

OUR LADY OF PEACE AND
BLESSED DOMINIC BARBERI

OUR
PARISH

What is the purpose of this folder?

- *To say what we mean by Liturgy*
- *To say why we consider Liturgy so important*
- *To explain what the Liturgy Group is, and what it does*
- *To explain how you can be involved with the Liturgy Group*
- *To share our thoughts on the Liturgy subjects we as a Group have discussed*
- *To describe how Liturgy works in our parish through Catholic Church tradition and through all the various groups and people who are involved in and with our parish*
- *To make available related articles/magazines*

What would we like you to do?

- *Feel free to browse this folder*
- *If you visit our church, feel welcome to borrow the folder or a relevant page, to read and reflect on*
- *If you wish to take anything home, please ask first*
- *Feedback any comments (eg. things you like or dislike); questions (eg. 'Why can't we?' 'Why do we do?')*
- *Join the Liturgy Group if you want to*

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What do we mean by Liturgy?

For the many of us who have been to a religious meeting or attended a religious training class or had a religious discussion, the word 'liturgy' often pops up somewhere. But, what does it mean?

In this folder we are considering our public worship at Our Lady of Peace and Blessed Dominic Barberi, particularly the Mass.

'Liturgy' seems to embrace far more than we can attempt to cover here, but here are some pointers taken from Church documents:

- Liturgy is the source and summit of our lives
- All the faithful should be led to a full, conscious and active participation in liturgical celebrations
- From the liturgy ... grace is poured forth upon us as from a fountain
- The Liturgy is something we do
- The Liturgy is Christ present and active in his people and his people present and active in him

(Further reading: The Catechism of the Catholic Church and the Vatican II document 'The Constitution on the Sacred Liturgy')

Still not sure what liturgy means?

Let's put liturgy into language we can all understand

For our purposes, we can interpret Liturgy to mean everything that is involved in the celebration of Mass. Catholic scholars will no doubt say liturgy is much more than that, and they of course are right ... but let's try to keep liturgy at a level we can all understand.

If we say Liturgy means everything that is involved in the celebration of Mass, then firstly we need to think of all the people who are involved in the Mass. This means not only the priest, the readers, the musicians and the singers, the eucharistic ministers, but also includes the people who unlock and lock the church doors, the people who clean and prepare the church for Mass, the flower arrangers, the money collectors and counters, all the individuals and groups who discuss and prepare the actions and activities that take place during a Mass and there are so many more people involved in Mass in so many different ways and of course you and me

Now think back to the pointers from the church documents described on the previous page ... some of it begins to make sense now doesn't it.

Secondly, when thinking about what Liturgy means, we need to include all the official activities that take place during Mass, the rites, ceremonies, prayers and sacraments of the Church. These activities are arranged in a prescribed format and order. To put these into context we can contrast these activities with our private and personal prayers and devotions when we are not at Mass.

Think back again to the previous page and the pointers

We hope you now have a better understanding of what we mean when we use the word 'Liturgy'.

Why is Liturgy so important?

If we accept that Liturgy means everything that is involved in the Mass, then we should accept that being involved with Liturgy we are carrying out God's will to praise and thank God, to remember and share in the death and resurrection of Jesus Christ, to receive the Eucharistic sacrament, to share our Catholic belief with others, to support the Catholic belief of our fellow parishioners, to offer our prayers for others, to reinforce and strengthen our own Catholic faith.

By being involved in Liturgy, we believe this leads the way to eternal life with God.

As a Catholic Christian, what can be more important than that?

The Apostles' Creed summarises our belief:

*I believe in God the Father almighty creator of heaven and earth.
I believe in Jesus Christ his only Son, our Lord.
He was conceived by the power of the Holy Spirit and born of the Virgin Mary.
He suffered under Pontius Pilate, was crucified, died and was buried.
He descended to the dead.
On the third day he rose again.
He ascended into heaven and is seated at the right hand of the Father.
He will come again to judge the living and the dead.
I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints
the forgiveness of sins,
The resurrection of the body.
and the life everlasting. Amen.*

What is the OLOP Liturgy Group and what does it do?

- The Liturgy Group is a gathering of the parish priest and parishioners who meet to discuss aspects of liturgy and to plan ahead
- The Group includes readers, Eucharistic Ministers and those involved in music
- The Group is open to anyone in the parish, even if they would only like to come for one occasion when the discussion is about an area that interests them
- The Group aims to consider and plan liturgical celebrations in order to promote the holiness of all parishioners
- In order to do this, the Group supports and co-ordinates with other groups in the parish
- The Group considers what needs to be planned to ensure the parish services encourage full and active participation of the faithful
- The Group meets regularly throughout the year

As a guide to all things liturgical, the two books ‘General Instruction of the Roman Missal’ and ‘Celebrating the Mass’ are the Liturgy Group’s reference documents

Group meetings begin with a prayer for guidance; followed by a reading of the Gospel from the next Sunday Mass. The meeting agenda normally consists of three or possibly four subjects to be discussed. Actions are agreed and shared within the Group; and a date for the next meeting is set. The meeting is concluded with a prayer.

The Aims of the Liturgy Group

The aims of the Liturgy Group are:

- To make Liturgy more easily understood by all parishioners.
- To encourage the public worship of God in a way that promotes the holiness of all our parishioners.
- To ensure that the correct liturgical practices are in place for all our Masses
- To encourage more parishioners to become involved in parish liturgy
- To be the ‘umbrella group’ that ensures plans and planning for the major events in the liturgical calendar (eg. Advent, Easter) are in place
- To compile a folder that describes the activities and aims of all the various parish groups ... so that parishioners and visitors can share in, and have a better understanding of the way in which our parish works. You are reading the folder now.

In support of their aims, the Liturgy Group may:

- Support and co-ordinate with other parish groups
- Take responsibility for the ‘Liturgy of the Word and Holy Communion’ in the absence of a priest
- Consider and plan any liturgical ideas/changes eg. Gospel reading, Evening Prayer & Benediction, Teaching Mass etc

How you can become involved in the Liturgy Group

- By reading this folder and letting the Group know of any additions you would like to see
- By coming along to a group meeting – these are announced in the parish newsletter. Normally, Liturgy Group meetings are held in the first or second week of each month
- By letting the Group know about any liturgical ideas you may want discussed

If you have any comments or liturgical ideas you want the Liturgy Group to discuss, please forward these to the parish office. These will then be sent to the Liturgy Group co-ordinator.

Liturgy Subjects we have discussed

The following subjects have been discussed by the Liturgy Group:

- Commissioning Ministers of the Eucharist, Music and the Word
- Developing a more inclusive parish
- Advent Planning 2007
- Remembrance Sunday 2007
- Adoration of the Blessed Sacrament
- Parish Prayer Evening
- Celebration of Baptism Ceremonies
- Singing hymns at Mass
- Taize Evenings
- Planning for Lent and Holy Week 2008
- Parish Mass Attendance Survey
- International Mass 2008
- Penitential Services
- Exposition of the Blessed Sacrament
- Evening Mass
- Event Management
- Readers' Checklist
- Minimum Reading Age for Children in Our Parish

Father Anthony Ikenhoba's Grace

May the grace of our Lord Jesus Christ,
the love of God,
and the sweet fellowship of the Holy Spirit,
be with you now and evermore.

Surely, goodness and mercy
shall follow you,
all the days of your life,
and we shall dwell in the house of the Lord
forever and ever.

Amen

PARISH GROUPS

- Eucharistic Ministers
- Readers (Lectors)
- General Intercessions (Prayer of the Faithful)
- Altar Servers' Notes for Easter Triduum
- Scouting
- Journey in Faith
- Justice and Peace
- Baptism Preparation

The Liturgy Group want to include all parish groups in this folder.

Your parish group not here?

Why not write a description of what your parish group does and send it to the parish office. The Liturgy Group co-ordinator will then include your group in this folder

Eucharistic Ministers

Guidelines for Eucharist Ministers

1. Rotas, with names and telephone numbers, are issued to ensure that there is the required number of Ministers at each Mass. If you are not able to attend the Mass for which you are scheduled, it is your responsibility to arrange a stand-in and inform the parish office of the change.
2. When you arrive at church, please put a tick against your name on the form in the Advent Room and then sit at or very near to the end of a pew.
3. Approach the altar immediately after the 'Sign of Peace' – don't wait for another Ministers to move. When all five Ministers are in place, bow during the third verse of 'Lamb of God' and go the side of the altar – three on the lectern side and two on other side. Usually the Minister at the top of the list is the Host Minister and should be positioned by the wall. If two or more priests are concelebrating Mass, or a Deacon is present, a less number of Ministers will be required – sort out who will serve before Mass starts.
4. All Ministers should bow when the priest genuflects before the 'This is the Lamb of God.....' Consume the Host on receipt before receiving from a Chalice. **The Host Minister is the only Minister who should present a Chalice to another Minister – all other Ministers should wait for the priest to present them with a Chalice.**
5. When priest moves to front of altar, go to your positions – Host next to priest, Chalices to either side of altar spaced out so as not to cause congestion for people receiving.

6. For the Host Minister, when a child or adult approaches with their arms crossed, please give a short blessing. A suitable way could be by placing a hand on their shoulder or above their head and saying “May Almighty God Bless you and give you Peace”. For all Ministers, try to make eye contact when offering Host or Chalice and say to the Communicant: “*The Body of Christ*” or “*The Blood of Christ*” as appropriate.
7. After communicant has received from the Chalice, wipe the rim from where they sipped with the purificator and turn the Chalice a quarter turn
8. Intinction (dipping the Host into the Chalice) is prohibited so, please ask the person to consume the Host first and then sip from the Chalice. (This is an instruction from the bishops of England and Wales)
9. If your Chalice is empty before everybody has received, place the purificator over the Chalice and turn to face the altar. If not empty at the end of Communion, place the purificator over the Chalice, turn and face the altar and wait for the priest to close the tabernacle, bowing when he genuflects. The Host Minister should collect the Pattern from the priest and then all Ministers go to the sacristy by the most direct route.
10. In the sacristy consume any contents of the Chalices, or if too much, share with other Ministers, before pouring in a small amount of water to cleanse the Chalices by swilling round and consuming the contents making sure that **ALL** traces of wine, and small piece of Host if in the Chalice, are removed before drying the Chalice. The Host Minister should pour a small amount of water in the Pattern, swill round ensuring not to spill and then pour the contents into one of the Chalices for that Minister to consume, and again, making sure that **ALL** traces of Hosts are removed before drying the Pattern. Under **NO** circumstances should these contents be poured down the sink.
11. When all cleansing is complete, return to your place in church.

Prayer of Eucharistic Ministers

Lord God,

I thank you for calling me
to serve You and Your people in this community
as an extraordinary minister of the Eucharist.

You know that I could never be worthy of such an exalted honour.

Help me to be less unworthy
by remaining free from sin.

Let me nourish Your people
with the witness of my life
as I feed them with the Body of Christ.

Grant Your strength and holiness
to all Your extraordinary ministers
and make them worthy to bring Christ to others.

Amen.

Proclamation of the Word of God - Readers (Lectors)

The guidance and advice in this section is taught at Douai Abbey

An Aide memoir

To **SPEAK** is not the same thing as to be **HEARD**

To be **HEARD** is not the same thing as to be **UNDERSTOOD**

To be **UNDERSTOOD** is not the same thing as to carry **CONVICTION**

General Points About Reading in Public

The most important piece of advice for any reader is to pre-read the passage you have been asked to read.

- Always try out the physical circumstances of where one is going to read. The Lectern, the height of the book, the presence/or not of a microphone. Try to judge the area that one is filling with sound. The larger the area **does not mean** the necessity to shout. Experiment in private so that one can become accustomed to these circumstances and one is relaxed in them. At the Lectern, a deep breath before reading can help, and this usually does not show above the lectern.
- Pre-read the passage to discover: What it is, eg. narrative, teaching, exhortation, prayer, poetry, sermon etc., discovering this will automatically influence the manner in which you read it aloud. If it is narrative, you will find yourself telling the story to others; if it is teaching you will find yourself trying to make the points clear, and so on ...
- Read at least the whole chapter from which the reading is taken, and as much of the book as possible to help you understand how the passage fits into this context. This again you unconsciously pass on to your listeners and makes your reading clearer.

- Go through the passage again and try to identify the items that it puts before us for consideration. There is always a main highlight and a main sentence or point to each paragraph. Find the ‘punchline’ or the most important phrase or sentence. If the reader is not aware of these, neither will they be communicated to listeners.
- See what kind of ‘feeling’ is expressed and the way these items are presented.
- Ask yourself: ‘What is the attitude of the writer to his or her readers?’

When you have understood these things yourself, you will begin quite unconsciously, to pass them on to your listeners.

Additional points for reading at Eucharistic Celebrations

- Examine **all** readings of the Mass at which you are to read. Begin with the Gospel and see if they have some ideas in common.
- If you are able to meet the priest who is to preside, a common understanding of the point above, plus a good background biblical commentary can provide a great deal of useful information.
- Consider what clothes you have chosen to wear – are they sufficiently respectful to match the responsibility and honour of reading the Word of God?
- If a hymn is not sung as the priest begins his entrance at the beginning of the Mass, the reader should lead the people in saying out aloud the Entrance Antiphon for that Mass.
- The reader should lead the people in saying out aloud the Communion Antiphon as the priest receives the Body of Christ (shortly after the people response is ‘Lord, I am not worthy to receive you, but only say the word and I shall be healed’). Sometimes at the Mass, a hymn is sung instead of saying the Communion Antiphon – this is lead by a soloist or the choir.

Some General Problems

- Strange **words and names** – find the correct pronunciation as best you can. The most important point is to say it firmly **and stick to it**.
- If you speak with a regional accent do not give it up unless it is an obstacle to understanding. People who sneer at a dialect are the ones who look foolish.

Some Liturgical Problems

- You can sometimes find a sentence which can be said in different ways without substantially altering the meaning eg. Christ's words to his disciples 'Follow me'. Make your choice and stick to it.
- Examine the Bible reference given at the start of the reading, if any verses are omitted, make sure this does not interfere with the sense of the reading.
- At the Mass always say "A reading from" **NOT** 'The First (second) reading is from'. The summary printed in red at the start of the reading is not to be read aloud.

Nb. Never agree to read at the last minute (unless you are confident you understand the reading and have pre-read the text) and without suitable time to prepare – it is neither fair to yourself or your listeners.

Some Useful Tips

As a reader listening to others read, ask yourself:

- Can the reader be heard?
- Does the reader understand what he/she is reading?
- Does he/she convey the meaning by interpretation?
- Does the reader create a relationship with the listeners (transmission) in which the meaning can be conveyed?
- Is there style? Different readers have markedly different styles which are all good; likewise some styles are unacceptable in some settings.
- Phrasing – does the reader respond to the style of the text?
- Phrasing – is this used to convey the meaning and the feeling?
- Vocal Tone: this can be naturally good or bad! In either case the **tone has to be used.**
- Pronunciation: dialect should not be suppressed, it is only unacceptable when it is a barrier to understanding.

