

**PARISH PASTORAL COUNCIL
SAINT FRANCIS XAVIER CHURCH
CARBONDALE, IL
28 November 2005**

Goal: “To enhance and increase the meaningful involvement of more parishioners in the spiritual and social aspects of our Parish community.”

- 1. To improve adult religious education activities.**
- 2. To increase Mass attendance.**
- 3. To increase activities and attendance at activities.**
- 4. To improve communication between Parish leadership and the community.**

In attendance: Bob Bauman, Laura Butler, Nick Ferraro, Father Bob Flannery, Chuck Grace, Jack Hagan, Toni Intravaia, Sister Rosemary Henrichs, Laura Kidd, Margie Mitchell, Steve Schauwecker, Ed Varsa, Doris Weaver

Excused: Ben Balsano, Jane Boardman, Amber Crawshaw, Leslie Ferraro

- 1. Prayer/Reflection: Father Bob:** At 7:06 PM, Father Bob opened the meeting with a reading from the beginning of Mark’s Gospel. Reflection followed.
- 2. Call to Order/Roll Call:** Chair Laura Butler called the meeting to order.
- 3. Visitors :** None.
- 4. Approval of October 24, 2005 Minutes:** A motion was made by B. Bauman, and seconded by M. Mitchell, to approve the October 24, 2005 Pastoral Council Minutes. The minutes were approved as written by a voice vote.
- 5. Agenda Prioritization:** The report of the Youth Representative was moved forward. N. Ferraro reported the following:
 - >One youth attended the October National Catholic Youth Conference in Atlanta GA;
 - >Approximately \$1300 was earned during the Butterbraided fundraiser (funds go into the Youth Ministry ‘umbrella’ fund);
 - >Over 50 people attended a very successful Ghost Walk;
 - >In October, the Rite of Enrollment for Confirmation was held;
 - >The November Confirmation retreat was very successful.
- 6. In-Service: Sunday Celebration in Absence of Priest:** Father Bob distributed a statement about the Sunday celebration with out a priest, that came from the Bishop. The statement from the Bishop may be found as Attachment A to these minutes, but may also be found on the Diocese of Belleville’s website (www.diobelle.org). This statement explains the Diocesan Norms that are to be followed in the event that a priest is not available to celebrate Sunday Mass. *(Please be advised that the attachment has been reformatted from its original font and margins.)*

7. **Old Business**

A. **Capital Campaign:** Father is planning a meeting on December 14 at 7:00 P.M. with a group of parishioners who are interested in discussing and helping with the proposed capital campaign for the renovation of Xavier Hall. Father reported that the Building and Grounds Committee has been meeting to firm up bids, finalize estimates and gather any other pertinent information that will be needed for starting the capital campaign.

B. **Parish Website Updates:** Thanks to Tom Furby for doing a great job on posting information on the website.

C. **New Goal Planning:** Suzanne Schmitz will be invited to the January Council meeting to help the Council plan new goals.

D. **Lights Fantastic:** The Saint Francis Xavier float is being readied for participation in Lights Fantastic, which will be Saturday, December 3; the second grade class will ride on the float. There will be pizza and snacks at Xavier Hall after the parade.

E. **Parish Patronal Feast:** We will celebrate the feast day of our patron saint, Saint Francis Xavier, at the Masses on the weekend of December 3-4. Sister Rosemary has contacted Tim Graves to portray Francis Xavier for the patronal feast Masses. Coffee and donuts will be served after the Sunday Masses. A brief talk on Francis Xavier will be included in this celebration.

F. **Custodial Duties:** A part-time maintenance person, David Cauthen, has been hired. Reports indicate that he is doing a very good job and we welcome him to the Parish.

8. **Committees and Reports**

A. **Heritage Club:** Sister Rosemary led a retreat at the last Heritage Club meeting, and it was a very wonderful, inspirational day. Mass and lunch was also part of the retreat. The club will have its next meeting in January.

B. **Liturgy:** the Liturgy Committee will meet at 5:30 on December 8 to plan for the Christmas liturgies.

C. **Women's Club:** M. Mitchell reported that the cookie walk will be held on Saturday, December 10. The fish fry profits from the Fall Fest were sent to a small Catholic parish in Louisiana.

D. **Knights of Columbus:** E. Varsa reported that the Knights will be serving chili the evening of the blood drive, December 8. There are three new members, who will be initiated soon. The Knights will meet in December and January; at the meeting in January, they will celebrate a Mass for deceased members, and then the Knights and spouses will share a meal at a local restaurant.

