



MARY, QUEEN OF THE FAMILY PARISH, BLACKTOWN

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EXCERPT OF

STANDARD OPERATING PROCEDURES FOR LITURGY

Mary, Queen of the Family Parish is a welcoming, diverse, multicultural, Catholic community. We seek to live, teach and share the joy of the Gospel; to grow as disciples of Jesus through prayer, witness and action and to respond to the needs of the family in the Blacktown community and beyond.

Revised March 2017

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INTRODUCTION

STANDARD OPERATING PROCEDURES FOR LITURGY AT MARY, QUEEN OF THE FAMILY PARISH.

Whilst it may seem odd that a Catholic church would have “Standard Operating Procedures”, the church is an organisation made up of people. All people need guidance and basic procedures to do what we do in the best way that we can.

FOR WHOM

These standard operating procedures are for ministers in all liturgical ministries, including clergy (resident and visiting). These procedures are provided so that all ministers are aware of the liturgical practices at Mary, Queen of the Family parish. Following this procedure will ensure that liturgies flow in the most reverent manner possible, making each liturgy a time where people will recognize and experience Christ truly present in the People, the Priest, the Word and the Eucharist.

PURPOSE

The following standard operating procedures for Mary, Queen of the Family Parish reflect the directions of the *General Instruction of the Roman Missal*¹ as well as best practice responding to the local situation of the Catholic Parish of Blacktown. Together we can make the God of Love known to all through the Mass.

REVISION

These Standard Operating Procedures for Liturgy are a living document and will be revised regularly based on the practice and needs of Mary, Queen of the Family Parish and the direction taken by the wider Church.

¹ (the detailed document governing the celebration of Mass of the ordinary form in the Roman Rite of the Catholic Church)

FOREWORD

Fr Peter Confeggi
Parish Priest

In 2016, I, with the support of the Parish Pastoral Council, Finance Committee and Parish Team, set the goal of renewing our ministries and raising up new ministers.

I am happy to present Standard Operating Procedures for Liturgy at Mary, Queen of the Family Parish Blacktown. While this expression comes from the corporate world, it is employed to build up the common culture of our prayer life in our parish.

These Standard Operating Procedures for Liturgy have emerged from the feedback of parishioners, responses of ministers themselves, clergy observations and evaluation from the Liturgy Team. In all of this, attention has been given to the General Instruction of the Roman Missal and directives and guidelines of the Parramatta Diocese.

The Australian Church, and indeed the universal Church through the document

“Integrity in the Service of the Church”

<https://www.catholic.org.au/documents/1345-integrity-in-service-of-the-church-1/file>)

calls our Church into a new culture of transparency and accountability which must be reflected in our all our ministries. This document produced by the Australian Catholic Bishops Conference is a Document of Principles and Standards for Lay Workers in the Catholic Church in Australia. This includes all people who minister in our parishes.

I would like to thank all who have contributed to this document and I ask you to become familiar with this document for the purposes of building up the spirit of prayer and devotion in our prayer.

In all that, we need to always ensure that each liturgy is a time where people will recognize and experience Christ truly present in the People, the Priest, the Word and the Eucharist.

Fr Peter Confeggi
Parish Priest
March 2017

LITURGICAL MINISTERS

1. Liturgical Ministers are to arrive at least 20 minutes before Mass.
2. All Liturgical Ministers who are rostered for Mass are to see the Adult Server/Acolyte and inform them of their arrival, and mark their name on the roster in the Sacristy.
3. Be aware of any special instructions for the Mass. These can be found:
 - In the Ministry newsletter which is emailed every week and hung on the Sacristy noticeboard,
 - in the 'Message to the Presider'
 - in the Presider's Guide, and
 - 'What's on at Mass' which is found in the sacristy and in the Presider's Guide.
4. If a Minister is aware that they are not able to fulfil their role as per the ministry roster, please organise a replacement prior to the Mass. If they are unable to do this, they are to inform the parish office of their unavailability.
5. The ministry roster is available via the following means:
 - the Parish Website www.mqofblacktown.org.au and clicking the link 'Liturgy Rosters';
 - in the Parish Bulletin on the 1st weekend of each month (or the 5th if the month has 5 weeks);
 - on the Sacristy noticeboard;
 - on the church noticeboards.
6. The liturgy roster online is prepared 4-6 weeks in advance. Please ensure any unavailability is communicated to the parish office via phone (9622 1125) or email admin@mqofblacktown.org.au

Please note: A Minister of the Word can take the role of a Commentator, First Reader or Second Reader.

