

Guidelines for the Production of Orders of Service for Single Occasions

The desire to aid people's participation and the advances in the technology available to parishes are two of the reasons why many communities are now producing their own leaflets for liturgies on a regular basis. These directives are intended for all who prepare leaflets for single occasions and the recommendations are based on both the requirements of the law and good pastoral practice and experience.

Purpose

The primary purpose of a people's leaflet is to aid and encourage full, conscious and active participation in the liturgy. A leaflet is only one of the ways to help the congregation's participation: thoughtful leadership by various ministers is more important and more effective.

Different occasions require different types of leaflets. A leaflet for the regular Sunday assembly may include the texts of hymns and the headings and references of the readings but would not include well known responses and texts.

At a wedding or a funeral where many are unfamiliar with the service the leaflet would include all the people's prayers and responses.

Those who are visually impaired or hard of hearing may be helped, for example, by larger print or orders of service with fuller descriptions or additional texts.

What to include

Outline

It may be helpful to give the service in outline at the beginning of the leaflet. A list of liturgical elements will give a clear visual idea of the structure of the liturgy. Headings for each major part (Liturgy of the Word), subheadings for the component parts (Gospel

Acclamation). Different sizes and styles (bold, italic, plain) can be used to indicate the importance of each part. This variation of typeface should also be used in the main part of the booklet so that the text clearly relates to the structure. Outlines of the liturgy are included in every recent liturgical book, some sample outlines have also been included on page 4.

Texts for the assembly

For occasions where a number of people are unfamiliar with the liturgy all the responses and texts of the assembly should be included (e.g. the Lord's Prayer, Preface Dialogue). Leaflets for a regular congregation would not normally include familiar texts and responses.

It is useful to include music for hymns, responses and acclamations. This not only helps people to follow music but also is a reminder of music's integral place in liturgy.

Explanation

To help people take part brief explanations may be included, e.g. The preparation for Communion has three main elements: the Lord's Prayer, the Sign of Peace and the Breaking of Bread.

Posture

Indications of when to stand, sit or kneel are a great help to people who may be unaccustomed to the celebration they are attending.

Clip Art

There is now clip art available both in books and on computer disks. Care should be taken that the art is appropriate to the liturgy and texts, and that there is a unity in the styles of art used.

What not to include

Liturgy is action, it is something that is done. Providing printed texts can never be an adequate substitute for properly training ministers and providing decent amplification system.

Presidential prayers should not normally be included: Opening Prayer, Prayer over the Gifts, the Eucharistic Prayer and Prayer after Communion.

For prayers that demand a response, the following may be included:

Opening Prayer

The opening prayer is concluded by Amen.

The texts of readings should not normally be included though the headings and the scripture references given in the Lectionary are useful.

Avoid anything that limits the choice of the one presiding. This will encourage the assembly to look and listen attentively.

Form of the texts

Any liturgical texts which are printed (e.g. Profession of Faith) must be taken exactly from the Roman Missal or other official liturgical books. This includes the wording, the punctuation, the setting out of the text in sense lines (short line lengths which facilitate the proclamation of a text with understanding), etc. Presentation is an integral part of the text and important in facilitating full participation. For this reason, it is unwise just to follow a booklet prepared for another occasion: check the official text.

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The following conditions are required to be met: the Order of Service is produced by the parish or community which will use it and not by a commercial publishing house; the name of the parish and the date of the event for which the edition has been prepared are to be printed on the front cover or first page of the booklet; the copies are not sold.

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Sample leaflet

Gloria

All sing



Opening Prayer

The opening prayer is concluded by Amen.

Liturgy of the Word

All sit

Reading

1 Kings 17: 17-24

Look, your son is alive

Psalm 29



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If scripture is, for some special reason, to be included permission needs to be obtained beforehand.

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FUNERAL MASS

INTRODUCTORY RITES

Greeting
Sprinkling with Holy Water
Entrance Procession
[Placing of the Pall]
[Placing of Christian Symbols]
Opening Prayer

LITURGY OF THE WORD

Reading
Responsorial Psalm
Gospel Acclamation
Gospel
Homily
General Intercessions

LITURGY OF THE EUCHARIST

Preparation of the Gifts
Eucharistic Prayer
Acclamations
Communion Rite
The Lord's Prayer
Sign of Peace
Breaking of the Bread
Communion
Prayer after Communion

FINAL COMMENDATION

[Words of Remembrance]
Invitation to Prayer
Silence
Signs of Farewell
Song of Farewell
Prayer of Commendation
Procession to the
Place of Committal

Outlines

CONFIRMATION

INTRODUCTORY RITES

Entrance Procession
Penitential Rite
Gloria
Opening Prayer

LITURGY OF THE WORD

Reading
Responsorial Psalm
Gospel Acclamation
Gospel

LITURGY OF CONFIRMATION

Presentation of Candidates
Homily
Renewal of Baptismal Promises
Laying on of Hands
Anointing with Chrism
General Intercessions

LITURGY OF THE EUCHARIST

Preparation of the Gifts
Eucharistic Prayer
Acclamations
Communion Rite
The Lord's Prayer
Sign of Peace
Breaking of the Bread
Communion
Prayer after Communion

CONCLUDING RITE

Blessing
Dismissal

GOOD FRIDAY

Opening Prayer
LITURGY OF THE WORD
First Reading
Responsorial Psalm
Second Reading
Gospel Acclamation
Passion according to St John
Homily
General Intercessions

Celebration of the Lord's Passion

VENERATION OF THE CROSS

Showing the Cross
Veneration of the Cross

HOLY COMMUNION

The Lord's Prayer
Communion
Prayer after Communion
Concluding Rite
Prayer over the People

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