E. **Family Life:** Since the last meeting, a family activity was the Ghost Walk, which was well-attended.

F. **Community Life: Health Committee:** J. Hagan reported that two parishioners from the Time and Talent survey are interested in helping with this ministry. J. Hagan has contacted them and is working on scheduling a meeting with Yvonne Whitfield from SIH. J. Hagan also announced that SIH will be starting a 12-week program for cancer survivors that will run January, March and May of 2006. This information will be shared with the parish in the bulletin.

G. **Finance Council:** S. Schauwecker reported that the Finance Council has met and has almost completed a end-of-the-year financial report to be distributed to the parish. At this

Council meeting, a draft copy of this report was reviewed. The intent is to include the financial report in the bulletin, accompanied by a brief oral report at Masses on a weekend to be selected.

H. **Faith Formation:** T. Intraivaia's Faith Formation report is presented as **Attachment B** to these minutes. She also was proud to report that the money raised by members of Saint Francis Xavier Church was the fifth largest donation in the Relay for Life. The financial contribution from Saint Francis Xavier Parish was also the largest donation by any area church.

I. **Buildings & Grounds:** M. Mitchell reported that the B & G Committee is busy reviewing, updating and finalizing the bids and costs for the renovation of the hall. This information will be presented at the initial capital campaign meeting. M. Mitchell stated that the report from the Diocesan engineer still hasn't been received. L. Butler reported that she did get in contact with the engineer and he promised to email the information to the Parish Office. As of this meeting, this information has not been received. Father and L. Butler will continue to try to get this information, which will be needed for the initial capital campaign meeting.

J. **Social Justice:** Elsie Speck and Susan Metcalf gave brief talks on the Campaign for Human Development on the Sunday designated for this drive. Father has asked Elsie Speck to attend a social justice workshop in February. It would be desirable to start a social justice group within the parish.

K. **Youth Representatives:** Please see **Minutes item 5**.

L. **Saint Andrew School:** D. Weaver reported that the students are preparing for the Santa workshops. On December 18, the school will have their International Christmas Fest. The last day of school will be December 21.

M. **Small Christian Communities:** The existing groups continue meeting, and some new members have joined some of the groups. D. Weaver reported that the Knitting Ministry is meeting and they are knitting shawls for some of the parishioners.

N. **Organ:** Plans need to be made soon to transport pieces of the organ that are being stored by parishioners to other storage facilities. Father will call a meeting of this committee to discuss the role of the organ renovation in the capital campaign.

O. **Stewardship Committee:** B. Bauman reported that the compilation of the Time and Talent surveys is essentially completed. He continues to work with the data. The committee is in planning for the *Treasure* phase of the stewardship initiative, which will be launched the last three weeks in January. Their next meeting is November 29.

P. **Cluster Council:** The Cluster Council will meet on December 1 at the Newman Center. One item that will be addressed will be arranging Mass schedules that will allow the priests from the other cluster parishes to serve weekend Mass for the Newman Center.

9. **New Business**

A. **Christmas Dinner:** Kathy Spector and her family will coordinate the annual Christmas dinner, which will be served and distributed on Christmas day, from noon to 2:00 PM.

B. **Holy Day Masses:** There will be change in the December 8 Holy Day Mass schedule. The vigil Mass at Saint Francis Xavier will be canceled; Masses will be celebrated at 7:00 AM and 7:00 PM on December 8.

C. **Week of Prayer for Christian Unity:** This year, the Week of Prayer for Christian Unity will be hosted by the Good Shepherd United Church of Christ, on Sunday, January 22, 2006 at 4:00 PM.

D. **Martin Luther King Celebration:** The Carbondale Martin Luther King Celebration will be Sunday, January 15, 2005 at the Civic Center.

E. **Liturgical ministers training in January:** Father will schedule a training session for liturgical ministers, both new and experienced, in early January.

10. **Pastoral Associate Report:** Sister Rosemary reported the following:
>RCIA is doing well; another high school students has been enrolled;
>Teens in Spirit will be participating in a giving tree for children in the Hispanic community;
>Two sessions of caroling at the mall by the youth has been scheduled for Friday, December 9 and Sunday, December 18. Proceeds will be given to our sister Diocese in Guatamala, which is also in need of hurricane relief funds.