Prayer of Readers (Lectors)

Dear Jesus,

Thank you for calling me to be a reader
at Your Eucharistic celebrations.

Let me take this role seriously
and diligently prepare myself for it
by studying the sacred texts before Mass
and by striving to be a better Christian.

By my physical action of reading,
I am the instrument through whom You become present
to the assembly in Your Word
and through whom You impart Your teachings.

Let nothing in my manner disturb Your people
or close their hearts to the action of Your Spirit.

Cleanse my heart and my mind
and open my lips that I may worthily proclaim Your Word.

Amen.

Some Guidance on
Preparing and Proclaiming the General Intercessions

This section is adapted from notes written by Fr Romuald, Douai Abbey

Introduction

The General Intercessions (Prayer of the Faithful) are read immediately after the priest's homily and before we say the Creed ('We believe in one God').

There is, perhaps, no part of the celebration of the Eucharist in which the Roman Missal gives such latitude as the General Intercessions. This freedom can produce a liturgy which richly reflects the concerns of the people and at the same time deeply touch the assembly. Sometimes because of poor preparation (or none at all) it can result in an experience inadequate for this important part of our celebration and may at times bore or even annoy the assembly – neither of which builds faith. The very few words of instruction in the Missal (see *The General Instruction of the Roman Missal* paras 45-47) and a sensitive endeavour to understand the language and imagery of public prayer should lead us to prepare the General Intercessions with great care.

Some parishes use books of prepared intercessions. These are at best a resource for ideas to get us thinking but are not recommended as a way of presenting the Liturgy 'by the book'. We are concerned with the Prayer of the Faithful – the prayers of *this assembly* and *its members* and we should be very sensitive about this. We must understand what we are about at this point of our celebration.

The Constitution on the Sacred Liturgy (Sacrosanctum Concilium) of Vatican 2 declared that 'all the faithful should be led to that full, conscious and active participation which is demanded by the very nature of the Liturgy'. This is followed by a less often quoted sentence which gives the reason for our participation especially with regard to the General Intercessions: 'Such participation by the chosen people as a "chosen race, a royal priesthood, a holy nation, a redeemed people" is their right and duty by reason of their baptism'. So that at the General Intercessions the assembly realise their priestly function by interceding for the salvation of the world.

These intercessions fell into disuse in the Western Church by the 8th Century, except for the Good Friday liturgy. This may have been because of the increasing emphasis upon the sacerdotal priesthood (ie. the characteristics of the priests at the time) and therefore minimising the priesthood of all the baptised. The Second Vatican Council revived the General Intercessions because of its understanding of a more developed theology of the priesthood.

The other phrase that we hear and often use is 'Bidding Prayers'. This is not really helpful as it implies prayers led by the priest or presider. The General Intercessions or Prayer of the Faithful is one prayer, which contains a number of intercessions.

The Structure of the Prayer

There are three parts:

1. Invitation
2. Intentions
3. Concluding Prayer

The Invitation and Concluding Prayer are said by the presiding priest.

The Intentions ought to be proclaimed by a deacon or the reader. In practice, if no reader is doing this, the priest has to 'fill the gap'. If possible, there should be discussion and even refining of the intentions between the presider and reader(s) before they are publicly proclaimed. We should endeavour to be very sensitive to the language used.

The people should respond to each intention.

Note that: The people's response to each petition and the Concluding Prayer are addressed to God. The Invitation and the Intentions are addressed to the people.

Writing the Invitation

The three important points to remember are:

1. The Invitation is addressed to the people and not to God
2. The 'reason' for praying should have some connection with the readings
3. Keep the Invitation brief

The Intentions

The Structure of the Intentions

There are usually four parts to each intention:

1. The deacon or reader asks the people to pray for an intention eg. 'for all who are finishing at school or university today'
2. The people should pray for this intention in silence
3. The reader or deacon or presider then invites an invocation from the people eg. 'Lord, in your mercy' or 'Lord, hear us'
4. The people say, or even sing their invocation eg. 'Hear our prayer' or 'Lord, graciously hear us'

The Intentions are Addressed to the People

The reader is asking the people to pray for a particular intention, *not praying on their behalf*. Sometimes, intentions are written which start out as intentions but end up as prayers. For example, in the Week of Prayer for Christian Unity one might hear:

'We pray for all Christian Churches.
May they be one as your Son desired'

The sentiments are fine but in the second sentence the reader has gone on to pray on the people's behalf. The intention might be better expressed:

'We pray for all Christian Churches, that they may be one as
Jesus desired'

Brevity

Most people find it much easier to pray about a short intention. If it is too long, those listening will be trying to concentrate more on following the reader than on praying. A useful rule of thumb might be:

- One idea
- One sentence
- No more than two clauses

To some this might seem too draconian. However, imagine hearing the following on Education Day:

“On this Education Day, let us pray for schools, colleges of education and universities, especially the schools of our parish and our local universities. We thank God for those who teach and ask God to help them and all who work in education in all their endeavours.”

By the time the reader has got to the end we can lose track of what we are praying for. Note: The use of the words ‘we thank God’ is changing the intention into a prayer. We always thank God at the Eucharist itself. If we want to use this idea, a better way of expressing it are the words: ‘May we always be thankful for’

The following could well be a simpler way of composing the above intention:

“For all involved in education, especially our local schools and colleges”

We should not try to cover everything. Every need is pressing and one may be important to someone ... but we cannot cover every thought on every reading day. Some thoughts may have to wait until the next time similar intentions are considered.

There may, on occasions, be an exception to the rule of thumb mentioned above, when we use what musicians call a ‘sequence’ eg.

*“For the Church
that it will be bold in proclaiming the Gospel
fearless in support of the oppressed
and forthright in its defence of justice”*

Note that the three parts are brief and related, and so the assembly will not lose its way. If the text is written in sense lines, this will help the reader to announce the intention in a way that is easily followed by those listening.

Guidance of the Roman Missal

Normally, the intentions should follow this sort of sequence:

1. For the needs of the Church
2. For public authorities and the salvation of the world
3. For those oppressed by any need
4. For the local community

Further explanation of these four points:

1. Needs of the Church – The intention may be for the universal Church or the local church (diocese or parish). If the intention is for the local church, the later intention would not also be for the local church. At the Lenten season there should be remembered an intention for those who will become full members of the Church at Easter.

2. Public Authorities and Needs of the World – Recent disasters or significant occasions should take priority. Do not forget occasions which perhaps do not always feature in the Church's calendar of prayer eg. World Aids Day, or Holocaust Memorial Day etc. Be careful of forming intentions on political issues. Be aware that some people in the assembly may, in good conscience, hold political views contrary to one's own. If a matter is on the political agenda (especially if the readings address this issue) we *should be praying about it, aware of the social teaching* of our Church.

3. Those oppressed by any need – This may be the place to invite prayer for those afflicted by a recent disaster (if this has not already been done in the previous intention). Watch out for pitfalls. The Gospel nowhere speaks of the 'deserving poor'. Christ commanded us to pray for our enemies. On Prisoner's Sunday we are asked to pray for all prisoners, their dependants and even those who 'deserve' to be in prison for their actions, not just prisoners of conscience. We should pray for those who persecute us, or act unjustly towards us.

4. The local Community – There must be a balance here between pastoral needs and being doctrinaire. The intercessions can become unbalanced at this point and include long lists. Those with long term sickness or infirmity should be prayed for in rotation rather than lengthy lists of names.

Pausing After Each Intention

After each intention is read aloud by the reader, a significant pause should be left before the people are invited to respond. This pause allows the people to consider the intention in silence. The length of the pause may vary in different churches, but **a minimum of 10 seconds is not unreasonable.**

Some Things to Avoid When Writing the Intentions

- **Avoid use of language that makes the intentions into prayers.** Intentions are addressed to the people.
- **Avoid long intentions.** One idea, one sentence, no more than two clauses.
- **Avoid complicated intentions.** They are composed to be read aloud. Some texts although correct when written, become difficult when read aloud. The word ‘that’ is sometimes a pitfall. Try out the intentions with someone listening and providing feedback before actually being used in a celebration.
- **Do not preach.** We may not intend to moralise but our choice of language may make it seem so to others eg. ‘Let us pray that we will always remember’.
- **Avoid hidden announcements** eg. ‘Let us pray for the success of the PPC, next Thursday in the Dominic Barberi room at 7.30’. If there is an important event for which we should prepare, do not give details, but perhaps use the word ‘forthcoming’.
- **Avoid judgemental or patronising intentions.**

The People's Response

Three forms are most commonly used:

- 1) Reader: Lord, hear us
 People: Lord, graciously hear us

- 2) Reader: Lord, in your mercy
 People: Hear our prayer

- 3) Reader: We pray to the Lord
 People: Lord, hear our prayer

We often hear the first two forms at Mass. The third form is the one given in the Roman Missal.

Sung People's Responses are a possibility. The use of the Taize Chant 'O Lord, hear my prayer' has a small pitfall. This is a time of community prayer and therefore should really be 'O Lord, hear *our* prayer'.

A significant pause (eg. minimum of 10 seconds) should be left, by the reader, between the reading of each intention and the people's response.

The Hail Mary – This is a local custom of the Church of England and Wales and quite unique to these countries. This custom is said to have become part of the Prayers of Intercession for England and Wales because the Chairman of the National Liturgy Commission, at the time when these prayers were introduced, was Archbishop Dwyer of Birmingham. We have always referred to England as the 'Dowry of Mary' and he insisted on this addition at the time.

Because we are praying to God at this point and not to Our Blessed Lady we are asking her '**to join her prayers with ours**' and therefore we are not directly praying to her. There are many other parts of the Eucharist where Our Blessed Lady is given her due honour eg. Eucharistic Prayer 1 'In union with the whole Church we honour Mary, the ever-virgin mother of Jesus Christ' and in many of the proper prayers of the Missal.

Praying for Our Own Intentions

Before the Concluding Prayer of the priest or presider, it may be customary to invite the assembly to pray **silently** for a time *for their own intentions*.

To suggest, in a normal gathering of people, that an individual announces his or her concerns aloud without any amplification can so often be frustrating to all those who cannot hear what is being said by that individual. The invitation for an individual's intention to be prayed for usually only works well in smaller intimate groups.

The reader must remember it is the invitation for the assembly to pray and not to make his or her concerns paramount. If the church has a 'prayer board' the intentions of individuals may be prayed for and included in the wording of the earlier Intentions without making them too long or more difficult to follow.

Altar Servers' Notes for Easter Triduum

Holy Thursday

Preparations:

Altar Candles; Altar Crucifix (Veiled in White); 4 Chalices and Ciboria (With ample breads for Friday); Bells (for Gloria); Clapper; Chairs for people having their feet washed; Soap, Water and Towels; Humeral Veil; plus usual requirements for Mass.

Also at altar of Repose, Corporal, tapers and matches will be required.

Procession:

Thurifer – Processional Cross – 2 Acolytes – Other Servers – MC – Celebrant.

Opening Prayers then Thurifer to rear centre of altar for Incense – celebrant incenses altar and he is then incensed by the MC. Thurable is returned to Thurifer who then stands gently swinging thurable through during 2 readings. As many bells as possible to be rung during the Gloria.

At the Acclimation Thurifer goes to Celebrant at the chair for incense. In the meantime, 2 Acolytes collect candles and go to front of altar where thurifer and MC join them and all then process to the Lectern. The Celebrant incenses the Book of the Gospels, thurable returned to thurifer and Celebrant reads the Gospel after which all return to centre of Altar, bow and return to places – thurable is returned to Sacristy.

Homily.

Washing of Feet:

People who are having their feet washed will be in position around the church; 2 basins to be carried by servers and taken to first person to have their feet washed. Another server collects 12 towels from sacristy Celebrant removes Chasuble and, with MC, - who collects a jug of warm water - goes to first person and washes his right foot by pouring a little water over his foot and dries it with a towel given to him by the server. Procedure is repeated until all feet are washed. A fourth server follows round collecting all used towels.

When all 12 people have had their feet washed, Celebrant, MC and servers return to the altar, Celebrant washes his hands with soap before proceeding with Mass.

Bidding Prayers: Thurifer goes to sacristy to collect thurable and stoke up if necessary and return to side of altar and gently swing until required.

Offertory Procession: Processional Cross, 2 Acolytes and MC go to rear of Church to escort gifts back to Celebrant. After Offertory, Celebrant puts incense into thurable and incenses gifts and altar – MC then incenses Celebrant. Thurable is returned tothurifer who incenses Congregation while 2 servers present Celebrant with bowl to wash his fingers. Thurifer stands at side of altar swinging the thurable

All other servers now go to front of altar, genuflect and go to places for the Canon, and MC stands on his left. MC kneels for Consecration.

Mass continues as normal until after Communion when the ciborium is left on the altar. 2 Servers go to Altar of Repose during Communion of the Faithful and, if safe to do so, light the candles around this altar and return to their places. Thurifer goes to sacristy to collect and stoke up thurable and returns to side of altar.

After the Prayer after Communion, Cross, Acolytes and other servers go to centre aisle, turn and face the main altar. In the meantime Thurifer, MC and Celebrant meet at front of the altar where incense is prepared. All except Cross and Acolytes kneel while Celebrant incenses the Eucharist. The thurable is returned to the Thurifer who now goes and stands in front of the other servers who also stand. The MC then places the humeral veil around the Celebrant's shoulders. He secures the veil, stands and goes to the altar and enfolds the ciborium under the veil and returns to the front of the altar. All turn to face to direction of the procession and, on a signal from the MC, proceed very slowly to the altar of Repose while "Pange lingua" is sung.

Order of Procession:

Processional Cross – 2 Acolytes – Other Servers – Thurifer (gently swinging) – MC – Celebrant.

At altar of repose, Cross, Acolytes and Thurifer go to the right and remain standing while other servers go to the left and kneel.

Celebrant places the ciborium on the corporal and then kneels in front of the Eucharist while the MC removes the humeral veil. All kneel, except Cross, Acolytes and Thurifer, during first verse of "Tantum ergo", then thurifer approaches Celebrant for incense and then Celebrant incenses Eucharist. The thurifer takes thurable and joins Cross and Acolytes and stands at side. Then on a signal from the MC all stand and (double) genuflect and, led by the thurifer, cross acolytes, other servers all return to the sacristy in silence.

(Note: 2 servers stay behind to light the candles on the altar of Repose if the were not lit at Communion time)

Main Altar is striped of all items, Tabernacle is left open and Sanctuary Lamp is extinguished.

Good Friday

Preparations:

Bare Altar; Missal by Celebrant's Chair and Lectionary on the Lectern. On Credence Table: Altar Cloth; Corporal; Purifiers for veneration of the Cross; Water Cruet and bowl of water; hand towel; Spare Ciboria. (Chairs to be available for readers of the Passion to sit on at appropriate moments.) In the Advent Room: Cross for veneration; 2 Candles; Matches. (Humeral Veil ready in the Sacristy.)

