

PREPARING ARCHDIOCESAN LITURGIES

I. Archdiocesan Liturgies

What is an Archdiocesan liturgy?

There are times in the life of the local church when we gather for more solemn celebrations on particular occasions or for particular reasons that are of broad interest to the whole Archdiocese.

Archdiocesan liturgies have certain characteristics:

1. Archdiocesan liturgies are ordinarily celebrated by the Archbishop, by virtue of his office:

“The office of bishop as teacher, sanctifier, and pastor of his Church shines forth most clearly in a liturgy that he celebrates with his people”
(*Ceremonial of Bishops*, 11).

When the Archbishop cannot be present for an Archdiocesan liturgy, he may designate the Vicar General or another priest to celebrate on his behalf.

2. Archdiocesan liturgies are representative of the whole Church in Central Kentucky. While such liturgies may focus on a particular theme, they should not merely reflect narrow perspectives or styles.
3. Archdiocesan liturgies follow the norms laid out in the appropriate ritual books. When a liturgy is not a Mass (e.g. a prayer service), the content follows the Church’s models of communal prayer, such as the Liturgy of the Hours, the Book of Blessings, the Liturgy of the Word, etc.
4. Archdiocesan liturgies are held to a higher standard of excellence. Such celebrations “manifest the mystery of the Church as that mystery involves Christ’s presence,” and therefore should “serve as a model for the entire diocese and be shining examples of active participation by the people” (*Ceremonial of Bishops*, 12). The worship space, texts, and music should be prepared to the best of our abilities. Liturgical ministers ought to be selected from among those who have been appropriately formed for their specific ministry.

5. Some Archdiocesan liturgies are ritually required year after year (e.g. Rite of Election, Chrism Mass), but most are not. Therefore, it is necessary to regularly evaluate whether these celebrations continue to serve the needs of the local Church and/or whether changes ought to be made. With few exceptions, it should not be presumed that Archdiocesan liturgies will occur in the same manner in perpetuity.
6. Archdiocesan liturgies are overseen by the Office of Worship. The Office of Worship serves the Archbishop by assisting with the preparation of Archdiocesan liturgies. The Director of the Office of Worship, Dr. Karen Shadle (kshadle@archlou.org), approves the plans for all such liturgies according to the timeline below.
7. Archdiocesan liturgies are usually initiated or coordinated by an Archdiocesan agency or possibly by a parish, school, or other interest group.

II. Other Liturgies with the Archbishop

There are many other liturgies with the Archbishop that do not qualify as “Archdiocesan liturgies.” These include parish- or institution-specific liturgies, such as the installation of a pastor, a school feast day Mass, or a blessing of a new building. These may have some of the characteristics above, but they are narrower in scope and are of interest primarily to a particular community or apostolate. Such liturgies are prepared by the hosting parish or institution, with the Office of Worship exercising oversight and giving final approval.

III. Steps and Timeline

1. **Determine** whether an event qualifies as an Archdiocesan liturgy or a liturgy with the Archbishop, according to the criteria above. Consult with agency directors as needed. Either type of celebration follows the steps below.
2. **Schedule** the liturgy on the Archbishop's calendar by contacting Connie Duplessis (cduplessis@archlou.org). This should be done as early as possible, at least 2 months prior to the liturgy.

At the time of scheduling, determine whether the Archbishop will celebrate/preside and/or preach if applicable, or if another priest will be assigned.

Be aware of the liturgical calendar when scheduling. As a rule, do not schedule Archdiocesan liturgies on solemnities or other holy days when the faithful would be expected to pray with their parish communities.

3. Fill out the appropriate **Liturgy Preparation Form** and submit it to Dr. Karen Shadle, Office of Worship, in person or by email (kshadle@archlou.org), no later than 6 weeks prior to the liturgy. Consult the Office of Worship as needed during this process for guidance and suggestions.

[Note: There are some occasions (such as funerals) when a priest is the principal celebrant or presider, while the Archbishop attends "in choir." In these cases, fill out at least the "Basic Information" section of the Liturgy Preparation Form and submit it as soon as possible.]

4. Once submitted, the liturgy will be **reviewed** by the Office of Worship and either approved or returned with requests for changes.
5. The Office of Worship will send the **approved** order of worship to the Archbishop and all other main contacts at least one month prior to the liturgy. This ensures sufficient time for preparation.
6. **Publicize** the liturgy through appropriate channels, such as *The Record*, *Catholic Connection*, and social media to ensure awareness and the good attendance of the faithful. If applicable, make invitation to priests to concelebrate. For Archdiocesan liturgies, concelebrants should RSVP to the Office of Worship; for other liturgies, RSVP to the host location.
7. Submit a final draft of the **worship aid** or other print materials (if applicable) to the Office of Worship for approval before printing, at least 2 weeks prior to the liturgy.