing to give to you for your files.

the upper room crisis hotline - is a pastoral service available to priests, deacons, and men religious. The program reaches out to those living alone or in small groups and may be especially appealing to those who have retired from active ministry, who are isolated from their peers, or who are dealing with health issues. The program is staffed by trained volunteers and operates in a strictly confidential fashion. For additional information, you may visit their website at: www.theupperroomcrisishotline.org or contact the Office for Clergy at 215-587-4532.

clergy database Please help us maintain accurate contact information for all our priests and deacons. Whenever there is a change to your email address and/or phone/cell phone numbers, please notify the Clergy Office: seclergy@archphila.org or 215-587-4532

please remember in your prayers the relatives of our brother priests and deacons who have died.

robert hayes neely, father-in-law of Deacon John P. Rose
margaret (peggy) m. welsey, mother-in-law of Deacon David C. Mitchell
Edward Guckin, brother of Deacon Stephen Guckin
Reverend francis t. menei (1967), excardinated priest of the Archdiocese of Philadelphia
Theresa (terri) DiOrio, mother of Reverend John R. DiOrio

permanent deacons deacon michael Pascarella, Jr. Associate to the vicar for clergy for permanent deacons

Christ’s Faithful People: Called by Jesus to go out into the world.

By Deacon Jack Hasson, Assistant to the Associate to the Vicar for Clergy

The Apostolic Exhortation by St. John Paul II: Christifideles Laici – Christ’s Faithful Laity, intends to stir-up and promote a deeper awareness among all the faithful both clergy and laity of the gift and responsibility they share, both as a group and as individuals in the communion and mission of the Church. The Vatican II Council confirms as never before the nature, dignity, spirituality, mission and responsibility of the lay faithful to care for the vineyard of the Church and the world. We are sent young and old into every town, place and activity where Christ himself is to come.

“It is not permissible for anyone to remain idle.” With the pressing needs of the world today we cannot stand idle. The state into which our worlds has developed with the social, economic, political and culture life changes that are dismantling the dignity of women and men, tearing at the fabric of the stability of the family and redefining morals and the common good, calls for an active and committed lay faithful. We are created in the image and likeness of God and
God himself calls us good. The dignity of the person must be always at the center of our actions. We as deacons can assist the lay faithful in assuming their God given responsibility to be at the forefront in their respective vocations and positions to promote a society and culture that allows others to achieve their full potential. As stated in the Exhortation; “The lay faithful have an essential and irreplaceable role in this announcement and in this testimony; through them the Church of Christ is made present in the various sectors of the world as a sign and source of hope and love. Jesus calls his disciples to be the “salt of the earth” and the “light to the world.”

Exactly how are we the salt of the earth and how is this metaphor so meaningful and impactful. Salt has many uses. We all know salt gives and enhances flavor to food as a seasoning, it enlivens our meals, if you will, it energizes our taste sensation. We with our varied and many gifts energize our communities by freely sharing these gifts with others. Mixing our “salt” together to build vibrant communities of Faith.

Salt has been and still used to preserve food. We are called to preserve the fruit of our resources be they from nature or heritage or tradition. While preserving may evoke a sense of holding on to the past it is always renewed as the current good fruits need to be preserved as well. As followers of Christ we must work at maintaining all the good fruit that has grown over the centuries and is still growing in the garden of the Church.

Salt is also a disinfectant as it clears the effects of harmful bacteria from our world. In a world where many injustices occur that are harmful to life, the healing love of Christ must be made present, and we are called to bring that healing love to our sisters and brothers. Salt was a component of Jewish religious sacrificial offerings. In Leviticus we find the requirement for every offering of grain shall be seasoned with salt. Deacons should offer and remind others to offer daily sacrifices of prayer and good works to God.

Jesus calls to us to be the “light to the world.” As the sun rises in the morning, the light is soft and gentle, but it invades every space. Driving away, if you will, the darkness and making vision clear, energizing all exposed to its illuminating warmth. At midday when there are no more shadows. Its warmth and glow are felt by all that inhabits the world. Christ’s disciples are called to bring the light we receive from and through him into every situation we find ourselves. We are “the salt of the earth” and “light of the world.” Therefore, we must be who we ARE.