The Commentator is responsible for the Commentary, Prayers of the Faithful and the Parish Notices. If required, they may also proclaim the Psalm from the Ambo.

ATTIRE

1. All ministers are asked to dress "neatly and modestly as befits the dignity of the ministry you are about to engage in."
2. Acolytes/Adult Servers and Altar Servers are to wear an alb. Albs are provided in a variety of sizes in the Sacristy/Vestry. They are to be returned after the Mass and hung neatly on the coat hangers provided in the cupboard.

Acolytes/Adult Servers are also able to purchase their own albs. Please contact the Parish Office to obtain the name of the supplier of albs for the parish. These albs can be made to measure.

3. Acolytes/Adult Servers, Altar Servers, Extraordinary Ministers of Holy Communion and Ministers of the Word are asked to wear ministry medallions when they are a minister during the Mass. These ministers may either purchase a medal from the parish office or use a ministry medallion from the Sacristy/Vestry, returning it after the Mass.
4. Ministers of the Word are to use a ministry medallion from the Sacristy/Vestry and return it after the Mass.

INTRODUCTORY RITES

ENTRANCE PROCESSION

1. The Entrance Procession will include, but is not limited to,
 - a) Altar servers;
 - b) Adult Servers/Acolytes;
 - c) Clergy;
 - d) Child carrying Children's Bible for Children's Liturgy (if applicable);
 - e) Minister carrying the Book of the Gospels.
2. All other ministers are invited to sit in the congregation.
3. The Book of the Gospels will be carried in the Procession. It is to be carried in by the Deacon. If the Deacon is not present, then it is to be carried in by a Minister of the Word.
4. The Adult Server will check with the Priest that he is ready to go and then motion to the commentator, that is, make eye contact that lets them know that the Presider is ready to begin the Mass.
5. All commentary is to be read from the Ambo.
6. Ministers in the Entrance Procession will process and stand in front of the Altar.
7. The Book of the Gospels will be placed on the Altar. The minister returns to the front of the Altar, all ministers reverence the Altar with a profound bow.
8. All ministers move to their places.
9. If there is a child carrying a children's bible for Children's liturgy, they alone are to stand in front of the altar.

LITURGY OF THE WORD

1. Ministers will approach the Ambo from the side of the sanctuary, NOT walking between the Altar and Ambo.
2. After the opening prayer, Ministers of the Word will walk and stand in front of the altar, reverence the altar with a profound bow and walk to the Ambo around the side of the sanctuary. If there is an Acolyte/Adult Server present, they are to meet the Ministers of the Word in front of the altar and walk with them to the ambo.
3. The first reader will make their way to the ambo.
4. If you are moving microphones at the Ambo, please hold from the base and move gently.
5. The Psalm is to be proclaimed from the Ambo and ideally is to be sung.
6. If the Psalm is to be spoken, it will be proclaimed by a Minister of the Word, (in most cases, the first reader or commentator).
7. The second reader removes the lectionary when finished reading and places it underneath the ambo.
8. The readers return to their seats during the Gospel Acclamation. The Acolyte/Adult Server does not have to move down with them.
9. During the Gospel Acclamation, the Priest/Deacon will move to the altar, hold up the book of the Gospels and process it to the Ambo.
10. When the Priest/Deacon finishes reading the Gospel from The Book of the Gospels, it is to be placed open to the Gospel of the day, in front of the Ambo.
11. If there is a special collection, it will be taken up after the homily.

GENERAL INTERCESSIONS

1. The Commentator moves to the Ambo ready for the General Intercessions during the last stanza of the Creed or towards the end of the Renewal of Baptismal promises.
2. The commentator is to be ready to lead the Congregation in the General Intercessions as soon as the Priest finishes the introductory prayer.