For start of Service, Servers go in small groups to front of Altar, bow and go to their places, as does the MC. Celebrant prostrates himself or kneels in front of the Altar, the faithful kneel. After a period of silent prayer, the Celebrant goes to his place, the faithful stand, and the Celebrant says (or sings) the Opening Prayer.

All stand for the reading of St John's Passion, after which all sit for the Homily.

General Intercessions:

At the chair, attended by the book bearer, the Celebrant introduces the General Intercessions and he says/sings the Intercessions. The faithful stand.

Veneration of the Cross;

Servers and Ministers go straight to the Advent Room, Acolytes light candles, Ministers carry Cross into rear of the Church – all stop, the Cross is raised high and the celebrant sings: This is the wood..... and the assembly respond: Come, let us worship... all kneel, except Celebrant and Acolytes. All stand and move to centre of Church and repeat procedure. The procedure is repeated again at the Altar steps and the Cross is set up for veneration. Celebrant, MC and servers venerate before the congregation are invited. A second Cross is introduced and Servers take turns to wipe Crosses after each time they are kissed. When all have venerated, one Cross is stood up against the Altar and the purifiers are returned to the Credence table with the second Cross. Servers to lift the cross for those unable to kneel down.

Holy Communion:

Altar is prepared with Altar cloth, Corporal and Missal. 2 Acolytes collect candles and escort MC to Sacristy who collects the Blessed Sacrament and all three then return to the altar where the Acolytes go to the front and place their candles either side of the Cross and the MC goes straight to the centre of the altar where he places the ciborium and genuflects. The Celebrant moves to the centre of the Altar and introduces the Lord's Prayer and servers go to front/side of altar. Eucharistic Ministers (if required) should approach front of altar, bow and go to each side of altar at the end of the Lord's Prayer. Holy Communion is distributed in the normal way. After Communion and ablutions, all unused Hosts are put into one ciborium and returned by the MC without ceremony to the sacristy. All return to places for a period of silent prayer and then stand for the Prayer after Communion and Prayer over the People after which Ministers and servers return to the sacristy in a similar fashion to the start of this service.

The Altar is striped but the Cross is left in position in front of the altar.

Holy Saturday

Preparations:

Outside of Church: New Fire (lit before the Rite begins); On a table near fire: Charcoal, Tongs, Stylus, 5 grains of incense, Taper or small candle, Hand candles and torch.

Rear of Church: Breads, Wine, Water and Chalices for Offertory Procession.

Credence Table: Missal, Bowl of Water, Towel, Acolyte Candles (unlit), Bell(s), Tapers, Chrism, Extra Chalices (if not required for Offertory Procession), Book of Gospels, Lemon, Basin of Water and Towel, Spare Hand Candles, Water Bucket and Sprinkler Brush, Baptismal Candles (if required)

Altar: Fully Dressed with Cloths, Corporal, Candles (unlit), Flowers, Stand for Easter Candle and Processional Cross in stand.

To carry in Opening Procession: Easter Candle, Unlit thurable and Incense Boat, Missal. (Also, if not at the Gathering Place: Stylus and 5 grains on Incense).

Procession: Thurifer and Boat Bearer, 2 Acolytes (One carrying Easter Candle), Other Servers, MC, and Celebrant. All proceed to a position where Celebrant can be heard by all assembled for opening prayer, Blessing of the Fire, and preparation of Easter Candle. Easter Candle is then 'Prepared' with Server holding Candle at a convenient angle for Celebrant to scribe and fix Incense grains, which are on a tray held by a Server and Book Bearer standing on Celebrant's left, during which time Charcoal is lit from the Fire supervised by the MC. Incense is put into thurable ready for the Procession and the Celebrant then takes Easter Candle and lights it from the Fire. Led by the Celebrant, MC, Thurifer and other Servers, proceed to entrance of Advent Room where the Celebrant stops, raises the Easter Candle and sings "Christ our Light" – All reply "Thanks be to God". The Altar Servers' candles are then lit from the Easter Candle. Procession then moves to inside Church - Easter Candle is raised, "Christ our Light etc. and Congregations' candles are then lit. Procession moves to front of Church where Celebrant stands on Altar Steps and waits until everybody is in place before singing 3rd "Christ our Light". Altar Servers assist with lighting congregation's candles.

All servers go to their places for the 'Exsultet' with hand candles lit, Thurifer to Celebrant for Incense and Easter Candles is incensed. (As is the Exsultet Book if read or sung by the Celebrant). The thurable is swung gently during the Exsultet and then taken to the Sacristy. Church lights are now put on and all hand candles are extinguished. All sit for the Liturgy of the Word.

Liturgy of the Word:

There can be up to seven Old Testament readings with each one introduced by the Celebrant – with Book Bearer holding Missal and each followed by a psalm – the last reading being from Ezekiel. After the last reading the 'Gloria' is intoned, bells are rung and all Altar Candles and Acolyte Candles are lit. Thurifer goes to the sacristy, lights a new charcoal and returns to side of altar. After the intoning of Solemn Alleluia Thurifer goes (with boat bearer) to Celebrant for incense and goes with the MC to the centre of the altar and waits before proceeding to the Lectern for the Gospel to be read. Celebrant incenses book before reading. (Note: NO Acolytes required) After the reading of the Gospel, both return to centre of altar, bow and return to places but thurable back to sacristy first. All sit for the Homily.

Liturgy of Baptism:

All stand, Celebrant introduces and sings the Litany of Saints with Book bearer holding Missal. He then goes, with the MC and Book Bearer to the Font to Bless the Water. The MC removes the Easter Candle from the stand and passes it to the Celebrant at the appropriate time and returns it to the stand after the water has been blessed.

(Candidates for Baptism are now called forward, renounce Satan and are Baptized – baptismal candles are given and lit from the Easter Candle.)

The congregations' candles are now lit from the Easter Candle and everybody re-news baptismal vows. The Celebrant fill water bucket from the font and, with the MC goes round the Church blessing everyone with Holy Water. All Hand Candles are now extinguished

(Confirmation of newly baptised now takes place. Chrism is brought to the Celebrant and candidates come for Confirmation after which the Celebrant washes his hands in either soap and water or lemon.).

Bidding Prayers now follow.

Liturgy of the Eucharist:

Newly Baptised and Confirmed with their Families (if any) should take part in the Offertory Procession. (Chalices first then breads and Wine). Processional Cross, 2 Acolytes and MC go to rear of Church to escort Gifts back to the Celebrant. Thurable to be collected from the sacristy.

After Offertory, Celebrant puts incense into thurable and then incenses Gifts and Altar – MC incenses Celebrant. Thurable is returned to Thurifer who incenses Congregation while 2 servers present Celebrant with bowl to wash his fingers. All Servers – except MC and Thurifer - now go to the front of the Altar, genuflect and go to their places for the Canon. MC stands on Celebrant's left. At the warning bell, the Thurifer goes to the front of the altar and MC kneels for the Consecration. Thurifer incenses the Blessed Sacrament at the Elevation and then returns thurable to the sacristy, returning to join other servers. If there are any Consecrated Hosts remaining from Good Friday, the MC should collect these from the Sacristy during the 'Our Father'

Mass continues as normal with Eucharistic Ministers coming to the altar at the "Lamb of God..." Servers go to 'Communion Position' straight after bell is rung when Celebrant drinks from the chalice. After Communion, return to places, stand and genuflect when the Blessed Sacrament is returned to the Tabernacle and 2 servers present Celebrant with water bowl and towel to wash his fingers. The Sanctuary Lamp should now be lit. All sit in silent prayer. Notices may follow.

All stand for Final Prayer, Blessing and Dismissal.

Exit Procession is led by Cross Bearer, 2 Acolytes, Other Servers, MC and Celebrant. Final Dismissal is in the Advent Room.

Scouting

Overall Aim:

The aim of the Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

The Method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, and guided by adult leadership.

Scouting is not a youth club, but an educational Movement with a clear purpose. The promise and Law, if applied in daily life, can make our world a better place. Adults in Scouting help young people to apply the Principles in their everyday lives.

99th Reading Scout Group:

The 99th Reading 2nd Earley Our Lady and Blessed Dominic Scout Group has been established since 1987. The group is Church Sponsored, which means we are linked to the Church and the Parish Priest is an ex-officio member of the Executive Committee.

Although we are sponsored by the Church, Scouting recognises that there are diverse ways in which God may appear to mankind. It is possible for young people to be unsure of the existence of God and remain a Member of the Association, but it is not possible for an atheist to hold a Warrant as a Leader.

To better reflect the make-up of the parish, we are a mixed group and all sections accepts both boys and girls. Some of the sections have waiting lists.

In our program we try to fit in as much activity as possible, with the accent being on fun and adventure.

Our Group caters for boys and girls in the following Sections:

Beavers: aged 6 - 8

Cubs: aged 8 -10 ½

Scouts: aged 10 ½ - 14

There is a District Explorer Unit that caters for those aged 14 – 18.

Church Parade:

The Scout Group holds at least one Church Parade each year, on Remembrance Sunday.

The Welcome Ministry is performed by a mix of Beavers, Cubs and Scouts.

The Group enter Church in the following order:

1. Crucifix
2. Altar servers with candles (if possible including some Cubs and/or Scouts alongside other altar servers)
3. Union Flag – carried by a Cub
4. Beaver Flag – carried by a Beaver
5. Cubs Flag – carried by a Cub
6. Scouts Flag – carried by a Scout
7. Beavers
8. Cubs
9. Scouts
10. Other Servers
11. Priest

Leaders accompany their respective Sections and usher them into the pews at the front left (facing the Altar) of the Church, standing, with one Leader taking up position either side of the Altar to receive the flags from the Priest

The flag bearers stand on the first step to the Altar and turn to face the congregation, with the Union Flag in the centre and the others distributed left and right in no particular order.

The Priest takes the flags on at a time – Union Flag first, then in any order but Beaver-Cub-Scout makes sense – and hands them to one of the Leaders waiting at the sides of the Altar, alternating. It is important that this is done with dignity and without appearing rushed or panicky.

Once all the flags are in the flag bearers can take their place with the other members of their Section in the pews.

Cubs do the first Reading and bidding prayers.

Scouts do the second reading and take the collection.

Beavers do the Offertory procession.

Members of the Scouts Leadership and Committee perform the Eucharistic Ministry.

For Remembrance Sunday a Cub and Cub Leader read the ‘For the Fallen’ (‘They shall grow not old...’) verse after the minute’s silence, which takes place at the end of the Bidding Prayers.

At the Sign of Peace we engage the congregation, walking down the aisle shaking hands.

The end of Church Parade reverses the entrance – Priest gives flags back to bearers during recessional hymn, crucifix leads off, followed by candles etc

Journey in Faith

- Are you an adult who is thinking about being baptised?
- Are you an adult who was baptised as a child and now thinking about being confirmed?
- Maybe you are an adult who is not sure if baptism and/or confirmation is right for you and you want to find out

Our parish runs a free Journey in Faith programme for adults which leads to baptism and/or confirmation into the Catholic Church. The programme begins on 19th September 2007 and runs through to 9th July 2008.

The programme consists of a number of fortnightly meetings where, over a period of time, we discuss a variety of topics which will help you to discover more about your own belief and faith. The meetings are informal and cover all the basics of Catholic teaching.

There is no pressure from the group or the Church to become a Catholic – the choice is always yours, and only yours – you can walk away at any time and still know you are always welcome in our parish church.

If you want to know more or are not sure if this is the right time for you, please talk to our parish priest, Father Anthony, or leave your name and a contact number (or email address) in the parish office and the programme co-ordinator will call you.

A copy of the topics covered in the Journey in Faith programme can be obtained from the parish office.

Still not sure? Why not come to the first meeting – you have nothing to lose and possibly a lot to gain.

<p>JOURNEY IN FAITH (RCIA) Programme for 2007/08</p>

19 th Sept 2007	The Journey
3 rd October	Faith & Conversion
17 th October	Jesus Christ – Who do people say I am?
31 st October	Ways of Experiencing the Church
14 th November	Tour of the Church
28 th November	Old Testament
12 th December	New Testament
9 th January 2008	Living the Sacraments – An Overview
23 rd January	Sacraments of Baptism and Confirmation
6 th February	Ash Wednesday Mass
9 th February	Rite of Election – St John’s Cathedral, Portsmouth
13 th February	Sacrament of the Eucharist
20 th February	Sacraments of Reconciliation and Healing
24 th February	<i>Sunday Mass – 1st Scrutiny</i>
27 th February	The Catholic Creed
2 nd March	<i>Sunday Mass – 2nd Scrutiny</i>
5 th March	The ‘Our Father’
9 th March	<i>Sunday Mass – 3rd Scrutiny</i>
12 th March	Christian Morality
19 th March	Preparation for Holy Week
22 nd March	EASTER VIGIL – (BAPTISMS /RECEPTIONS)
2 nd April	We Celebrate!
16 th April	Our Lady/Rosary
30 th April	Jesus sends His Holy Spirit – Pentecost
11 th May	Pentecost Sunday – Mass
14 th May	The Trinity – Jesus & the Community of Believers
18 th May	The Most Holy Trinity – Mass
25 th May	Corpus Christi – Mass
28 th May	Seven Circles of Prayer – part 1
11 th June	Seven Circles of Prayer – part 2
25 th June	Now you are involved – what next?
9 th July	Planning for Journey in Faith 2008/09

NB. Meetings on Wednesday at 8pm in the Dominic Barberi Room

- Fortnightly until Lent
- Weekly during Lent
- Fortnightly after Easter

Justice and Peace Group

1. The original concept for the group (when Fr. Shaun set it up) was:
 - Act as a point of contact within the parish for issues relating to J&P.
 - To review/filter J&P related communications sent to the church and communicate to the parish. This function now seems to be handled directly by the PPC
 - To organise occasional appeals (e.g. Christmas Giving Tree) within the church
2. Brid kindly volunteered to be the chair of the J&P committee when it was formed
3. Every month we highlight an Amnesty International case in the church newsletter to raise awareness within the parish; get prayer support for individuals concerned and encourage parishioners to write letters to people in authority which might make a difference.
4. Recently we have considered starting a register of existing links between parishioners and external charities or endeavours. We feel that if we are aware of what the parish is already involved in we can focus parish efforts better in the future. See attached for a prototype of what we have in mind.
5. One of our members attends the "Churches Together in Earley and East Reading" (CTEER) meetings which has been very active in co-ordinating anti-slavery campaigns during 2007. Julianne kindly agreed to represent Our Lady of Peace and Blessed Dominic Barberi parish (OLOP) at CTEER meetings and feeds back information to the J&P group as well as publishing at least one CTEER event in our parish newsletter so far.
6. A parishioner from St. John Bosco has recently expressed an interest in the OLOP J&P group as her parish does not have such a committee. She intends attending our next meeting (18/9/07, 8:00 PM at OLOP church) with a view to becoming a member. At least one other parishioner at St. John Bosco may also be interested in joining.