ANNOUNCEMENTS

HELPING THE PINK SISTERS - The Holy Spirit Adoration Sisters (“Pink Sisters”) located at 2212 Green St., Philadelphia, are in need of assistance with Evening Prayer and Benediction. For the last several years, five of our deacons have assisted at various times, as the presider/celebrant for Evening Vespers and benediction. Some of the deacons who have assisted are no longer able to do so, and more help is needed. We are looking for at least five deacons who can help serve the sisters in the celebration of Evening prayers (sung by the sisters) and Benediction. Vespers and Benediction are held every day at 5PM in the chapel. So far, one deacon has volunteered, and training will take place this summer. If any deacon would be interested in helping on a fixed schedule (1 or 2 days per week, or even once per month), please contact Deacon Michael Pascarella by e-mail (mpascarella@archphila.org).

FBI AND PA CHILD ABUSE CLEARANCE RENEWALS - All members of the clergy are required to have a new FBI fingerprint records check and a PA Child Abuse Clearance every five years. Three months prior to the expiration of your current clearances, you will be notified by the Office for Clergy with instructions as to how to go about obtaining these documents. Once received, originals are sent to the Office for Clergy.

FOCCUS FACILITATORS - Any deacon interested in becoming a FOCCUS facilitator and assisting the Office of Life and Family with their marriage preparation program, please contact Deacon Patrick Kennedy at pkennedy@archphila.org.

SPIRITUAL DIRECTION - Please contact the Office for Clergy for more information about finding an approved spiritual director.

DEACON RELATED FORMS - For those in need of Deacon related forms, please email Theresa Grato at tgrato@archphila.org.
OFFICE FOR DIVINE WORSHIP
JULY 2019

Website for the Office for Divine Worship
Website: www.odwphiladelphia.org

Contact information for the Office for Divine Worship
Phone: 215-587-3537    Fax: 215-644-3940
Email: worship@archphila.org

Reverend Gerald Dennis Gill, Director
fr.dgill@archphila.org

Ms. Charlene Angelini, Director of Liturgical Music for the Cathedral Parish
With Archdiocesan Responsibilities
cangelini@archphila.org

Mrs. Mary Ann Johnson, Executive Secretary
majohnson@archphila.org

Mrs. Barbara Chandler, Project Support Coordinator
bchandler@archphila.org

LITURGICAL AND CIVIC CALENDAR ITEMS

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.

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

SOLEMNITY OF THE ASSUMPTION OF THE BLESSED VIRGIN MARY
Thursday, August 15, 2019
The Solemnity of the Assumption of the Blessed Virgin Mary is observed as a holy day of obligation this year.

Looking ahead…

COMMEMORATION OF THE FAITHFUL DEPARTED
ALL SOULS DAY
Saturday, November 2, 2019
The Celebration of Marriage: Only the Order of Celebrating Matrimony without Mass can take place on All Souls Day.

The evening Mass on Saturday, November 2, 2019, is for Sunday, the Thirty-First Sunday in Ordinary Time.

SAVE THE DATE

Archdiocesan Pilgrimage
to the National Shrine of the Immaculate Conception
Washington, DC
Saturday, October 19, 2019
All Parishes, Schools and Institutions are encouraged to participate.

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*.

Full Initiation—Baptism, Confirmation and the first reception of Communion—apart from the Easter Vigil, outside the immediate danger of death, requires the permission of the Archbishop (see RCIA, no. 331). Archbishop Chaput 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 2019–2020 workshops for liturgical ministers can be found on the website for the Office for Divine Worship. Register for these workshops at worship@archphila.org.

*Extraordinary Ministers of Holy Communion*

**Thursday, October 10, 2019**
Saint Joseph Parish, Downingtown
7:00 to 9:00 PM in the Main Church
Please register at: worship@archphila.org

**Thursday, January 16, 2020**
Cathedral Chapel
7:00 to 9:00 PM
Cathedral Basilica of Saints Peter and Paul
18th and Benjamin Franklin Parkway
Philadelphia, PA 19103
Parking Available
Please register at worship@archphila.org

**Thursday, March 26, 2020**
Cathedral Chapel
7:00 to 9:00 PM
Cathedral Basilica of Saints Peter and Paul
18th and Benjamin Franklin Parkway
Philadelphia, PA 19103
Parking Available
Please register at worship@archphila.org
Lectors

Tuesday, October 24, 2019
National Shrine of Our Lady of Czestochowa, Doylestown
7:00 to 9:00 PM in the Chapel of the lower Church
Please register by calling 215-345-0600