11. **Pastor's Report:** Father Bob reported a change in the Penance Services:
>Saint Francis Xavier Penance Service will be held on Monday, December 19 (not Tuesday, December 6, as listed in the Parish calendar); the other Penance Services will not change (Newman Center, December 13 and Saint Andrew, December 15).

Father also reported that Christmas decorations will be put up on Sunday, December 18, starting at 2:00 PM. Any and all help is needed and would be appreciated.

Other Additions:

B. Bauman suggested that the 'thank you' from Good Samaritan House acknowledging the strong financial support of that charity by Saint Francis Xavier parishioners be included in the bulletin.

E. Varsa reported that over \$700 has been collected for the shipping costs for the books to be sent to Father Peter; he would like to encourage further donations to reach \$1000.

12. **Next Meeting:** Monday, January 23, 2006, 7:00 PM, Xavier Hall.

13. **Prayer/Adjournment:** Chair L. Butler adjourned the meeting by asking Sister Rosemary to give the closing prayer at 8: 37 PM.

Respectfully submitted,

Laura K. Kidd

**ATTACHMENT A:
LETTER AND SUNDAY NORMS FROM BISHOP BRAXTON (12 pages)**

November 20, 2005
The Feast of Christ the King

Rev. Robert Flannery
St. Francis Xavier Church
303 S. Poplar Street
Carbondale, Illinois 62901-2709

Dear Father Flannery:

His Holiness, Pope John Paul II reminded us in his Encyclical, *Ecclesia de Eucharistia*, that the Church draws her life from the Eucharist. Our Catholic people have an almost instinctive awareness that there is an intimate relationship between their Catholic life of faith and their regular participation in the Sunday Eucharist. The Church, ever anxious to strengthen this intimate relationship, has a special pastoral concern for those who cannot attend Sunday Mass because a priest is not available. In 1994 the American Bishops formally implemented the use of the Holy See's *Directory for Sunday Celebrations in the Absence of a Priest*. This *Directory* provides for a prayer service led by a deacon or a lay person at which the faithful may receive Holy Communion.

We are all aware here in Southern Illinois we have a number of parishes where it has become more and more difficult, in spite of our best efforts, to ensure that a priest will be available for Sunday Masses. With this letter and the enclosed **Diocesan Norms Concerning Sunday Celebrations when a Priest is not Available**, I am authorizing the use of *Sunday Celebrations in the Absence of a Priest* in the Diocese of Belleville as of November 27, 2005, the First Sunday of Advent.

Please read the Norms carefully. A parish may make use of this new pastoral adaptation only under very specific circumstances and with a written mandate from me formally appointing Leaders of Prayer to preside at these rites. Prior to their appointment to this ministry, parishioners must complete a special formation program which will be offered by the Diocese in the months ahead. Mrs. Sue Huett, Associate Director of the Office of Pastoral Services, will soon initiate a process of preparing a small team of trainers who will assist the new Leaders of Prayer in becoming familiar with their new liturgical ministry. There will also be materials prepared to help you catechize your people for something that will be new to most of them. All of this will take some time and the full training and formation program may not be in place until the summer. However, it is not too soon for those Pastors and Parish Life Coordinators who foresee the need to begin looking for members of their communities of faith who might be able to offer this extraordinary service in their parish.

I am aware of a few parish situations where the need may be so urgent that it may be necessary to ask for one or two Leaders of Prayer before the training program is in place. Any Pastor or Parish Life Coordinator who sincerely believes that their circumstances necessitates the immediate use of these Sunday communion services should write to me and explain the circumstance and provide me with the name(s) and qualifications of proposed Leaders of Prayer-I will consider each case and, where it is deemed truly necessary, a modified training will be provided so that they can be appointed in a timely

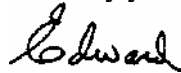
manner. A person appointed in this way would still be required to participate in the full training program once it is in place.

Since these **Norms** are a new development in our Local Church and since a new edition of "*Sunday Celebrations*" is in preparation, the enclosed document may have a somewhat interim status. While I am confident that everyone will act in a careful and responsible manner, we are bound to learn from experience. For this reason these **Norms** may be revised at a later date.