7. We have had speakers from various organisations attend our meetings in order to describe their activities, e.g. Christian Community Action (CCA Reading), a representative from Christ The King J&P group, David to talk about how funds raised on behalf of Fr. Terry are being used. After the CCA talk we published an article about this organisation in the parish newsletter and have published CCA requests in the newsletter since then.



BAPTISM PREPARATION CLASS

Who are we?

We are an evolving group of volunteers who have developed from assisting with the Baptism Preparation Classes to running the Classes.

When and How are the classes held?

Baptism preparation classes are held once a quarter (every three months). They consist of two sessions, each session lasting one hour, usually a week or so apart.

What is covered?

In the first session we talk about the meaning of Baptism and the Naming and Welcoming of the children.

In the second session we talk about the symbols used in the Baptism Ceremony and what happens during the Baptism Ceremony itself.

What do we do?

We welcome parents, who want their children baptised into the community. We provide a booklet, on the order of service, which is personalised for the child being baptised and is a keepsake to remember the event.

What do you need to do?

Inform the Parish Office you want to have your child baptised and you will be told the dates of the next preparation classes. Then you just need to attend the two sessions. Bring your child/children with you if you cannot get a babysitter.

Book a date and time for the Welcoming and a date for the Baptism (can be the same date) with the Parish Office. These must take place during Mass.

On the day itself?

Bring yourself, your child, siblings, Godparents, friends and relatives along on the day. A candle is provided but bring a white garment.

Don't forget the camera and lots of smiles!

Diocese of Portsmouth

Guidelines for Worshipping Community and Pastoral Area Liturgy Groups

Liturgy Groups

- 1 As parishes reconfigure to become part of new Pastoral Areas, it is hoped that any existing individual liturgy groups in enlarged pastoral areas will begin to work together, in the same way that one would expect in other areas of parish life.

In recognition of the fact that our present parishes will be working in partnership with others from 2006 onwards, and that the word "parish" may be less frequently used than in the past, the following guidelines generally use the words "*worshipping community*" for a particular Mass, which might in some situations be the same as an individual parish, "*community*" for a more loosely-defined body which could be either part or all of an existing parish, or a new pastoral area, and "*pastoral area*" where a new pastoral area is the only intended meaning.

- 2 Some communities call their group a "liturgy committee". This word can put some people off, since it might imply talk without action. "*Group*" may be a better word than "committee".
- 3 Any community or pastoral area that does not already have a liturgy group is strongly encouraged to form one, with a designated co-ordinator, by Easter 2007 (see ***Go out and bear fruit***, page 14).

What is liturgy?

- 4 "Liturgy" comes from two Greek words meaning "the work of the people", or "something that people do". It means the worship of God in the broadest sense, not just Mass. Boiled down to its essentials, all liturgy is a two-way action in which God speaks to his people, and we respond in prayer and worship.
- 5 Liturgy is not words in a book. In somewhat the same way that a piece of music is not the score and does not exist until someone performs it, so liturgy does not exist until the words on the printed page are given flesh in speech and singing, gestures and actions. The liturgist Aidan Kavanagh once famously said: "Liturgy ain't liturgy unless it's **done**."

What is a liturgy group?

- 6 A liturgy group is a **policy-making body**. Its principal role is to monitor **globally** the liturgical life of the community and work to move the community forward and help it grow in its prayer-life.
- 7 The liturgy group's task is **not** to prepare particular liturgies or select hymns: that is the job of a subgroup, or a working group with a particular task (e.g. planning Holy Week or the parish jubilee), or a particular individual (e.g. the community's music director). These subgroups/individuals should be left alone to get on with their work, but they should report to the main group at regular intervals.
- 8 While the main group may be concerned with particular details, the group will not necessarily be the ones responsible for implementing those details – see previous paragraph. In other words, while the group may discuss things in some detail, they themselves will not be responsible for making those things happen. Particular individuals (who may be members of the group) will have that responsibility; or a subgroup or a special working group.

Two examples:

(a) Your community may not yet have Communion under both kinds at every Mass, Sunday as well as weekday. The liturgy group's role will be to discuss and decide whether or not it would be a good thing for it to happen, and, if it is a good thing, when it should start.

Making it happen will be the responsibility of others, probably including one or more members of the group but not limited to them. Those involved might include all the clergy, lay ministers of communion, sacristan, MC and servers, a secretary . . . not all of whom will be on the liturgy group!

(b) The group may discuss in depth how the Word of God is proclaimed and received in the community. They might decide that at the end of every reading, whether from Old Testament or New Testament, whether a Gospel or not, there will be a substantial pause before the reader says "This is the word/Gospel of the Lord".

Making that happen will involve all clergy and all readers. It might also involve the person who types the newsletter, and a member of diocesan personnel leading a readers' formation or refresher course. But probably the only people on the group involved will be the clergy representative(s) and the person co-ordinating the readers or (if there isn't one) the person charged with handling communications (see below, paragraph 14).

Who should be on the liturgy group?

- 9 The liturgy group needs to be representative of the community or area as a whole, so, in addition to the **clergy**, membership might include someone representing the **readers**, someone else representing **ministers of communion**, another person representing **musicians**, yet another representing **servers**, someone involved in **RCIA, Liturgy of the Word with Children**, and so on. If local **schools** have liturgy groups, they should also be represented on the community group (and, importantly, *vice versa*), so that there is a commonality of practice and understanding between the community and school. It may also be a good idea to include one interested "ordinary pew person" from each of the weekend Masses celebrated in the church or area.
- 10 Members of the group need to be prepared to **evaluate** the liturgical life of the community – see paragraph 12 below.
- 11 They should also be prepared to receive as much liturgical **formation** as they need – see paragraph 16 below.

What will the liturgy group do?

- 12 The group will take a good look at how the community does things, and how it might do them. This means that they will be asked to offer reactions and constructive criticism to what they experience at liturgies. This in turn means that they will need to keep their ears and eyes open and have a care for the prayer experience of the whole community. Anyone for whom liturgy is solely an occasion for private prayer and devotion will probably not be suitable as a member of the group.
- 13 Groups often focus on a particular season, such as Advent or Lent, and discuss what "flavour" the community's celebrations might have during this time.

One important area at this time in the life of our diocese is how "accessible" or "inclusive" the community's liturgies are in general. This does not relate to physical access for disabled people (though this is very important) but to how "user-friendly" and attractive celebrations are. For example, are people from different backgrounds, of different ages, from different cultures, of different educational levels, etc, all welcomed and included in what the community does when it comes together to celebrate?
- 14 The group will pray, reflect and take advice and input from parishioners and take decisions accordingly. The group will also have a system for disseminating information as widely as possible in the community so that people understand what lies behind changes when these take place. (Some groups include a person responsible for **communications** to and from the group.)

- 15 The group will need to monitor its subgroups and other personnel.
- 16 The group will also want to have periodic times of **ongoing formation** during which the whole group is given input and a chance to grow. It is strongly suggested that this formation be given by a person or persons outside the group. It could usefully be preceded by a community liturgical audit (for details of different types of liturgy audits, see the **Liturgy** section of the diocesan website: <http://www.portsmouth-dio.org.uk>).

Everyone, from the most experienced and knowledgeable to the beginner, will benefit from formation received together as a group. Those who know less acquire knowledge and skills, while the more experienced take the opportunity to update themselves.

See also *Basic Principles* no. 5, below.

- 17 The group will need to meet at least once a month initially, less frequently once things are well underway. It is suggested that, in the early stages, formation of the group should take place several times a year. Another way is for some formation to be a standard part of the agenda of every meeting, or every other meeting.
- 18 The group's mode of working will need to be **collaborative**. It may take time for members to be able to leave aside the "vested interests" of their own group in order to promote the greater good of the whole community.

Some people are better at expressing ideas than others. It is important that everyone has a chance to contribute, and that all contributions are equally valued. If a stated opinion comes from a lack of knowledge, remedying this will be a useful growth point for the whole group.

- 19 The group will need good **leadership**. The chair can either be a lay person or a member of the clergy.
- 20 The group will need to be closely connected to the parish pastoral council or worshipping community pastoral group. When new pastoral areas have formed, the group will need to be connected to the pastoral council of the new area and its pastoral leadership team.

Appendices

SOME BASIC PRINCIPLES OF LITURGY GROUPS

1. (The Golden Rule)

Worship is first and foremost a celebration – that implies active listening and active participation on the part of everyone, both liturgical assembly and liturgy group. Problems often arise because people do not understand these and other basic principles – for example, paragraphs 4 and 5 above (*What is liturgy?*).

2. Planning for a liturgy should be done only by people who are members of the community that celebrates that liturgy. The task of evaluating that liturgy is also, first and foremost, theirs. Sometimes criticism can come from those who do not wish to celebrate in a participatory way at liturgy but merely to attend. Or, ideas can be pushed through by people who don't normally come to that particular liturgy and so don't know the context.

3. The parish group's task is not to plan liturgies as such, but to set goals, direction and standards for the overall liturgical life and activities of the parish. One of these goals could be creating and encouraging regular subgroups responsible for each regular liturgy – e.g. the 10 o'clock Mass subgroup and the 12 noon Mass subgroup. If so, the main group should work with these subgroups but leave them alone except for periodic evaluation.

4. Liturgical planning (the actual selection of music, feeding into the homily, the writing of invocations in the third form of the penitential rite and intentions in the intercessions, and the orchestration of all the other variables that make up a liturgy) should be left to the people you choose to do these things, preferably as small and as talented a group as possible. Leave them to get on with their tasks, but once again ensure that they have periodic evaluation and, importantly, make sure that they do understand the underlying liturgical principles before they begin.

Work should be done by the smallest group competent to do it.
(cf. Pius XI, *Quadragesimo Anno*, 1931, paras 79-80)

5. No liturgical planning process - for a particular weekly liturgy, a special occasion, or the community's liturgical life as a whole - is complete without a genuine evaluation. In fact one of the major roles of the liturgy group will be a continuous ongoing assessment of the parish's liturgical life. In this area it will be important to have support and input from diocesan liturgy personnel on a regular basis.

SOME FURTHER BASICS

1. The tension between diversity and universality is healthy. We are united in what we believe, but not necessarily in the way in which we express those beliefs. Different worshipping communities will celebrate in different ways while following the same underlying principles. Variety can be a good antidote to monotony, and unity does not necessarily mean uniformity. Use uniformity sparingly, and only when necessary for the good of the whole community.
2. Always ask: could/should someone else be deciding this?
3. The group exists to help liturgies, not be in charge of them. Leave room for the action of the Holy Spirit!
4. The aim of all liturgy is the prayer of the people, so don't attempt to use liturgy as a catechetical tool. We come together to celebrate what we already have in us, not to take on board new information. Liturgy does form us through our experiencing of it, but it is useful to remember that liturgy is about celebrating rather than teaching.
5. When conflict arises, prayer in common can often help resolve differences of opinion. Deep-seated conflicts need to be dealt with outside the meeting.
6. Accurate reporting is essential. Some groups have a secretary who sets everyone else free to take a full part in discussions.
7. The group may need a budget for its work and the work of its subgroups.

LITURGICAL BUILDING BLOCKS – SOME AREAS FOR CREATIVITY

1. Space and layout (includes sound systems and lighting)
2. What things look like, and where things take place (a liturgical audit can be very helpful here)
3. Visual impact (liturgical symbols)
4. Those who preside at or lead services
5. Different ministries and how they inter-relate
6. Music – styles and combinations of styles, different forms of accompaniment
7. A sense of occasion (including welcome)
8. Pacing and shape (how memorable are liturgies, do all understand their structure?)
9. Timings of different elements within rites (these will need to be recorded with a stopwatch or on video to aid proper discussion)

SOME AREAS OF TENSION – NOT IN ANY PARTICULAR ORDER

1. Musical style v. quality in whatever style is used
2. Posture – uniformity? Pastoral decisions? Questions of “reverence”?
3. Children – their presence accepted or rejected, ways of involving them, behaviour issues (inc. parents)
4. Bells – a hangover from another era? How to integrate them into the “sound” of the celebration?
5. Altar rails – what were they for? Questions of posture and liturgical environment
6. Using “themes” for Mass – the Lectionary should always be our starting point
7. Genuflecting / bowing / location of tabernacle – what the Church’s documents actually say
8. People who read or speak too fast, ministers who don’t wipe the rim properly or turn the chalice for each communicant, or who are infectiously ill – training for ministry a requirement?
9. Times of services – not just at times like Holy Week but the whole year round
10. Buildings and their amenities – provision for disabled access, lavatories, listed building consents, chairs v. pews, sound and lighting, seasonal décor, where to place the Advent Wreath, crib, altar of repose, baptismal pool . . .

RESOURCES

Some diocesan guidelines and resources are available on the Liturgy section of the diocesan website (<http://www.portsmouth-dio.org/liturgy/index.html>), together with references to other useful material.

The Diocesan Director of Liturgy, supported by the Diocesan Liturgy Committee, is available for anyone to contact. He is particularly happy to help individual liturgy groups, whether through general advice, assisting with formation, or parish liturgy audits. He also organises and undertakes training for different liturgical ministries.

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Notes from The Our Lady of
Peace and Dominic Barberi
Liturgy Group Meetings

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 5th July 2007.

1. Liturgy Group Purpose

1.1 All groups within our parish community will be invited to provide a brief description of what their group does and how/when the group carry out their activities. These descriptions will be compiled into a folder and displayed in the Advent Room so that our community and our visitors can share in, and have a better understanding of the way in which our parish works.

As a guide to all things liturgical, the two books 'General Instruction of the Roman Missal' and 'Celebrating the Mass' are the Liturgy Group's reference documents.

The Liturgy Group will be the 'umbrella group' that ensures plans and planning for the major events in the liturgical calendar (eg. Advent, Easter) are in place.

1.1.1 Actions:

- Pat to forward to the Liturgy Group a list of the groups and group leaders that have been listed with the PPC
- Liturgy Group members, from their own knowledge/experience, to add any groups and leaders that are missing from the PPC list and forward the additional names to Ken
- Ken to write to all parish groups asking for their group descriptions
- Liturgy Group members to encourage the groups they are linked with to forward their descriptions
- Ken to compile the group descriptions and start the Liturgy Group folder
- The Liturgy Group to review progress at the next meeting

1.2 The Liturgy Group folder will describe the purpose of the group, the meaning of liturgy within our parish community and how our community can be involved. An up-to-date copy of the quarterly journal from the Society of St Gregory (Music and Liturgy) should be included as part of the folder. Nb. For information, the Society's website is www.ssg.org.uk

1.2.1 Actions:

- Ken to write the introductory pages of the folder and share with the Liturgy Group for comment before displaying in the Advent Room.