Wednesday, November 13, 2019
Saint Joseph Parish, Downingtown
7:00 to 9:00 PM in the Main Church
Please register at: worship@archphila.org

Wednesday, March 18, 2020
Cathedral Chapel
7:00 to 9:00 PM
Cathedral Basilica of Saints Peter and Paul
18th and Benjamin Franklin Parkway
Philadelphia, PA 19103
Parking Available
Please register at worship@archphila.org

Workshop in Spanish

For Parish Lectors and Extraordinary Ministers of Holy Communion
Saturday, November 16, 2019
10:00 AM to Noon / 12:05 PM Mass to follow
Cathedral Chapel
Cathedral Basilica of Saints Peter and Paul
18th and Benjamin Franklin Parkway
Philadelphia, PA 19103
Parking Available
Please register at worship@archphila.org
Extraordinary Ministers of Holy Communion of the Sick

Saturday, February 8, 2020
Cathedral Chapel
10:00 AM to Noon
Cathedral Basilica of Saints Peter and Paul
18th and Benjamin Franklin Parkway
Philadelphia, PA 19103
Parking Available
Please register at worship@archphila.org

Liturgical Ministers Workshop
Presented by Father Dennis Gill, Director of the Office for Divine Worship

Saint John the Baptist Church, Ottsville, PA
Saturday, October 12, 2019 from 9:00 AM to Noon

The Elements of a Divine Worship Mass
Lector Formation and Extraordinary Ministers of Holy Communion Formation
All are Welcome!
Please register by email at: executivesecretary@stjohnsottsville.org
Or call: 610-847-5521
**Archdiocesan Cantor Classes**

Come and take part in this wonderful opportunity for growth as you enhance your music ministry in cantoring. This class will provide useful vocal pedagogy, a history of cantoring and spiritual formation for this very important role.

**LEVEL 1**

**ALL ARE WELCOME AND ENCOURAGED TO ATTEND.**
Designed for cantors at any level of experience.

St. Andrew Catholic Church  
81 Swamp Rd., Newtown, PA 18940  
*Wednesday evenings, July 24, 31 and August 7, 2019  7:30-9:30 pm*

Faculty: Charlene Angelini, Director of Music at the Cathedral of Saints Peter and Paul, Jacqueline Dunleavy, Cantor at the Cathedral Basilica of Saints Peter and Paul

**Paper Registration Forms should be mailed to:**
Archdiocesan Cantor Class Registration  
Office for Divine Worship  
222 N. 17th Street  
Philadelphia, Pa 19103

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.

**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.
- Extraordinary Ministers of Holy Communion typically serve for three years. Pastors/chaplains may renew terms, if agreeable and in consultation with the minister.
- 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**
**PLANNING FOR 2019--2020**

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. To check on the dates or to adjust the dates for when your parish is scheduled for the Forty Hours Devotion, contact the Chancery Office.
From the Office for Liturgical Music

Where do I put that acoustic piano in my church?

Just last week, I had the pleasure of going on a site visit to a nearby parish in the Archdiocese of Philadelphia with Fr. Dennis Gill, to aid in the discussion of where the liturgical musicians and their instruments should be placed within that church. I was surprised to see an acoustic piano in the sanctuary, and to find out that their Praise and Worship band also sings from within the sanctuary, facing the congregation. After wonderful discussion and an openness to altering the space, it led me to write this piece on the positioning of the liturgical instruments within our churches here in Philadelphia.

Taking into consideration that the organ is recognized as the primary instrument of the church, often placed in the loft or gallery, we recognize that not every parish has the means, sustainability or renovation plans to maintain pipe organs or take on a full pipe organ renovation. We are, however, pleased to see that in the past decade or so, the move towards purchasing new pipe organs has increased, and more parishes are committing to the idea of sacred music being a “treasure of inestimable value” worthy of the time and investment of preserving the organ as the primary liturgical instrument (Sacrosanctum Concilium, VI Sacred Music).

Having said that, we are living in a time where acoustic pianos, electronic organs, and other instruments have taken a role in Sacred Liturgy. Knowing where to appropriately place these other instruments, with a reverence to the action in the sanctuary and an attentiveness to the Eucharist, is incredibly important. Certainly, each building provides an array of unique and individualized needs which stem from the shape of the building, acoustic properties and pre-existing instruments. Putting aside the typical placement of the organ and musicians in the loft, where do we put the acoustic instruments and musicians when they are NOT in the loft?