Every parish should obtain a copy of *Sunday Celebrations in the Absence of a Priest* (Leaders Edition, The Liturgical Press). It should be studied carefully, especially the Introduction and Chapter II, Celebration of the Liturgy of the Word with Holy Communion. Let us always remember the words of Pope Benedict XVI, concerning these rites, "Rather than speaking of Sunday Services in the absence of a priest, it might be more appropriate to speak of Sunday Services in the anticipation or the expectation of a priest."

As we celebrate the Feast of Christ the King and the First Sunday of Advent, we are called to reflect deeply on the meaning of the coming of Christ. The **Norms** that I am promulgating today are intended to do all we can to make it possible for Christ to come sacramentally to the Catholic People of God on Sunday, even if participating in the celebration of the Eucharist is not possible. As we take this pastoral initiative, it goes without saying that our prayers and efforts in support of vocations to the priesthood must be renewed.

Sincerely yours in Christ,



The Most Reverend Edward K. Braxton
Bishop of Belleville

Diocese of Belleville

Sunday Celebrations of the Liturgy of the Word and the Distribution of Holy Communion Diocesan Norms Concerning Sunday Celebrations when a Priest is not Available

Advent 2005

Introduction

In Advent the Church prepares to celebrate the three-fold coming of Jesus Christ. We recall His coming in history, we rejoice at His coming in the present, and we anticipate His future coming in glory. ("Christ *has* died. Christ *is* risen. Christ *will* come again!") As Catholics we know that Christ is always with the Church, especially in the celebration of the Eucharist. This is why participating each week in the Sunday celebration of the Eucharist is a central part of the Christian identity of faithful Catholics. For many years in certain parts of the world it has not always been possible for Catholics to participate in the Mass on Sunday because priests were not available. In more recent years this same situation has developed in the United States and here in our Diocese. As we continue to pray and work for vocations to the priesthood it is necessary to provide for the Pastoral needs of our people by establishing Norms Concerning Sunday Celebrations when a Priest is not Available.

In 1988 the Holy See released the *Directory for Sunday Celebrations in the Absence of a Priest* which stated, "The fundamental point of the entire *Directory* is to ensure, in the best way possible and in every situation, the Christian celebration of Sunday. This means remembering that the Mass remains the proper way of celebrating Sunday, but it also means recognizing the presence of important elements even when Mass cannot be celebrated."

This *Directory* was "not intended to encourage, much less facilitate unnecessary or contrived Sunday assemblies without the celebration of the Eucharist. The intent is simply to guide and to prescribe what should be done when real circumstances require the decision to have Sunday celebrations in the absence of a priest."

When the Bishops of the United States implemented this document in 1994, they wrote, "Before Sunday celebrations in the absence of a priest are begun in any Diocese or parish, it is essential that there be diocesan-wide catechesis on the nature of these celebrations and the necessity of fostering vocations to the priesthood so that eventually no community will be denied the Sunday celebration of the Eucharist each week."

II. Rites Approved for use when Mass is not Possible

The *Directory* stresses that if Mass cannot be celebrated in a parish community on Saturday evenings or on Sundays, Holy Days of Obligation, Solemnities and Feasts of the Lord, every effort should be made for the Christian Faithful to take part in one of the rites contained in *Sunday Celebrations in the Absence of a Priest*, under the guidelines established by the Church and the Bishop of the Diocese (cf. *Sunday Celebrations in the Absence of a Priest*, #10). These rites may take the form of a Celebration of

the Liturgy of the Word or Morning or Evening Prayer. Whichever rite is followed, Holy Communion may be distributed.

For the present in the Diocese of Belleville permission is being authorized only for the use of the Liturgy of the Word with Holy Communion rite (Chapter II).

The Need for Explanation and Catechesis

In parishes where these "Communion Services" are permitted, Pastors and Parish Life Coordinators must make use of every opportunity to explain to the faithful the reason for these rites. Their catechesis should stress the primacy of Sunday and the centrality of Eucharist. The nature and importance of the Christian community and the nature of the Sunday obligation and the exceptional nature of these services should be carefully explained as indicated in *Sunday Celebrations in the Absence of a Priest*, #1-9.

Restricted Use of the Rite

Parish celebrations of the Liturgy of the Word with Holy Communion rite from *Sunday Celebrations in the Absence of a Priest* must be approved in writing by the Bishop himself and must be limited to true emergency situations and to those situations where prior planning has indicated its Pastoral necessity.