2. Developing a More Inclusive Parish

2.1 Over a period of time, all groups within our parish will be invited to attend a Liturgy Group meeting to share information on their group activities and discuss their ideas on how their group might develop in the future eg. how to meet the needs of our parish community, how to reach out to those who may want to be part of our community, and how to involve more people in group activities. At each of these meetings the Liturgy Group will extend an open invitation to all members of our community to attend the meeting and discuss/be involved in future developments.

2.1 Actions

- The Liturgy Group to include at least one parish group in future meeting agendas

3. Commissioning Ministers of the Eucharist, Music and the Word

This agenda item is held over until the next meeting

4. Date of Next Meeting

The date of the next meeting of the Liturgy Group is Thursday 2nd August at 8pm in the Dominic Barberi Room.

5. Next Meeting Agenda

- Review of progress on the Liturgy Group folder
- Commissioning Ministers of the Eucharist, Music and the Word

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 2nd August 2007.

1. Liturgy Group Folder

The folder has been started. The Liturgy Group agreed this is a longer term project for the group to map out the activities of the group and the parish as a whole. The aim is to have the folder complete within 18 months and thereafter to update as new activities or changes occur in the parish. Part of the process for creating/updating the folder will be to invite co-ordinators from each of the parish groups to meet with the Liturgy Group to discuss how groups and activities might develop in the future.

2. Commissioning Ministers of the Eucharist, Music and the Word

The Liturgy Group is aware that no Ministers in the parish have been formally commissioned or re-commissioned for a considerable period of time. This is not consistent with liturgical 'rules' and needs to be addressed as soon as possible. The Group decided that all Eucharistic Ministers in the parish should be commissioned/re-commissioned at a Sunday Mass during September (16th Sept is suggested). Thereafter, all Eucharistic Ministers should be re-commissioned every two years. In addition to re-commissioning, all Eucharistic Ministers should attend an annual retreat to have an opportunity to reflect on their ministry. Paul Inwood would be contacted to find out if he would be available to run a retreat in the parish – hopefully before Advent.

All Ministers of the Word (readers) should also be commissioned. The Liturgy Group decide that a Sunday Mass in mid February 2008 would be a suitable time for commissioning. As with Eucharistic Ministers, an annual retreat should be attended by all Ministers of the Word. Ideally, Eucharistic Ministers and Ministers of the Word would attend the same retreat.

All Ministers of Music (musicians and singers) should also be commissioned. The Liturgy Group decided that consultation with the musical groups' co-ordinators would be the best course of action ahead of deciding a date for commissioning. All Ministers of Music should attend an annual retreat with other Ministers within the parish.

2.1 Actions

- Jack to contact Paul Inwood to find out his availability to run a retreat in the parish for Ministers

3. Advent Planning - 2007

The Liturgy Group discussed the planning of Advent Masses. There are two issues that need to be addressed quickly:

- Dates for Masses around Christmas need to be included in the annual CTEER leaflet. The closing date for information to be included in the leaflet is 15th October
- In past years, the parish has celebrated a Childrens Mass during the evening on Christmas Eve. The parish also celebrates a Midnight Mass and two further Masses on Christmas Day. With Christmas Eve being on a Monday this year, there may be liturgical restrictions on the number of Masses Fr Anthony can celebrate, particularly if the evening Mass on Christmas Eve is deemed to be part of Christmas Day – making a total of four Masses for Christmas Day. Priests are not allowed to celebrate more than three Masses in a day. Liturgical clarification is required to understand whether an evening Mass on Christmas Eve (Monday) is included or excluded as part of the Christmas Day Masses.

If a Childrens Mass can be celebrated during the evening of Christmas Eve, then the Children's Liturgy Group will need to decide if they want a separate Childrens Mass (an alternative would be to include this in the 09:00 Mass on Christmas Day) and if so, will they be able to provide the necessary planning and resource?

3.1 Actions

- Jack to contact Paul Inwood to find out the liturgical 'rules' around Masses on Christmas Eve and Christmas Day
- Pat to discuss with Fr Anthony whether he would be prepared to celebrate a Childrens Mass on Christmas Eve in addition to a Midnight Mass and two further Masses on Christmas Day (assuming Christmas Eve evening is counted as separate from Christmas Day)
- Children's Liturgy Group to be contacted once the liturgical options on the number of Masses that can be celebrated at Christmas has been determined.

4. Date of Next Meeting

The date of the next meeting of the Liturgy Group is Thursday 6th September at 8pm in the Dominic Barberi Room.

5. Next Meeting Agenda

- Review of progress on the Liturgy Group folder
- Update on Commissioning Ministers of the Eucharist, Music and the Word
- Actions, Activities and number of Masses for Christmas Eve/Day 2007
- Initial Planning for an International Mass (or Masses) during 2008

Notes from the Liturgy Group meeting held on Thursday 6th September 2007.

1. Liturgy Group Folder

The folder was available at the meeting for the Group to look at. An electronic version will be circulated to the Group for their comments and further input. Although the folder is a 'work in progress', once any input from the Group has been received it will be placed in the Advent Room for parishioners to read. The Group agreed that should any parishioner want to forward any comments/liturgical ideas, they should do so through the parish office. These comments/ideas will then be sent to the Liturgy Group co-ordinator.

2. Commissioning Ministers of the Eucharist, Music and the Word

All Eucharistic Ministers in the parish have been invited to be commissioned/re-commissioned at Sunday Mass on 16th September. Commissioning/re-commissioning will take place after Fr Anthony's homily and be preceded by a renewal of baptismal vows by all parishioners. Eucharistic Ministers who are unsure if they have been commissioned previously will be commissioned not re-commissioned. Eucharistic Minister who are unable to attend Mass on the 16th will have a further opportunity to be commissioned/re-commissioned at a Mass on a date yet to be decided (ideally between Christmas 2007 and Easter 2008). All Eucharistic Ministers should be re-commissioned every two years.

A date for a retreat for all Eucharistic Ministers is yet to be decided/agreed.

Note 1. All Ministers of the Word (readers) should also be commissioned. At a previous meeting the Liturgy Group decide that a Sunday Mass in mid February 2008 would be a suitable time for commissioning. As with Eucharistic Ministers, an annual retreat should be attended by all Ministers of the Word. Ideally, Eucharistic Ministers and Ministers of the Word would attend the same retreat.

Note 2. All Ministers of Music (musicians and singers) should also be commissioned. At a previous meeting the Liturgy Group decided that consultation with the musical groups' co-ordinators would be the best course of action ahead of deciding a date for commissioning. All Ministers of Music should attend an annual retreat with other Ministers within the parish.

2.1 Actions

- Jack to contact Paul Inwood to find out his availability to run a retreat in the parish for Ministers

3. Advent Planning - 2007

The Children's Liturgy Group have decided that there will not be a Childrens Mass on Christmas Eve. Instead, the Childrens Liturgy Group will organise a Christmas Carol service on the afternoon of Christmas Eve.

Christmas 2007 Masses in our parish will be:

- Christmas Eve/Christmas Day - Midnight Mass starting at 23:30
- Christmas Day Mass at 09:00
- Christmas Day Mass at 11:00

3.1 Actions

Pat to advise CTEER on the times of the Christmas masses

4. Developing a More Inclusive Parish

The Liturgy Group discussed a number of events for the months of October, November and December. These are summarised below:

- The Group decided there would not be a special 'Back to the Church' Sunday in our parish this year. Instead:
 - Those who carry out a welcoming ministry will be asked to continue to welcome people for approximately 10 minutes after Mass has started (suggested up until the first reading).
 - Fr Anthony would also welcome all visitors at the beginning of each Mass
 - Fr Anthony would welcome university students arriving for the beginning of the new term (Monday 1st Oct for freshers; Monday 8th Oct for returnees)
- October is the Month of Our Lady of the Rosary and to celebrate Fr Anthony has agreed to hold an evening Mass each week during October (this will replace one morning Mass). Fr Anthony will decide the day/dates of the evening Masses. Each evening Mass will be preceded by a reciting of the Rosary
- A parish prayer evening will be held on Tuesday 16th October
- During November, Peter will be hosting a number of Life in the Spirit seminars (the dates are: 6th, 9th, 13th, 20th, 24th, 27th and 30th November)
- Fr Anthony has agreed to hold an evening Mass each week during Advent (this will replace one morning Mass). At their next meeting, the Liturgy Group will discuss any other themes that might be liturgically appropriate during Advent eg. a 'pink' Sunday, Taize music/chants/prayer, composing individual prayers for each Advent Sunday

5. Date of Next Meeting

The date of the next meeting of the Liturgy Group is Thursday 4th October at 8pm in the Dominic Barberi Room.

6. Next Meeting Agenda

- Advice/ideas from the Group on the Liturgy Group folder
- Dates for Commissioning of Ministers of the Eucharist (for those who missed 16th Sept), Music and the Word
- Planning for Remembrance Sunday (11th November)
- Themes and activities for Sunday Masses during Advent (1st Sunday in Advent is 2nd December)
- Initial Planning for an International Mass (or Masses) during 2008

7. Addendum

The Group received the following liturgical guidance on Christmas Eve/Christmas Day Masses from Paul Inwood:

(1) Normally a priest is only supposed to celebrate once a day, but this can be increased to two or three with permission of the Bishop (all our priests have this permission as a default – in fact some priests are celebrating four masses each weekend). At Christmas every priest is allowed to celebrate three Masses instead of one - midnight, dawn (or early morning) and day – so this means a priest who normally has a maximum of three could in theory say five masses over the 24 hours from 6pm on the 24th to 6pm on the 25th, but I wouldn't recommend that!

(2) The Mass on Christmas Eve is the Mass of the Vigil of Christmas, not a Christmas Mass itself, and so doesn't technically fulfil the obligation. However, many people don't observe this for pastoral reasons and treat it as a Christmas Mass for the purposes of the obligation and aim it at young families and older folks; they use the readings and prayers from the three Christmas masses instead of those for the Vigil. If you're going to do this, then I wouldn't have the Mass earlier than 6pm.

(3) If the priest also celebrates earlier in the day on 24 December, that would be the Morning Mass for 24 December rather than the Vigil Mass (which would then be omitted).

Parish Liturgy Group Meeting
Minutes October 4th October 2007

1. Liturgy Group Folder

Everyone in attendance was happy with the content style and layout.
It was agreed that new ideas may come up as the folder develops which may lead to ongoing changes.

2. Dates for Commissioning Ministers of the Eucharist

Father Anthony was not in attendance to agree dates. Once dates have been agreed singers and readers will need to be approached for commissioning of Music and the Word.

3. Remembrance Sunday

- a) 11am Mass –The Scout Group will organise the church service.
- b) It was felt that the church roses for remembrance would be a good idea. Names to be left and £1 donated for each name with the money used to purchase the roses

Action: Norma – to setup the list of names and a box for the money

Norma - to approach Anne to ask if the flower group would purchase and arrange the roses.

- c) One minutes silence to be upheld at each Mass

Action: David – to mention to Father Anthony when going through the routine for the Scout Group

4. International Mass

Deferred until after advent.

5. Masses during Advent.

- a) It was agreed an advent wreath should be made.

Action Norma – to approach Anne to see if a wreath can be arranged

Action Pat – to check with Jane with regards to purchasing the advent candles.

It was felt that the best time to light the advent candles was after the children's liturgy and the bidding prayers, with some of the children lighting the candles. An alter server could light the candles at the 5.00pm Mass

Action Peter – to approach the children's liturgy group to ask about the lighting of the candles.

- b) Gaudete Sunday (16th December)

It was suggested a pink theme was predominate

Action Norma – to approach Anne regarding pink flowers for this Sunday/

It was suggested the Children's liturgy group could do something pink.

Action Peter – to approach children's liturgy group.

It was suggested that as the meaning of Gaudete is Rejoice, that joyful songs are sung during the Masses. Suggestions were 'Joy to the World' and ' Gaudete, Gaudete, Christus est Natus'. Also the children's percussion could be used at the last hymn as a rejoicing end to the Mass.

Action Fran – to speak to Steve regarding the 11.00am Mass.

Father Anthony will be asked to wear the rose vestments. It was checked that there were rose vestments in the Sacristy.

c) Other Sundays in Advent

The giving tree was successful last year and it was thought that should take place again this year.

Action Pat – to approach the Justice and Peace group to ask to organise.

It was felt that the Crib was ‘lost’ in the Advent room and would be better in front of the Alter.

Action David – to ask Father Anthony if he is in agreement with the position of the crib.

It was initially suggested the Scout group construct the crib. It was then suggested the Scout Group construct the basis of the crib from a wooden structure and then the Children gradually decorate the crib each Sunday during Advent. A piece for the crib can be brought down with the offertory and placed along the side of the church before being put in the crib i.e. the animals first then shepherds etc so that each week the figures are journeying towards the crib and eventually all being put in on the Children Christmas Eve Carol Service.

Action David – to ask scouts to have the basic construction ready for the 1st Sunday of Advent (2nd Dec)

d) Other advent activities

Taize to take place before evening Mass starts and after readings or communion and also one Taize evening (not with Mass) on the week starting the 10th Dec.

Action Fran –to organise and sort date for the Taize with Father Anthony.

6. Any Other Business

a) Father Bruce would like to have Adoration of the Blessed Sacrament more often. If combined with Benediction we would need a priest present
Deferred to discuss after Christmas.

b) It was noticed that some of the Baptism ceremonies did not run smoothly. Father Anthony could do with assistance. It was felt that an MC could co-ordinate the ceremony for him if there were a crib sheet with the order of what is done when. It was explained there were only 3 people in the Baptism Group and they couldn't be expected to attend every Baptism. It was suggested they approach someone who regularly attended the Mass at which the Baptism was taking place and ask them to MC the ceremony e.g. Peter or Jack.

It was felt that the alter servers could assist more e.g. hold the mike or order of service for Father.

Action Norma – to speak to Father Anthony to see if he would appreciate the help and to mention the congregation may not be familiar with the ceremony.

Action Norma – to speak to the Baptism Group to create a crib sheet with the order of the ceremony.

Action Norma – to speak to Paul to train the alter servers.

c) Parish Prayer Evening (16th October)

Only 30 people had put candles in the box to say they were coming. It was felt that it had not been widely advertised. It need to be announced at all Masses this and next weekend.

Action Peter – to send out an e-mail with information to be read out at this weekend's Masses. To leave on the organ for Fran.

Fran to read it out at 9.00am, Pat at 11.00am, and Norma at 5.00pm. Peter will speak at all next weekends Masses.

d) Hymn books

The blue hymn books go contain more hymns than the brown – the numbers go higher. This means some people have no words to sing. It was felt that the Laudete hymn book is the best. The 11.00ma singers use these hymns but put the words on the overhead projector, although some areas of the church can't see. It was felt it would be too expensive to replace all the hymn books. 9.00am singers could use the 11.00am's acetates but sometimes they are not in the church if they are being amended.

Action Fran – to ask Colin to produce another set of acetates for the 9.00am Mass

Date of next meeting ; Thursday 15th November

Notes from the Liturgy Group meeting held on Thursday 15th November 2007.