Here are some guidelines:

- The common theme in the church documents clearly state that the liturgical musicians, first and foremost, must be seen as active members of the community, with full access to the sacraments.
- All instruments should be OUTSIDE of the sanctuary, off to the side.
- The positioning of the instrument should make best use of the space to promote an ample sound to sustain the congregational singing, but not be in a position where it is indicating performance or a concert.
- There needs to be a direct sight line to the altar and cantor.
- Placement of instruments should not pull attention away from the liturgy, be a distraction or be a focal point, visually, to the congregation.

Please know that Fr. Dennis Gill and I are available for on-site consultations regarding this issue in an effort to practically apply the above-mentioned guidelines.

From SING TO THE LORD, 2007, United States Conference of Catholic Bishops: C. Location of Musicians and Their Instruments
95. Musicians and musical instruments should be located so as to enable proper interaction with the liturgical action, with the rest of the assembly, and among the various musicians. Ideally, ministers of music are located so as to enable their own full participation by being able to see and hear the Liturgy.

In most cases, it will work best if musicians are in close proximity with each other—for example, by placing the organ console or keyboard close to the choir and to the cantor’s stand.

99. Placement of the organ console and pipes, speakers of amplified instruments, and acoustic instruments such as the piano is determined both by visual considerations, so that there is no distraction from the liturgical action, and by acoustical considerations, so that the sound can support the congregation and so that the instrumentalist is readily able to accompany cantors, psalmists, and choirs.

100. If the space occupied by the choir and instruments is visible to the assembly, it must reflect the sacredness of the music ministry. Any appearance of clutter or disorganization must be avoided. Just as no one would tolerate stacks of books and papers in the sanctuary, the music ministry space should be free from clutter.

General Instruction of the Roman Missal (Including Adaptations for the Dioceses of the United States of America.) Copyright © 2003, United States Catholic Conference, Inc., Washington, D.C. All rights reserved.

313. The organ and other lawfully approved musical instruments are to be placed in an appropriate place so that they can sustain the singing of both the choir and the congregation and be heard with ease by all if they are played alone.

LINKS TO HELPFUL INFORMATION

MAKE SURE YOUR PARISH RECEIVES THE MOST CURRENT INFORMATION
Please notify the Office for Divine Worship if there are any changes to the Coordinators serving as liaisons between your parish and the Office for Divine Worship.

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/
REMAIN IN MY LOVE
INITIATIVE FOR THE RENEWAL OF CHRISTIAN MARRIAGE AND FAMILY LIFE

Mini-Conference on Marriage

Join us during the third and final year of the Archbishop’s Remain in My Love initiative! At this mini-conference, national Catholic speakers will present the splendor of Christ’s teachings on the high dignity of the vocation of marriage and Christian family life. This event is for everyone! Married and engaged couples, individuals and families are most welcome. We also invite parish leaders, especially those who are active in marriage and family ministry in their parish.

Sunday, September 15, 2019
2:00 PM-4:30 PM

Cathedral Basilica of Saints Peter and Paul Chapel
17th & Benjamin Franklin Parkway
Philadelphia, PA 19103

Speakers & Topics

Father Dennis Gill
He Saw That It Was Very Good
The Goods of Marriage

Megan Murphy
Marriage: Created by God, for God
The Sacramentality of Marriage

Damon Owens
Families, Become What You Are!
The Family as the Domestic Church

More details
• Childcare will be provided.
• Free parking is available.
• The conference will include national speakers, a couple’s personal witness, prayer & time for Q&A
• No charge to attend, but please RSVP at the website below.

More information, speaker bios and online registration can be found at archphila.org/remain2019
ABOUT REMAIN IN MY LOVE
In 2017, Archbishop Charles J. Chaput announced a three year project, Remain in My Love, directed to every
member of the clergy and lay faithful, to every parish and institution and to the families of the Archdiocese of
Philadelphia. Its goal is to reinvigorate our understanding, practices and celebrations of Christian marriage
and family life.

Year 1 (2017) was addressed to the Archdiocesan Pastoral Center and Year 2 (2018) was for parish staffs. This
third and final year (2019) brings the Church’s good news about marriage and family life to all of the people of
the Archdiocese. The three key topics of Years 1 and 2 will be presented in a mini-conference format and are
open to everyone. The conference will immerse all of us in the splendor of Christ’s teachings about marriage
and family and provide a way for married couples and families to meet and support one another. There is no
more urgent time than now to bring marriage and family to new life and to work to protect this most precious
institution created by God.