Procedures:

1. Area parishes, clusters and deaneries should continue making every effort to develop schedules and plans to provide priests for the celebration of the Eucharist every Sunday, if at all possible.
2. The norms listed in the Introduction for *Sunday Celebrations in the Absence of a Priest* should be carefully followed; any exceptions will be noted in these Norms.
3. In emergency situations such as the unplanned absence of the priest due, for example, to sudden illness, or when no other priest is available, the celebration of the Liturgy of the Word with Holy Communion rite from *Sunday Celebrations in the Absence of a Priest* is permitted if a deacon or a Leader of Prayer, who has received training and has been commissioned for this role by the Bishop, is available. If it is impossible for a priest to consecrate sufficient hosts at an earlier Mass needed for a Sunday communion service, permission is granted for the Leader of Prayer to conduct a Liturgy of the Word service without the distribution of Holy Communion. In the rare event that a deacon or an appointed Leader of Prayer is not available, signs listing area Masses should be posted at the Church doors. Every effort should be made to contact the Bishop's Office about the situation beforehand. When this is not possible the Vicar General or the Chancellor should be informed as soon as possible.
4. In situations where the absence of a priest is anticipated, a process of prior planning may indicate the pastoral necessity for the use of the Liturgy of the Word with Holy Communion rite from *Sunday Celebrations in the Absence of a Priest*. The need to provide sacramental coverage to several communities, a sabbatical approved by the Bishop (with no available replacement), extended illness, and the lack of a Pastor or a sacramental minister, are examples of possible circumstances

in which the Bishop might give permission for the use of this rite. If a parish community is in doubt about having a legitimate reason for using this rite, the Bishop's Office should be consulted.

5. If pastoral circumstances are such that the Celebration of the Liturgy of the Word with Holy Communion rite must be celebrated on a regular (even weekly) basis, permission for this must be obtained in writing from the Bishop. When this is the case, these rites should be celebrated at the same time Mass would be celebrated. However, serious consideration should be given to the wisdom of multiplying these rites. If, for example, a parish was accustomed to having a 7:00 A.M. and a 9:30 A.M. Sunday Mass, it might be preferable to have only one "Communion Service" at 9:30 A.M. rather than two. Approval will normally be granted for only one Communion service. If the pastoral needs of the people (not simple convenience) warrant it, multiple celebrations may be allowed infrequently.

III. Who May Serve as Leaders of Sunday Celebrations?

1. Deacons, by virtue of their ordination, are official Leaders of Prayer in the Diocese. Wherever deacons are present they should be the first to be recommended to the Bishop for this ministry. Deacons must also participate in the special training program.
2. Parish Life Coordinators, by virtue of their appointment by the Bishop, minister as Leaders of Prayer within the parishes they serve. They may be recommended for this ministry.
3. When there is a genuine necessity Religious Sisters, Religious Brothers, and other members of the Christian Faithful may be recommended to the Bishop as Leaders of Prayer by the Pastor or Parish Life Coordinator. This should normally be in consultation with the Parish Council and other leaders of the community of faith. Because of the importance of this new ministry in the Church, care should be taken in selecting potential candidates. It is not a position for which the parish should simply seek "volunteers." Only worthy parishioners should be invited to be candidates for this ministry.

Procedures:

1. Therefore, those recommended to the Bishop as Leaders of Prayer should be committed Catholics of deep personal faith, who live in fidelity to the teachings of the Church. They should be held in high regard by their fellow parishioners and exhibit:
 - a life of personal holiness;
 - a genuine appreciation for Scripture and a deep reverence for the Real Presence of Jesus Christ in the Eucharist;
 - an active life of prayer and a personal life that is beyond reproach;
 - above average skills in public speaking;
 - a spirit of cooperation and recognized involvement in the life of the Church;
 - the ability to exercise leadership with the laity and clergy of the parish community;
 - both a strong desire and an ability to foster authentic liturgical participation;
 - a sensitivity to ritual, a sense of presence in movement, gesture and prayer;
 - a manifest desire to serve in this capacity and the time to do so.