1. Liturgy Group Folder

The folder has been placed in the Advent Room. Although the folder remains a 'work in progress' this item will no longer form a regular part of the meeting agenda.

2. Planning for Advent and Christmas 2007

The meeting discussed a number of issues relating to Advent and Christmas. The following are the action points that were agreed:

- **Jack** has been asked by the PPC to re-design the layout of the information boards in the Advent Room. One of the new features will be a Prayer Board which will enable our parish community and visitors to leave requests for prayers for those in need.
- There will be a Taize evening in the church on Wednesday 12th December at 19:30 – **Fran** will be the main co-ordinator.
- **Joan** to agree the readings and readers with Father Anthony for Christmas Midnight Mass
- **Melly and Colin** to arrange the readers for the 09:00 and 11:00 Masses on Christmas Day
- **Melly and Jack** to arrange the Eucharistic Ministers for the 09:00 and 11:00 Masses on Christmas Day

Following the meeting, Norma Shields volunteered to arrange for a banner to be displayed in the grounds of the church. The banner would invite passers-by and visitors to join our parish community for Christmas Mass.

Action: Norma to order and arrange the installation of the banner on a suitable framework.

3. Commissioning Ministers of the Eucharist, Music and the Word

Most Eucharistic Ministers in the parish were commissioned/re-commissioned by Fr Anthony at the Sunday Masses on 16th September. The meeting agreed that the small number of Eucharistic Ministers who were unable to be present on 16th Sept would be invited to a further commissioning/re-commissioning ceremony – the meeting provisionally set the date for Sunday 13th January. Nb. All Eucharistic Ministers should be re-commissioned every two years.

Action: Jack and Paul to liaise with Fr Anthony on the date for commissioning/re-commissioning of Eucharistic Ministers

A date for a retreat for all Eucharistic Ministers is yet to be decided/agreed.

Action: Colin and Melly would be asked to contact all the parish readers to agree a date for commissioning. The meeting had previously agreed that a Sunday Mass in mid February 2008 would be a suitable time for commissioning. As with Eucharistic Ministers, an annual retreat should be attended by all Ministers of the Word. Ideally, Eucharistic Ministers and Ministers of the Word would attend the same retreat.

Note 1. All Ministers of Music (musicians and singers) should also be commissioned. At a previous meeting the Liturgy Group decided that consultation with the musical groups co-ordinators would be the best course of action ahead of deciding a date for commissioning. All Ministers of Music should attend an annual retreat with other Ministers within the parish.

4. Exposition of the Blessed Sacrament - 2008

Following a request from Fr Bruce Barnes (pastoral area co-ordinator) to provide Exposition of the Blessed Sacrament more frequently, the meeting agreed that the parish would aim to have one evening every two months in 2008 for Exposition of the Blessed Sacrament. A Taize evening would complement Exposition.

Action: Liturgy Group to agree dates for Exposition and Taize evenings at the next meeting.

5. Developing a More Inclusive Parish – Next Liturgical Year

The meeting agreed that after Easter, subject to Fr Anthony's availability, one morning Mass every week would be changed to an evening Mass

Action: Fr Anthony to decide availability and day of the week

The meeting decided that discussion on ideas for other events in the new liturgical year should be held over until 2008.

6. Date of Next Meeting

The date of the next meeting of the Liturgy Group is Thursday 24th January at 8pm in the Dominic Barberi Room.

7. Agenda for Meeting on 24th January 2008

- Action Points from November Meeting
- Ash Wednesday, Lent Themes, Stations of the Cross and Easter Planning
- Mass Attendance Survey
- House Groups/Prayer Groups
- International Mass 2008
- Date of Next Meeting

Notes from the Liturgy Group meeting held on Thursday 24th January 2008.

1. Actions from Last Meeting

Jack updated the meeting on progress with the re-design of the Advent Room layout. Drawings/plans of the new layout will soon be available for parish comment and PPC approval.

Christmas arrangements went well. The meeting agreed that the numbers of people attending Mass on Christmas Day seemed to exceed those of recent years. The meeting recorded their thanks to all who were involved with Christmas planning and implementation. The following learning points were noted:

- Ensure that changes made to 'traditional' events are communicated to all those who will be directly involved
- Ensure that Fr Anthony receives all help possible from the parish when planning Penitential Services. Note: the next parish Penitential Service (Lenten) will be held on Wednesday 19th March at 19:30.

Action: Ken to discuss with Fr Anthony what help he needs in planning the Lenten Penitential Service – including what musical arrangements will be required (top and tail?). Ken will circulate Fr Anthony's needs to the Liturgy Group (+ Steve)

The meeting agreed that Sunday 24th February should be the date for commissioning/re-commissioning Eucharistic Ministers who were unable to attend in September 2007.

Action: Jack and Paul to liaise with Fr Anthony on the commissioning arrangements for 24th February

Action: Jack and Melly to contact readers at all Masses to agree a suitable date for all the parish's readers to be commissioned.

Action: Steve to organise a suitable date (suggested early April) to commission all the parish's musicians

Action: Jack and Paul to find the appropriate commissioning text for readers and musicians

The meeting suggested the evening of Wednesday 2nd April (subject to Fr Anthony's availability and agreement) as a suitable date for the Exposition of the Blessed Sacrament and a Taize evening.

Action: Ken to discuss Exposition and Taize dates with Fr Anthony. **Ken** to feedback dates and musical needs to Fran and Steve

Action: Ken to discuss with Fr Anthony opportunities to change one morning Mass to an evening Mass every week after Easter

2. Planning for Ash Wednesday and Lent Easter 2008

The meeting discussed a number of issues relating to Lent and Easter. The following action points were agreed:

Action: Steve to liaise with Fran on arrangements for music on Ash Wednesday

Action: Ken to discuss with Fr Anthony whether sprinkling holy water at the Masses on the First Sunday in Lent would be appropriate

Action: Melly to arrange groups to read the Stations of the Cross on each of the Sunday's in Lent. **Pat** to ask Jane to include the dates of Station of the Cross in the parish newsletter

3. Planning for Holy Week 2008

The meeting briefly discussed planning for Holy Week. The following actions were agreed:

Action: Joan and Melly to arrange the (09:00) readings and readers for Palm Sunday and the Easter Triduum

Action: Colin Forrestal to arrange the (11:00) readings and readers for Palm Sunday

Action: Melly to arrange the (17:00) readings and readers for Palm Sunday

Paul confirmed that arrangements for altar servers during Holy Week were in hand.

The meeting agreed that the following Easter item should be discussed at the next meeting in February:

- Holy Thursday – washing of feet

4. Mass Attendance Survey

Norma showed the meeting a provisional Mass attendance survey proforma which has been designed to understand the reasons why our parishioners choose to attend a particular Mass on Sundays (eg. 09:00 or 11:00 or 17:00). The survey would be distributed to every parishioner attending Mass on Sunday 10th February.

Parishioners would be encouraged (by Fr Anthony) to complete the form and return it to collectors before leaving the church. The results of the survey will help in identifying what (if any) changes parishioners would like to see at each of the Masses in the future.

The meeting congratulated Norma on a well thought out form and suggested some minor changes to the proforma eg. adding the OLOP & Blessed Dominic Barberi header to the form. The meeting agreed that a minimum of three people will be required at each Mass to distribute/collect the forms.

Action: Norma to co-ordinate arrangements for the survey and to ask Jane to add the OLOP & Blessed Dominic Barberi header to the survey form and suggest any improvements to the layout of the questions

Action: Jane to print approximately 500 survey forms in time for the Masses on Sunday 10th February - once the layout has been finalised with Norma

5. House Groups/Prayer Groups

The meeting was updated on recent developments that would introduce house/prayer groups into the parish. The Liturgy Group may have a role to play in assisting house/prayer groups by offering liturgical advice –any role(s) should become clearer once the house/prayer groups have been established. The meeting noted that James Harrison has been invited to a parish meeting on Monday 28th January to speak about the practicalities of setting up house/prayer groups and the connection/link between ‘public’ prayer and house group prayer meetings.

Action: The meeting agreed to retain house/prayer groups as an agenda item for the time being

Note: Notes on house/prayer groups from the PPC meeting on 17th January are attached to the end of this document

6. International Mass 2008

The meeting provisionally agreed that Pentecost Sunday (11th May) would be the preferred date for an International Mass in the parish.

Action: The meeting agreed that this item to be retained on the meeting agenda until planning is completed

7. Any Other Business

The following items were also discussed at the meeting:

Pat showed the meeting a recently produced booklet from the Catholic Truth Society on the life of Dominic Barberi. The meeting agreed that this would be an item of interest to many of our parishioners.

Action: Pat to ask Jane to order approximately 50 booklets (exact number depends on the discount available) from CTS

The meeting noted that participants in the Good Friday Walk of Witness could be invited to hospitality in our parish. Jack would be attending the area CTEER meeting on Friday 25th January.

Action: Jack to feedback the CTEER decisions on the Walk of Witness to the meeting

The meeting agreed that adding 'common' and/or 'popular' prayers to the Liturgy Group folder would be a good idea – this should include Fr Anthony's special grace. The meeting also agreed that the title of the Liturgy Folder be changed to better reflect the contents.

Action: Ken to add the words of 'popular' prayers to the Liturgy Group folder and talk to Fr Anthony to record the words he uses for his special grace

Action: Ken to change the name of the Liturgy Group Folder to 'Our Parish'

During recent years the way in which the 2nd collection is collected has varied in the parish. The meeting had been asked if the current method was best and whether any changes were required.

Action: Ken to discuss with Fr Anthony the different ways in which the 2nd collection could be made. **Ken** to feedback Fr Anthony's thoughts to the meeting

The meeting agreed that Colin be invited to the next meeting to discuss thoughts on the Reflections page of the parish website and to take part in a wider discussion about communications within the parish eg. how to encourage more people to join parish groups.

Action: Ken to invite Colin to the February meeting

8. Date of Next Meeting

The next meeting dates are:

- Thursday 21st February at 8pm in the Dominic Barberi room
- Thursday 27th March at 8pm in the Dominic Barberi room

9. Agenda for Meeting on 21st February 2008

- Action Points from January Meeting
- Easter Planning
- Parish Communications
- House Groups/Prayer Groups
- International Mass 2008
- Any Other Business & Date of Next Meeting

Addendum to the Notes of the Liturgy Group Meeting (24/01/2008)

Notes on House Groups from the PPC Meeting – 17th January 2008

- Tuesday 22nd January – prayer evening in the church to pray for house groups and their development/structure
 - Monday 28th January – James Harrison to give a talk on the practicalities of setting up house groups and the connection/link between ‘public’ prayer meetings and house group prayer meetings
 - Prayer meeting in the church every 4th Tuesday in the month
 - House groups to be set up soon – the number of groups will depend on the number of people ‘volunteering’ to take part. Melly is currently collecting the names of people in the parish who would be prepared to be involved in house groups and would be prepared to host a house group
 - Ideally a house group(s) would meet weekly or fortnightly and then groups would come together for the prayer meeting in the church (4th Tuesday in the month)
 - A house group would consist of approximately 10-12 people
 - Not yet decide how much independence - or alternatively, direction - a house group(s) would or should need. There may be a necessity at some point in time to ask someone to move from an existing house group to help facilitate or set-up another house group
 - Not yet clear whether house groups would be prayer-based or scripture-based or a combination of both. Also not clear whether this should be allowed to evolve or be directed
 - House groups should be ‘rooted in prayer and growing in grace’
- Liturgy Group may be involved in assisting in the ‘setting’ of guidelines/advice to house groups on the structure/content/format of their meetings

Notes from the Liturgy Group meeting held on Thursday 21st February 2008.

1. Actions from Last Meeting

Parish Lenten Penitential Service:

The general arrangements for the parish Lenten Penitential Service (Wednesday 19th March at 7:30pm) have been agreed with Fr Anthony and are as follows:

- Confessions to be heard by Fr Anthony and visiting priests at the same time as readings and reflections are read by lectors. The musical arrangements following each reading/reflection have been agreed by Joan and Fran with Fr Anthony.
- Fr Anthony and the visiting priests, when hearing individual Confession, will be seated in the Dominic Barberi room, the Advent room, the Sacristy and in the Confessional.

Action: Joan to agree the number of readings/reflections at the parish Lenten Penitential Service with Fr Anthony; and **Joan** to arrange readers

Commissioning/re-commissioning Ministers:

Sunday 9th March has been agreed with Fr Anthony as the date for commissioning/re-commissioning Eucharistic Ministers who have not yet been commissioned/re-commissioned.

Commissioning dates for readers and musicians have not yet been agreed. An appropriate commissioning text is required for readers and musicians.

Action: Jack and Melly to contact readers at all Masses to agree a suitable date for all the parish's readers to be commissioned.

Action: Stephen to organise a suitable date (suggested early April) to commission all the parish's musicians. **Stephen** to email the date to Ken.

Action: Jack to ask Paul Inwood for advice on a commissioning text for readers and musicians.

Exposition of the Blessed Sacrament & Evening Mass

Fr Anthony agreed that Exposition of the Blessed Sacrament should be celebrated on the first Friday of every month – starting on Friday 4th April. Exposition would start at 18:30 and be followed by Mass at 19:30.

Fr Anthony agreed that, after Easter, Friday Mass every week would be changed from a morning Mass to an evening Mass – Mass will start at 19:30.

Taize Evening

A monthly Taize evening is unlikely to be feasible due to the number of musicians required to be involved and the associated time needed to practise.

Action: Joan & Fran to agree a suitable frequency for Taize evenings (three, possibly four per year?) and report back to the March meeting of the Liturgy Group

Planning for Ash Wednesday and Lent 2008

All actions complete

Fr Anthony suggested that sprinkling holy water should take place more often at Mass; Fr Anthony will consider dates and occasions that are appropriate

Planning for Holy Week 2008

The start times for Mass during Holy Week were agreed as follows:

- Holy Thursday – 8pm
- Good Friday – 3pm
- Easter Vigil – 8pm

Action: Joan, Colin and Melly to arrange readers for the 09:00, 11:00 and 17:00 Masses, respectively, on Palm Sunday.

Action: Joan and Melly to arrange readers for Holy Thursday, Good Friday and the Easter Vigil. **Melly** to arrange Eucharistic Ministers for each of these three days.

Fr Anthony agreed that 12 parishioners should have their feet washed on Holy Thursday. These parishioners would be asked to sit on reserved seats around the church (seats would be reserved at the end of a pew). Altar servers, led by Paul, would assist Fr Anthony as he moved around the church.

Action: Paul to agree arrangements for Washing of Feet with Fr Anthony.

Action: Ken to forward a proforma asking for volunteers for Washing of Feet to Jane.

Action: David to make the arrangements for providing and lighting the fire for the Easter Vigil.

Action: Paul to agree with Fr Anthony the arrangements for moving parishioners to and from the Easter Vigil fire. Paul to make an announcement from the lectern, before the fire is lit, informing parishioners of the best/safest way to move in and out of the church.