CONCLUDING RITES

1. Parish notices are to be read during the second collection.
2. If there is to be a guest speaker, they will speak at the end of the Parish notices.
3. Prior to the final blessing there will be a blessing for those taking Holy Communion to the sick and housebound and the prayer for the sick.
 - a) Those ministers who are taking communion to the sick are called to come forward and a blessing will be said over them. Followed by a prayer said by the whole community for the sick and housebound.
 - b) If there is no one taking communion to the sick, the prayer for the sick will still be said. Please see Appendix 4 "Blessing for those taking Holy Communion to the sick and housebound and the prayer for the sick".
4. If there is a Baptism, the lighting of the Baptism Candle will take place at this time. (see Appendix 2 – Baptism)
5. After the celebration of Mass, the Acolyte, Adult Server and other ministers return in procession to the sacristy together with the Deacon and the Priest in the same way and order in which they entered (GIRM #193).

FREQUENTLY ASKED QUESTIONS

as at 22nd March 2017

1. Why are these changes happening and how were these changes decided?

This document is not all about changes. It is about documenting the processes that happen at our Masses to truly make them an experience where the liturgy flows so that we can provide the opportunity for people to encounter Christ.

We have many ministers who minister at different Masses and at both our Churches. Procedures differed from Mass to Mass which created confusion. A regularity of practice invites all to be comfortable and familiar with the liturgy no matter which Mass or which Church they attend. This is also a learning tool for current and new ministers and for any change in leadership that could happen in the future of Mary, Queen of the Family Parish.

The changes that have been made have come from the following input:

a) In late 2016 workshops were held for Acolytes/Adult Servers, Extraordinary Ministers of Holy Communion and Ministers of the Word. Feedback was sought and given on ways our Parish Masses need to be revised for regularity of practice and for clarification for ministers.

b) The Parish Liturgy Team (parishioners form this team) spent 3 weeks evaluating each area of every Mass for those 3 weeks and determined which areas of our liturgy needed revision and clarification.

c) The Clergy of the Parish offer much feedback after their own observations being the Celebrants of these liturgies.

d) Conversations with and feedback from Parishioners – People are not shy to call the Parish Office and tell us what we are doing wrong and what areas of the Mass need improving. All this information is taken on board, looked at as a whole and an appropriate decision made.

e) All procedures are made reflecting the directions of the General Instruction of the Roman Missal (GIRM - the detailed document governing the celebration of Mass of the ordinary form in the Roman Rite of the Catholic Church), Diocesan Guidelines, as well as best practice responding to the local situation of the Catholic Parish of Blacktown. Together we can make the God of Love known to all through the Mass.

2. When will these changes begin?

The changes to the Communion Rite will begin at the Holy Thursday Liturgy 2017 and will continue on at all Masses from then.

Changes to the movement for Readers will begin on the weekend of 27th/28th May 2017 and will continue on at all Masses from then.

4. How will the parish community know about these changes?

In the weeks before there will be several avenues used to inform parishioners and ministers of any changes. These include, but are not limited to;

- a) workshops for ministers;
- b) visual presentations;
- c) Social Media and the parish Facebook page;
- d) the Parish Bulletin;
- e) Parish noticeboards;
- e) MQOF Ministry Newsletter and other emails to other email lists.

5. What if these new procedures don't work?

New movements are going to take time to get used to as with any new procedure. If there is a way we can fine tune a process, please let the Ministry Team know so that it can be considered. This Standard Operating Procedures for Liturgy is a living document and will be continually revised as to determine the best practice for the parish of Mary, Queen of the Family, Blacktown.

6. What if I am unable to carry out these procedures?

To discuss any of these procedures in regard to your ministry and your ability to carry out these procedures, please make an appointment to see the Parish Priest or a member of the Ministry Team.

**Thank you to all ministers who give of their
time to serve during the Mass.**

Lord God,

Source of all wisdom and knowledge, you sent your son,
Jesus Christ, to live among us and to proclaim his message
of faith, hope and love to all nations. In your goodness,
strengthen our ministers with your gifts, so that they too
may go forth into the world, proclaiming the Good News
by their ministry.

We ask this prayer, through Jesus Christ our Lord.

Amen.