All candidates for Leaders of Prayer recommended to the Bishop must meet the following requirements:

- they must already be Extraordinary Ministers of Holy Communion in their parish;
 - they must have manifested a desire and made efforts to deepen their knowledge of their faith during their adult years;
 - they must be recommended by their Pastor or Parish Life Coordinator;
 - they must faithfully complete the training provided by the Diocese.
2. The Pastor or Parish Life Coordinator should explain this new ministry carefully and indicate the requirements for selection to all those who are consulted for suggestions. This consultation should be discrete and respectful. Two (no more than three) parishioners may be recommended for training as Leaders of Prayer.
 3. The Pastor or Parish Life Coordinator should then write a letter to the Bishop explaining the pastoral need for the use of this rite and recommending the candidates he or she has chosen indicating the ways in which they meet the requirements listed above.
 4. Once they have been approved by the Bishop as candidates, those nominated must then complete the formation and training facilitated by the Office of Pastoral Services in the Diocese of Belleville.
 5. Upon completion of this training the Bishop will then appoint them as Leaders of Prayer, mandated to lead the Celebration of the Liturgy of the Word with Holy Communion rite.

IV. Appointment and Term of the Lay Leader of Prayer

Because of the extraordinary importance of this new ministry of Leaders of Prayer the Bishop himself makes the appointment after all training is completed. The lay Leader of Prayer is appointed to serve in his or her parish **only** for a period of three years. The Bishop or the Vicar General may rescind this appointment at any time deemed appropriate.

Procedures:

1. The appointment to serve the parish as Leader of Prayer should be made known to the community by a brief, public commissioning, where possible. The "Order for the Blessing of Those Who Exercise Pastoral Service," contained in the *Book of Blessings*, may be used for this purpose. Pastors or priest sacramental ministers should ordinarily be responsible for this simple commissioning during a Sunday Mass. This commissioning prayer may also provide an opportunity to catechize the faithful on the importance of Sunday Mass and the need for priests. It might also be an occasion to remind them of the profound difference between a "communion service" (where the faithful simply receive Communion) and the Mass (where the bread and wine are consecrated and the faithful participate intimately in this Eucharistic action.)
2. Those appointed by the Church as Leaders of Prayer embrace the responsibility for continuing personal growth through prayer and study beyond the formation period. They will need to ground themselves more deeply in the mystery of Christ (especially the mystery of the Eucharist and the Real Presence.) They should take every advantage of retreats and Days of Recollection, parish adult

formation programs and workshops that address the needs of sacred worship. The discipline of reading periodicals and books on liturgy, prayer, and the spiritual life, and the study of Scripture should become a part of their lives. This will nourish them and those they are appointed to serve.

3. Deans, Pastors, priest sacramental ministers, Parish Life Coordinators, and the parish faith community should be sensitive to the challenges those appointed as Leaders of Prayer may face in their new ministry. They should welcome them with enthusiasm. They should be patient with them and offer them genuine support, encouraging them in their ongoing personal growth as they assume their new service as public Leaders of Prayer.
4. A process of evaluation involving the parish community, Pastor or Parish Life Coordinator, and the Leader of Prayer should be developed as the basis for ongoing formation and a possible appointment by the Bishop to a second three-year term of service.

V. Liturgical Roles and Ministries

The distinction between the Mass itself and the Liturgy of the Word Communion Rite must always be clear. Those appointed as lay Leaders of Prayer are to avoid ritual elements proper to priests or deacons, such as greetings and blessings, standing at the altar or sitting in the celebrant's chair designated for the priest celebrant only (cf. *Sunday Celebrations in the Absence of a Priest: Leader's Edition.*)

When the Rite of the Liturgy of the Word with Holy Communion is celebrated the Leaders of Prayer should never assume roles customarily assigned to other liturgical ministers. They should not serve as lectors, cantors, musicians, or servers. Since neither a priest nor a deacon is present, permission is given for a lector to read the Gospel, Appropriate liturgical ministers should be appointed for this rite as they are for Sunday Mass.

Preaching

Only deacons with faculties to preach from the Bishop may preach as leaders of these Sunday services where a priest is not present.

The three Scripture readings on Sunday are always proclaimed. After the Gospel is read lay Leaders of Prayer should invite the faithful to spend a few moments in quiet reflection on the meaning of the readings. Permission may be given for them to read a scriptural reflection approved by the Bishop. After the Diocese has had some experience with this new ministry, the Bishop may consider granting the mandate to preach to lay leaders if they have the necessary skills and abilities, and appropriate training and preparation programs can be arranged for them.

Prayers for Vocation

In every celebration prayers for vocations to the priesthood must be included in the Prayers of the Faithful. This will deepen the parish's awareness that we are celebrating this rite only until such time as we have priests to celebrate Sunday Mass.