Action: David and Paul to consider a contingency plan for the Easter Vigil fire in the event of bad weather preventing the fire from being lit outside the church.

Mass Attendance Survey

The distribution and collection of forms for Mass Attendance Survey was successfully completed at all Masses on Sunday 10th February. The majority of parishioners (approx 300+) completed a form.

Action: Norma to compile the results and bring them to the next Liturgy Group meeting in March – for analysis and discussion on what actions might follow.

Home Groups

The meeting noted that home groups were now being held.

International Mass 2008

The meeting agreed that Pentecost Sunday (11th May) will be the date for an International Mass in the parish.

Action: Liturgy Group to discuss the arrangements for an International Mass at their next meeting.

Action: Joan and Fran to consider musical arrangements for an International Mass.

Other Action Points from the Liturgy Group Meeting in January

Dominic Barberi books are on display and for sale in the Advent Room

The Liturgy Group folder has been re-named 'Our Parish'. Basic prayers, Fr Anthony's special grace and other sections have been added to the folder.

The PPC agreed that all second collections would now be retiring collections.

The opportunity to offer hospitality in the parish following the Walk of Witness on Good Friday is yet to be confirmed.

Action: Jack to advise the parish (newsletter?) if hospitality is to be offered by the parish following Good Friday's Walk of Witness.

Colin had been invited to the meeting to discuss thoughts on the parish website and communications within the parish. Unfortunately, Colin was unable to attend.

Action: Ken to agree a new date with Colin.

2. Easter Planning

All Easter planning arrangements were covered in the 'Actions from Last Meeting' section above.

3. Parish Communications / Parish Website

A discussion on the wider issues of parish communications and the parish website will be held over to a future date because Colin Forrestal was unable to attend the meeting.

The meeting agreed that a wider cross-section of the parish should be involved in Liturgy Group meetings. Norma informed the meeting that a number of ideas and suggestions may come from parishioner's comments in the Mass Attendance Survey. A number of parishioners had added their name/email address to the survey to say that they would be interested in becoming more involved with parish events. The meeting agreed that these parishioners should be invited to join the Liturgy Group. If this proved unsuccessful in boosting the meeting numbers, some form of 'advertising' within the parish could be instigated. The meeting was also reminded that one of the original aims of the Liturgy Group was to invite a representative from each of the various parish groups to attend the Liturgy Group meeting (over a period of a year or so) to discuss what their group does and their ideas and thoughts on any changes they might want within the parish.

Action: Norma to contact/email those parishioners who expressed an interest (Mass Attendance Survey) in becoming more involved in parish affairs and invite them to join the Liturgy Group

4. Home Groups Update

Covered in the 'Actions from Last Meeting' section above.

5. Parish International Mass 2008

Covered in the 'Actions from Last Meeting' section above.

6. Any Other Business

The meeting agreed that providing Laudate music/song books for all parishioners at the 09:00 and 11:00 Masses would be expensive. The meeting agreed that the results from Mass Attendance Survey should reveal the thoughts of parishioners on musical content. This should be discussed at the next Liturgy Group meeting and if there seemed to be a need for a large number of books to be purchased this should then be referred to the parish Finance Committee.

Action: Fran and Joan to find out the cost of purchasing a Laudate book and any discounts for bulk purchase.

7. Date of Next Meeting

The date of the next meeting is Thursday 27th March at 8pm in the Dominic Barberi room.

8. Agenda for Meeting on 27th March

- Action Points from February Meeting
- Review of Lent, Palm Sunday & Holy Week
- International Mass 2008
- Any Other Business
- Date of Next Meeting

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 27th March 2008.

1. Actions from Last Meeting

Parish Lenten Penitential Service

The parish Lenten Penitential Service on 19th March went mainly to plan. The meeting recorded their thanks to all those involved in organising the event and arranging the music, singing and the readings. The meeting agreed that two areas of organisation needed to be looked at for the next Penitential Service, namely:

- There is a need to plan, in advance, the general arrangements for opening and closing the church, arranging seating, laying out vestments for visiting priests etc.
- Further review of the seating arrangements for visiting priests hearing individual confessions

Commissioning/re-commissioning Ministers

Commissioning dates for readers and musicians have not yet been agreed. Ken had sent a copy of a commissioning text (capable of being adapted for readers and musicians) to Jack and Paul for consideration.

Action: Jack and Melly to contact readers at all Masses to agree a suitable date for all the parish's readers to be commissioned.

Action: Stephen to organise a suitable date to commission all the parish's musicians. **Ken** to contact to Stephen for an update on progress.

Action: Jack to ask Paul Inwood for advice on a commissioning text for readers and musicians.

Exposition of the Blessed Sacrament & Evening Mass

Exposition of the Blessed Sacrament will take place every Friday evening starting on Friday 11th April. Exposition will begin at 18:30 and will be followed by Mass at 19:30 (Nb. Friday morning Mass will now be changed to an evening Mass).

Opportunities to continue Exposition after Mass and /or start earlier in the day (perhaps using a rota for adoration) will be considered in the future.

Taize Evening

A monthly Taize evening is unlikely to be feasible due to the number of musicians required to be involved and the associated time needed to practise.

Action: Joan & Fran to agree a suitable frequency for Taize evenings (three, possibly four per year?) and report back to the 1st May meeting of the Liturgy Group

Planning for Lent, Palm Sunday and Holy Week 2008

The meeting recorded their thanks to all those who had been involved in the planning and organising of all the events from Ash Wednesday through to the Easter Vigil – all of which had been largely successful. The meeting noted that, as in past years, the management and carrying-out of tasks rested with a relatively small number of people within the parish; and that there was a real need to find a way of involving more people to share the load as well as bringing fresh ideas. One way to do this might be to ‘recruit’ parishioners who had expressed an interest (via the Mass Attendance Survey) in volunteering to help in the parish.

The meeting noted that there were a number of opportunities to manage/improve/change events and actions for Lent/Holy Week 2009. These included (not an exhaustive list):

- Do we need a rota for people to continue adoration of the Blessed Sacrament after evening Mass on Holy Thursday; and should people be ‘allowed’ to continue adoration after midnight (Nb. Church liturgy says that *‘there should be no solemn adoration after midnight’*)?
- Can the physical placement of people who volunteer for Washing of Feet be improved?
- What type of layout/arrangement should we have for the crucifixion garden in the Advent Room?
- Could readers/speakers for the long Gospels on Palm Sunday and Good Friday be individuals from within the congregation (eg. they get up and speak from the aisle and then sit down again)?
- How best to co-ordinate the readings with music for the Children’s Service?
- How best to clear the way for the priest from the fire in the garden through to the altar on the evening of the Easter Vigil (perhaps the acolytes could do this)?

The meeting concluded that experiences over the previous few weeks had shown that there was a need for an overall co-ordinator for those parish events that are different from ‘normal’ Sunday Mass eg. Penitential Services, Christmas, Ash Wednesday, Lent, Palm Sunday, Holy Week, International Mass etc.

The overall co-ordinator would be someone from within the parish and, in effect, be the **event manager** for a particular event.

The event manager would have overall responsibility for ensuring that parishioners/groups were aware of the event and their responsibilities for delivering certain activities/actions. The event manager would need to co-ordinate with the priest and with Jane in the office.

A checklist would also be required for each event which could be updated by each event manager based on their experience of managing a particular event.

The Liturgy Group would be responsible for seeking out an event manager as far in advance of an event as seemed practicable to the Group. Events management would become a standing item on the Liturgy Group meetings agenda.

The meeting thought it desirable that the same person should not be asked to oversee all of the parish events ie. the idea being to develop a pool of 5 or 6 people (more would be better) who would take it in turns to manage events.

Action: Each member of the Liturgy Group to send to Ken a list of all the events throughout the liturgical year that he/she thought needed to be 'event managed'

Mass Attendance Survey

The analysis of the Mass Attendance Survey is proving to be more complex than originally envisaged. The findings of the survey will be circulated as soon as the analysis is complete so that a discussion can be initiated by the Liturgy Group on what actions might follow.

Action: Norma to circulate the findings of the survey once the analysis is complete.

Action: Norma to contact/email those parishioners who expressed an interest (Mass Attendance Survey) in becoming more involved in parish affairs and invite them to join the Liturgy Group

International Mass 2008

The meeting discussed the various merits of holding the International Mass at either the 11:00 or the 5pm Mass on Pentecost Sunday (11th May). The meeting agreed that the 'casting vote' should go to Fr Anthony. The meeting agreed that this Mass was one that should be designated an 'event' and therefore required an event manager. The meeting agreed that Jack should be asked to co-ordinate this event.

Action: Ken to ask Fr Anthony to select his choice of time for the International Mass (nb. Fr Anthony selected the 11:00 Mass).

Action: Ken to ask Jack to be the event manager for the International Mass once the time had been agreed with Fr Anthony (now agreed as 11:00 Mass).

Other Action Points from the Liturgy Group Meeting in February

The meeting agreed that the invitation to Colin Forrestal to attend the Liturgy Group meeting, to discuss thoughts on the parish website and communications within the parish, would have to be delayed due to a crowded agenda over the next couple of months.

A supply of Laudate hymn books for the parish would be beneficial provided the cost was not excessive (the Financial Committee to be the final arbitrator of value for money)

Action: Fran and Joan to find out the cost of purchasing a Laudate book and any discounts for bulk purchase

2. Review of Lent, Palm Sunday and Holy Week 2008

The reviews of Lent, Palm Sunday and Holy Week were covered in the 'Actions from Last Meeting' section above.

3. Parish International Mass 2008

The International Mass planned for 11th May (Pentecost Sunday) was covered in the 'Actions from Last Meeting' section above.

4. Any Other Business

4.1 Paul shared a hard copy of the *Altar Servers' Notes for the Easter Triduum* with the Group – these will now be added to the 'Our Parish' folder.

Action: Paul to forward an electronic copy of the Altar Servers' Notes to Ken for inclusion in the electronic version of the 'Our Parish' folder

4.2 The meeting recognised that most readers in the parish had not received any guidance on how/when to approach the lectern, when to bow etc. One of the results of this was that readers of the 1st reading were not always sure whether the 2nd reader was actually going to read the 2nd reading. This has led, on some occasions, to an embarrassing delay that did not maintain the reverence or continuity that should be properly accorded to receiving the Word of God. The meeting agreed that a checklist for all parish readers would be helpful and should resolve the continuity issue.

Action: Pat to draft a copy of a checklist for readers and circulate to the Liturgy Group members for comment

4.3 The meeting noted that the Rosary is now prayed before each weekday morning Mass

4.4 The meeting noted that the annual visit of Bishop Crispian to the parish will be on Sunday 9th November (Remembrance Sunday). A yet it is not known which Mass Bishop Crispian will be leading. This is an event that will require 'event managing'.

5. Date of Next Meeting

The dates of the next meetings are:

- Thursday 1st May at 8pm in the Dominic Barberi room
- Thursday 29th May at 8pm in the Dominic Barberi room

6. Agenda for Meeting on Thursday 1st May 2008

- Action Points from March Meeting
- Update on Planning for International Mass 2008
- Mass Attendance Survey
- Parish Events to be 'Event Managed'
- Any Other Business
- Date of Next Meeting

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 1st May 2008.

1. Actions from Last Meeting

Commissioning/re-commissioning Ministers

Commissioning dates for readers and musicians have not yet been agreed. The Group agreed that a parish Readers' Day should be held prior to commissioning readers.

Action: Ken to contact Steve for an update on progress with commissioning of parish musicians.

Action: Ken to circulate a copy of the provisional commissioning text.

Action: Jack & Joan to work together on a timetable and format for a parish Readers' Day – aiming for a date before the end of June. The Readers' Day should include the opportunity to share and implement the readers' checklist.

Taize Evening

The frequency of parish Taize evenings will be decided on an 'as and when' basis.

Event Management

The Group agreed that the Feast Day for the Blessed Dominic Barberi should be added to the list, compiled by Pat, detailing the liturgical days requiring event management. Nb. The full list is attached as an Annex to these notes.

Mass Attendance Survey

The Group discussed the summary of the parish Mass Attendance Survey and agreed the following actions:

- The summary should be shared with parishioners with a copy also being placed on the parish website.
- The next Liturgy Group meeting would discuss the 'singular' ideas and comments from the Survey.

Action: Liturgy Group to comment on the format of the Survey summary before Ken asks Jane to print copies for parishioners.

Action: Ken to ask Colin to place a copy of the agreed Survey summary on the parish website

Action: Norma to contact those parishioners who expressed an interest (Mass Attendance Survey) in becoming more involved in parish affairs and invite them to join the next meeting of the Liturgy Group to discuss the Survey replies.

International Mass 2008

The planning for the International Mass was reported as being on track for the 11:00 Mass on Sunday 11th May.

Other Action Points from the Liturgy Group Meeting on 1st May

The scope of the project to purchase Laudate hymn books for the parish has been widened to look at various other forms of communicating and sharing music in the parish. Fran and Joan will report back to the Group when there is news to share.

The Group thanked Pat for producing a draft version of a Readers Checklist for parish readers. Pat has included the various comments from the Group and a final version has been produced and agreed by the Group. The Checklist will form part of the planned Readers' Day.

2. Update on Planning for the International Mass

The planning update is covered in the 'Actions from Last Meeting' section above.

3. Mass Attendance Survey

Actions relating to the Mass Attendance Survey are covered in the 'Actions from Last Meeting' section above.

4. Parish Events to be Managed

The list of parish events to be 'event managed' is covered in the 'Actions from Last Meeting' section above. See also Annex 1.

5. Any Other Business

5.1 The meeting noted that the annual visit of Bishop Crispian will be on Sunday 9th November (Remembrance Sunday) and that he will be leading the 09:00 Mass.

5.2 The meeting discussed Readers and Ministers at parish Baptisms and Weddings, commenting that on some occasions Readers and Ministers were family members and not always aware of Catholic liturgy/tradition. The Group agreed that Readers and Ministers at weddings and baptisms can be family members provided that those chosen understood and followed Catholic guidelines eg. Ministers should be 'qualified' to minister; Readers should be capable of public speaking and reading the Word of God to the congregation with due reverence.

5.3 The Group confirmed that prior to every Baptism, the parents/guardian of the child receiving the Sacrament must attend the parish Baptism Course (2 x 1 hour sessions) even if they had previously attended the Course for an older child.

5.4 The meeting noted that Peter Hobbs had contacted the Group to say that he was unable to continue as a member of the Liturgy Group due to personal and parish commitments. The Group thanked Peter for his previous contributions.