The 2019 Remain in My Love Mini-Conference will take place on Sunday, September 15. Families are
encouraged to “make a day of it”, attending Mass at the Cathedral, perhaps going out to eat together and then
attending the event. All are asked to register for the conference at archphila.org/remain2019.

The Plenary Sessions will include:
• Keynote addresses by three national Catholic speakers
• A personal witness from a married couple
• Discussion, Q & A and a call to action on the topic
• Childcare and free parking will be available.

NOTE FOR PARISH STAFF
Many parishes of the Archdiocese participated in Year 2 of the Remain in My Love initiative. If for some
reason your parish was not able to do so, you can do so this year by following the Guidebook for Parish Staff,
which can be found on the website, archphila.org/remain2019.

Pastors and Parish Staffs that did participate in Year 2 are invited to share observations, suggestions and plans
from the parish discussions to strengthen married life and the family. These comments will be published for
the benefit of everyone on the Remain in My Love website and will also aid the presenters throughout 2019.
Pastors are asked to forward these comments to Donna Huddell at dhuddell@archphila.org.

QUESTIONS ABOUT YEAR 3
If you have any questions about Year 3, please contact Father Dennis Gill at worship@archphila.org.
Dear Pastor or Bulletin Editor,

We know we are asking a lot, but can you please post the notice below in your church bulletin every week through August 4, 2019? This is our primary way of advertising this life-changing program to Catholic families sitting in your pews who are suffering due to marital problems.

Thank you in advance for your support in sharing this information with your parish community.

Sincerely,

Carol & David Roberts
Community Coordinators
Retrouvaille of Delaware Valley
delvalcoordinators@gmail.com
(267) 250-2995 (Carol’s cell)
(610) 937-0901 (David’s cell)

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Rediscover the Love in Your Marriage!

Is your marriage going down the right road... or is it a little off track? Life can be difficult, and so can the challenges you face in marriage. Retrouvaille can help get your relationship back on track.

Does the distance between you seem wide? Are you already separated? Looking for a better way? Retrouvaille (retro-VIE) can help and offers hope for a better relationship. Retrouvaille is Christian-based, and Catholic in origin, but welcomes all married couples. Our next program is coming up at the Family Life Center in Malvern, PA August 9 - 11. For more information, or to register, visit our web site at: www.HelpOurMarriage.org or call 1-800-470-2230. All inquiries are kept strictly confidential.
Look For! YOUR EYM SUMMER MISSIONARY APPEAL KITS

ALL PARISHES by JULY 17, 2109 should receive their EYM SUMMER MISSIONARY APPEAL KITS which include YARD SIGNS, POSTERS, COMMUNICATION INFORMATION and ENVELOPES. All of these elements are designed to call attention to this special Mission year during the Summer when Missionary speakers will be visiting your parish for the Mission Cooperation Plan appeals.

The EYM YARD SIGNS are to be displayed this SUMMER! Please keep them on display a minimum of 6 weeks throughout the Summer to remind your faithful to be Missionary! They are best to be used before/after your Mission speaker is scheduled [during the Summer months] OR through most of the Summer if your Mission appeal was scheduled another time.

MISSION PLANNING IDEAS/ANNOUNCEMENTS: Email at pofaith@archphila.org for an electronic version or look for Mission ideas monthly sent to parish bulletin editors.

INCLUDE Missionary messages in your Sunday/Daily homilies reminding the faithful that by our baptismal we are called to be Missionary. INTEGRATE Mission intentions or in your Universal Prayer [Prayers of the Faithful].

MISSION APPEAL WEEKEND POSTERS: Please place at your Parish’s entrances or in prominent display two-to-three weeks or more prior to the Appeal.

MISSION APPEAL ENVELOPES: For your parish to provide information about the Societies in the EYM and MCP to be placed in your pews and parish entrances for the weekends of and after the MCP appeals - additional to your parish program/for information purposes only.

PRAY OFTEN FOR MISSIONARIES: Pray the World Mission Rosary during the Summer, especially near your MCP weekends. Mission prayer intentions for each decade are available on our website or contact us to send them to you at pofaith@archphila.org.

Look on the NEXT PAGES for Details on the exciting EYM • World Mission Sunday MISSION LAND BANNER COMPETITION!

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Look on the NEXT PAGES for Details on the exciting EYM • World Mission Sunday MISSION LAND BANNER COMPETITION!
HELP US TRAVEL THE GLOBE ON WORLD MISSION SUNDAY, 2019 WITH YOUR OWN MISSION LAND BANNER!

Gather your family and friends to design a Mission Land Banner! Use your God-given talents and creativity to design banners to represent one of the Five Mission Areas of the World Mission Rosary: Africa, Oceania/Pacific Isles, Europe, the Americas or Asia.

If you WIN – your design will be a part of the Procession at the Archdiocesan EXTRAORDINARY YEAR OF MISSION World Mission Sunday Mass to be held on October 20, 2019 at the Basilica Cathedral of SS. Peter & Paul, Philadelphia. Winning Banner artwork will be recognized and displayed prominently in the Cathedral, will appear on the website www.phillymissions.org, in publications of the Pontifical Mission Societies and at Mission-oriented Events throughout the upcoming years!

To Enter is Easy & Fun! Start TODAY!

1. Select A Mission Area of your Choice [Africa, Oceania/Pacific Isles, Europe, the Americas or Asia]
2. Design your Banner which best depicts the specific Mission Area
3. Submit your Design with the completed Entry Form attached to back of artwork
4. Hope your Entry is Chosen to be a part of the Exciting Year of Mission!

Deadline for entries is September 10, 2019

Mail entries to

Pontifical Mission Societies
Archdiocese of Philadelphia
222 N. 17th Street, Room #823
Philadelphia, PA 19103

ARTIST NAME: ________________________________

ARTIST’S ADDRESS: ________________________________

ARTIST’S TELEPHONE NUMBER: ________________________________

PARISH NAME: ________________________________

PARISH ADDRESS: ________________________________

For More Questions or more Information:
Please Contact us at phillymissions.org or call 215-587-3944
GUIDELINES

- The contest is open to all who attend Archdiocese of Philadelphia Parishes. All entries must be postmarked and/or received no later than September 10, 2019.
- Each entry [drawing] MUST have the following information printed on the back: Your Name, Address, Phone Number and your Parish Name. Please copy the entry form and use it for this purpose. Artwork will not be accepted without this form. Use tape to secure your form to the back of artwork. Do not fold artwork.
- Artwork that does not conform to the guidelines will be disqualified.
- All entries become the property of the Pontifical Mission Societies, which reserves the right to depict all or part of the selected illustrations. It is not possible for the Pontifical Mission Societies office to offer any compensation for entries or to return them, whether or not they are used.
- One Banner Design from each Mission area representing the Missionaries and People from that area will be recognized as an OFFICIAL Archdiocesan BANNER Winner. This artwork will be displayed throughout the EXTRAORDINARY YEAR OF MISSION World Mission Sunday Mass, in advertising and at other Mission-oriented Events.

ARTWORK SPECIFICATIONS

- Artwork must be on an 8.5” x 11” sheet of WHITE paper — no construction or lined paper. White card stock may be used.
- The illustration must be depicted vertically [PORTRAIT].
- People must illustrate one of the Mission Areas listed under the heading “Mission Areas” below.
- Acceptable media includes crayons, pastels, colored pencils, markers, tempera or watercolor paints. PLEASE — NO LEAD PENCILS.
- Artwork must be the artist’s own. Tracings and direct copies of other art cannot be considered. Artist selected as finalists may be asked to validate the originality of their artwork.

MISSION AREAS

- Only designs depicting the Mission Areas and colors below are eligible for consideration [select one area for your design]:
  - GREEN for the Forests and Grasslands of AFRICA
  - BLUE for the Ocean surrounding the Islands of the Pacific [OCEANIA]
  - WHITE symbolizing EUROPE, the seat of our Holy Father, the Pope
  - RED calling to mind the Fire of Faith that brought Missionaries to the AMERICAS
  - YELLOW for the Morning Light of the East, ASIA

HELPFUL HINTS

- Using eye-catching color, tied to the particular Mission area, would be preferred. Bolder colors reproduce best. Lightly colored artwork will not show up well if reproduced.
- Be careful to erase or cover pencil outlines.
- Fill up most of the page, being careful not to let the main parts of the drawing get too close to the edges of the paper.
- Make sure facial features on people and animals are bold [e.g. nose, eyes, lips, etc.] so they will reproduce well.

PLEASE NOTE: Due to the volume of entries received, we are unable to personally acknowledge or return entries.

For More Questions or more Information:
Please Contact us at phillymissions.org or call 215-587-3944