6. Date of the Next Meeting

The date of the next meeting is:

- Thursday 5th June at 8pm in the Carl Barton room

7. Agenda for the Meeting on Thursday 5th June 2008

- Action Points from 1st May Meeting
- 'Singular' Ideas and Comments from the Mass Attendance Survey
- 'Our Parish' folder
- Any Other Business
- Date of Next Meeting

Annex 1

List of Parish Liturgical Days Requiring Event Management

Children's service Christmas Eve (whatever form that takes)

Midnight Mass at Christmas

Ash Wednesday (25th February 2009)

Palm Sunday – one for each Mass (29th February 2009)

Maundy Thursday (9th April 2009)

Good Friday – Children's service and 3pm service (10th April 2009)

Easter Vigil (evening of 11th April 2009)

Pentecost (31st May 2009)

International Mass – or other special Mass

Corpus Christi (if a procession is planned – 14th June 2009))

Feast of the Blessed Dominic Barberi (26th August 2008)

First Communion Mass – in association with catechists

Confirmation - in association with catechists

Penitential services - Christmas and Easter

Scouts' Church Parade – may be Scout Leader (9th November 2008)

Bishop's visits (9th November 2008)

Any event involving several priests

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 5th June 2008.

1. Actions from Last Meeting

Commissioning/re-commissioning Ministers

The Readers' Day has been arranged for Saturday 21st June and will be led by Fr Alan Griffiths. The Group thanked Joan and Jack for their organisation of the event. Following the Readers' Day, planning for the commissioning of readers could begin.

There had been no progress on the commissioning date for musicians. Steve Butler had recently written to say that there was little enthusiasm for commissioning among the 11:00 musicians. The Group agreed that either both groups of musicians (09:00 and 11:00) should be commissioned or that neither should be commissioned. Fran and Joan agreed to review the level of interest among all musicians and determine what, if any, actions should be taken.

Ken had previously circulated a copy of a provisional commissioning text to the Group.

Action: Fran & Joan to review the level of interest for commissioning among all the parish musicians and determine what, if any, action should be taken. Fran and Joan to report back their findings to the Liturgy Group.

Mass Attendance Survey

The summary of the parish Mass Attendance Survey had been printed and copies placed in the Advent Room for parishioners to read. A notice had been placed in the newsletter informing parishioners. The summary had also been sent to Colin so that he could place the information on the parish website. To date, the summary has not yet appeared on the website.

Norma had widely circulated an invitation to the parish to attend the Liturgy Group meeting to discuss the 'singular' comments and ideas arising from the Survey. Because of a number of other events being held on the same evening as this Group meeting, only a small number of parishioners could join the meeting.

Action: Ken to remind Colin to place the copy of the parish Mass Attendance Survey summary on the parish website.

2. Mass Attendance Survey ‘Singular’ Ideas and Comments

Each of the ‘singular’ ideas and comments from the parish Mass Attendance Survey was discussed and, where thought appropriate, an action was agreed.

The list of the ‘singular’ comments is attached as Annex 1. The list of actions is attached as Annex 2.

3. ‘Our Parish’ Folder

Due to time constraints, this item was postponed until the next meeting.

4. Any Other Business

There was no other business.

5. Date of the Next Meeting

The date of the next meeting is:

- Thursday 21st August at 8pm in the Dominic Barberi Room

6. Agenda for the Meeting on Thursday 21st August 2008

- Action Points from 5th June meeting
- New Liturgy Group Co-ordinator
- Minimum age for children reading at Mass in our parish
- ‘Our Parish’ folder
- Any Other Business
- Date of Next Meeting

Annex 1 - Individual Ideas/Thoughts/Replies from the OLOP Mass Attendance Survey

Mass/Homily/Prayer

Silence before Mass to prepare / Silence after Mass – talking in DB or Advent room
Keep it religious and simple ... Less uniformity ... Lots of different things
Evening Masses
Same priest ... Like the priest
More upbeat sermons ... Shorter sermons
Lay input in preaching ... Personal witness ... Guest speakers
Mass before the sermon so we can leave if we don't want to listen
Focus on each bidding prayer, why it is said and what it means
Charismatic prayer ... No prayers for soldiers as upsets pacifists
More people praying / Freedom of congregation to participate in bidding prayers
Less participation/responsiveness of congregation
More prayer time / Church open for private prayer
Stations of the Cross on Sunday afternoons
Less notices from the altar / No conflicting announcements after Mass

Baptisms

Baptisms during Mass ... Baptisms should be once or twice a year or not during Mass
Less hesitant Baptisms

Confession

More available confession ... Set confession times without appointments
More times for penitential service / General confessions

Music

More songs and longer Masses ... Too much singing
More traditional hymns ... New hymns ... More jollier songs
More up-to-date music
Hymn numbers should be put on the boards
Need words for hymns to be bigger/higher eg. on lower part of ceiling
Children's Choir / Lots of singing and children happy

Children/Youth

Re-instate Children's Mass on Christmas Eve
Sunday school at 5pm Mass
Have soft toys for children / Meet more children / My children to stop fidgeting
Better connections with the youth / Young people to be involved
Social events for young people / Youth Masses / Teenage children's liturgy
No scouts in church as they are a reminder of indoctrination

Teaching

Explore a bible topic (over several weeks)
Inspiring programme focusing on the meaning of Mass
Information on Catholic teachings
Guidance on prayer and meditation

Communications

Name badges

Notes explaining the readings

Have pictures / Holy videos (images) in relation to readings

Better communications about different groups in the parish

Knowledge of parish vision

Advertise the parish website more

Lost sheep should be welcomed back / Welcoming all into the parish

Parish Community Activities

Outreach activities eg. disadvantaged/homeless

Daytime events for senior citizens/housebound

Participation restricted due to no transport

Home communion services

Parish pilgrimages

Organisation

Regular altar servers

Need more Eucharistic ministers

Return of children from liturgy is off-putting

Closed collection bag for 2nd collection / retiring collection

Have Charismatic Renewal involvement

Have training for organisers

Other Categories

Benches are fixed and restrictive

Communion to be given to non-Catholics

Enjoy the community spirit / Involvement of different people helping

Value all aspects of the parish community (doers and non-doers)

More miracles

Lots of people

No change

Annex 2 - OLOP Mass Attendance Survey – Individual Ideas/Replies

(These are the ideas and replies, considered suitable for development, following discussion at the Liturgy Group meeting on 5th June 2008)

The Idea/Reply	The Opportunity	Who should move this forward
Silence before and/or after Mass – talking in DB or Advent room	Quiet rather than silence may be achievable for those who want to pray; but also do not want to discourage parishioners from greeting each other	Liturgy Group to consider the practicalities of this opportunity at a future date
Lay input into preaching/personal witness/guest speakers	Has been tried in the parish in the past with mixed success – need to ensure that preaching is relevant and not over long	Liturgy Group to discuss with Fr Anthony
Focus on each bidding prayer – why it is said and what it means	Assumed to mean significant pause after each prayer	Will be incorporated into Readers' Day on 21 st June
Freedom of congregation to participate in bidding prayers	Already in place at Friday evening Mass – could be extended to weekend Masses but need to be aware of logistics eg. making sure all congregation can hear	Liturgy Group to discuss bidding prayers in general with Fr Anthony
Stations of the Cross to be said on Sunday afternoons in addition to Lent	Could be tried to establish the level of interest	Liturgy Group to discuss
Baptisms should be once or twice a year or not during Mass	Considered appropriate that Baptisms should be at Mass but appreciate that families want an individual Baptism for their child and that 11:00 Mass has a lot of Baptisms during the year	Baptism Group to discuss with families asking for Baptism - to encourage joint Baptisms at Mass
More songs/too much singing/more traditional hymns/new hymns/more jollier songs/more up-to-date music	Songs/hymns/music should be appropriate to the occasion	Musicians to consider new musical opportunities for Mass with Fr Anthony
Hymn numbers to be put on the board/need for words to hymns to be bigger/higher	Need to ensure that wherever possible all the congregation can read the words of the hymns	Musicians to optimise the display of words to hymns
Establish a youth/children's choir	An idea that could be tried - would first need to understand the level of interest and commitment from youth/children	Musicians in conjunction with Helena to consider whether the opportunity is realistic

The Idea/Reply	The Opportunity	Who should move this forward
Re-instate Children's Mass on Christmas Eve	Depends on availability of the priest and liturgical rules	Liturgy Group to discuss as part of Advent/Christmas planning
Have soft toys for children/my children to stop fidgeting/more connections and involvement with/for the young	Recognised that many children are easily distracted during Mass – parish needs to help but also parents need to accept their responsibility to control the activities of young children during Mass	Welcome Group are looking at providing toys/reading materials for children
Social events for young people/youth Masses/teenage children's liturgy	Generally little interest from young people but a new group of youth in the parish may be interested in developing new ideas	Welcome group to look at ways to involve young people in new and existing parish activities
Explore a bible topic (over several weeks)/inspiring programme focusing on the meaning of Mass/information on Catholic teaching/guidance on prayer and meditation	Should be explored as a Pastoral Area activity rather than confined to the parish	Parish Pastoral Area representative to discuss at Pastoral Area meeting
Name badges	Mixed feelings – might be used on special occasions	Liturgy Group to consider what occasions might be suitable
Notes explaining the readings	Aware that some parishes do this already – would need an extra page in the newsletter or maybe a single page once a month	Liturgy Group to discuss with Fr Anthony and Jane
Have pictures/holy videos (images) in relation to readings	Should be considered for hymns and potentially for readings provided this is not distracting or detract from the Word of God – might use images before Mass	Liturgy Group to discuss opportunity and recommend what action (if any) should be taken
Better communications about different groups in the parish	Increasing knowledge and understanding of different groups in the parish may increase interest and membership	PPC have invited a number of parish groups to describe their activities in the parish newsletter during Fr Anthony's visit to Nigeria
Knowledge of parish vision	A new painting showing the parish vision in art form to be presented to the parish	Robyn to present the painting at all Masses on 8 th June

The Idea/Reply	The Opportunity	Who should move this forward
Lost sheep to be welcomed back/welcoming all into the parish	Welcome Back Weekend to be planned for this year in liaison with CTEER	Welcome Group to plan and organise in liaison with CTEER
Outreach activities for disadvantaged and homeless/daytime events for senior citizens/housebound	Many of these activities already exist – the challenge is to target and better communicate their existence	Parish and Pastoral Area groups to devise ways of communicating their activities more widely and at what level of frequency
Parish pilgrimages	This should be a Pastoral Area activity	Parish Pastoral Area representative to discuss at Pastoral Area meeting
Regular altar servers/more Eucharistic ministers/more readers	Rotas are regularly updated in the parish covering all Masses – the challenge is to ensure that when a server/minister/reader is unable to attend he/she must organise a substitute	Servers/ministers and readers to be reminded of their responsibility to organise a substitute server/minister/reader if he/she is unable carry out their obligation at Mass
Have Charismatic Renewal involvement/charismatic prayer	The parish has chosen the Life in the Spirit and Home Groups programme for renewal and prayer sharing	Future programmes to be considered on their merit by the Liturgy Group/PPC
Have training for organisers	Need to look at what training is needed in the parish and where appropriate training can be found at diocese and/or at pastoral area level	PPC to consider how a training programme might be developed in the parish – to ensure that group leaders have the tools and skills they need to best serve the parish and parishioners

OUR LADY OF PEACE & BLESSED DOMINIC BARBERI LITURGY GROUP

Notes from the Liturgy Group meeting held on Thursday 21st August 2008.

1. Actions from the Meeting held on 5th June

Commissioning/re-commissioning Ministers

There had been no further progress on the commissioning date for musicians. Joan confirmed that the musicians themselves had no apparent enthusiasm for commissioning and therefore it was decided that regrettably this initiative would no longer be pursued in the parish.

The parish Readers' Day held on 21st June was considered to be informative and successful although it was noted that several readers had been unable to attend. Further parish Readers' Days would need to be planned in the near future.

A date for commissioning readers has yet to be agreed with Fr Anthony.

Action: Jack to agree a date for commissioning readers with Fr Anthony.

Mass Attendance Survey

A copy of the parish Mass Attendance Survey summary has been placed on the parish website.

2. New Liturgy Group Co-ordinator

Ken had previously circulated, to the Group, the announcement that this would be the last meeting he would be able to attend due to personal circumstances. There is, therefore, a requirement for a new Liturgy Group Co-ordinator to be elected. The Group decided that the new co-ordinator should be elected at the next meeting. Ken agreed to write the notes from this meeting and forward an agenda to the Group for the next meeting.

3. Minimum Age for Children Reading at Mass in our Parish

Following the debate at the Liturgy Group meeting on the minimum age for readers in the parish at Sunday Mass (which included a letter and three emails from parishioners who were unable to attend the meeting), the following parish policy was formed:

- The minimum age for readers in our parish is 10 years old
- Exceptionally, readers might be younger – but must have successfully completed their First Communion
- Any child wishing to read, should himself/herself volunteer to a rota organiser ie. the child should not be volunteered by a parent or another person
- Before being accepted on to a reader's rota:
 - The reading capability of the child would be assessed by a parish panel in the church. The child is expected to demonstrate an understanding of what is being read in addition to being capable of reading to a public audience eg. voice intonation and projection, appropriate pauses etc
 - The rota organiser must be satisfied that the child will be fully supported by his/her parent(s)
 - The child will understand that it is necessary to prepare well in advance of the day of reading eg. preparation should include reading aloud the text to parents
- Feedback should be provided to the child on the day of reading eg. congratulating a good reading and suggesting improvements if required
- Rota organisers are responsible for ensuring that rotas are arranged in such a way that young readers are 'steered away' from particularly difficult readings
- Rota organisers are responsible for ensuring that young readers attend regular readers' training days either in this parish or in a neighbouring parish
- The policy on child readers in this parish becomes applicable from Sunday 30th November 2008

The policy on young readers does not have to be applied to a First Communion Mass or to a special Children's Mass/Service.

4. 'Our Parish' Folder

The meeting agreed that the Catholic Teaching chapters in the 'Our Parish' folder should be removed and placed in a separate folder. The 'Our Parish' folder would only contain information that is specific to this parish eg. various parish groups, how to book, how do I join . . ., who does . . ., etc. Ken agreed to separate the current 'Our Parish' folder into two folders.

The parish website also contains information about various procedures in the parish. The meeting agreed that the (two) folder(s) and the website should complement each other and to achieve this Ken would forward the electronic version of the folders to Colin so that he could create the appropriate synergy.

Action: Ken to divide the 'Our Parish' folder as agreed and send an electronic copy to the Liturgy Group and to Colin. Hard copies of the two folders would be placed in the Advent Room.

Action: Colin to add the two folders to the website and create an appropriate synergy between the folders and the website.

5. Any Other Business

Colin asked for opinions on the Reflections page on the parish website and ideas on how this might be improved.

Action: Colin to agree a date with the new Liturgy Group Co-ordinator to attend a future Liturgy Group meeting to discuss website opinions and ideas.

6. Date of the Next Meeting

The date of the next meeting is:

- Thursday 25th September at 8pm in the Dominic Barberi Room

7. Agenda for the Meeting on Thursday 25th September 2008

- Action Points from 21st August meeting
- Election of new Liturgy Group Co-ordinator
- Advent & Christmas planning
- Readers Refresher Training Courses
- Implementing agreed actions from the Mass Attendance Survey
- Any Other Business
- Date of Next Meeting