Vesture

Deacons who preside at the Liturgy of the Word with Holy Communion should always vest in alb and stole. Lay Leaders of Prayer should always vest in alb only. Neither a stole nor anything resembling a stole may ever be worn by lay leaders. If during the initial weeks after their appointment some lay leaders cannot obtain albs, temporary permission is given for them to dress in suit and tie and modest professional business attire. **Casual, informal attire is never permitted under any circumstances.** Albs should be obtained as soon as possible.

Music

When the Christian community gathers for prayer, music is an important part of that prayer. Just as every effort should be made to provide appropriate music for the celebration of Sunday Mass, a similar effort should be made to insure appropriate music during Sunday celebrations when a priest cannot be present for Mass.

Procedures:

1. Note that some Eucharistic hymns appropriate for Mass may not be appropriate for these services. Leaders of Prayer and musicians must be thoroughly familiar with Music in Catholic Worship, Liturgical Music Today and the Guidelines for Music contained in *Sunday Celebrations in the Absence of a Priest: Leader's Edition*.
2. Pastors, Parish Life Coordinators, and the Parish Liturgy Committee should make every effort to have an adequate number of trained musicians available for these Sunday celebrations. Often they will be the same person already providing music for the Mass usually scheduled at a given time.

VI. Some Specific Questions

The introduction of Sunday Liturgy of the Word celebrations where Holy Communion is distributed will inevitably give rise to a number of specific questions that we should be prepared to respond to with pastoral sensitivity.

1. Since it is possible to receive Communion at these services aren't they more or less the same as Mass?

We must be clear that the answer to this question is no, they are not. A Sunday prayer service during which the Eucharistic action does not take place, that is during which a priest is not present to proclaim the Eucharistic prayer, is not and can never be the same as the celebration of Mass. This rite is a pastoral adaptation made by the Church so that the faithful who cannot participate in the Mass may at least assemble for worship, listen to and reflect upon the meaning of the Word of God, and be nourished by the Body and Blood of Jesus. However, it is not the memorial given to us by Christ Himself at the Last Supper. When we faithfully participate in the Mass we are caught in His once and for all sacrificial offering of Himself to the Father in love. It is only during Mass that the priest prays the Prayers of Consecration during which bread and wine become the sacramental presence of the Body and Blood of Christ. Any confusion between the Mass and a "Communion Service" in the minds of the faithful must be carefully avoided.

Rather than giving the faithful a sense that they have fully celebrated their faith, these celebrations should "increase the desire of the faithful to be present at and participate in the celebration of the Eucharist."

2. Do these Sunday Celebrations fulfill our Sunday obligation?

Yes, they do. The Church has always recognized that our obligation to keep the Lord's Day is a part of our deepest tradition rooted in the Mosaic Law, the mystery of the resurrection of Christ, and witness of Scriptures. It is the belief of the Catholic Church that we should preserve the unique status of Sunday even when it is not possible to participate in Sunday Mass, due to the unavailability of a priest. Thus, those parishioners in parishes where this rite is permitted, the obligation to keep the Lord's Day is fulfilled by prayerfully participating in the celebration of the Liturgy of the Word with Holy Communion. It should be clear that the faithful must respect the Church's intention here. Parishioners who have a priest for Sunday Mass in their parish may not seek out these services simply for personal convenience.

3. What should a parish do if some parishioners choose to go to a neighboring parish where Mass is being celebrated rather than attending the "Communion Service?"

While the faithful should always be encouraged to worship in their own parishes, it is not appropriate or possible to penalize those who travel an extra distance to attend Mass.

4. How can we be sure we will have enough consecrated hosts for Sunday services?

Anticipating this need, priest celebrants should consecrate a sufficient number of extra hosts for the coming Sunday(s) which should be reserved in ciboria in the tabernacle. In some situations a neighboring parish might be able to consecrate extra hosts. The consecrated Eucharist must never be "stored" in a cabinet or other unsuitable place. The Blessed Sacrament must be treated with utmost respect and reverence in every circumstance. In the rare circumstance when a sufficient number of consecrated hosts are not available, the Sunday Liturgy of the Word Service without the distribution of Holy Communion should be celebrated. - Gradually, parishes will be able to determine how many hosts will be needed.

5. May extra wine be consecrated at Mass so that Communion may be distributed under both species during these new rites?

No. This is never permitted under any circumstances.

6. May the regular Sunday collection be taken up at this Liturgy of the Word services?

Yes. The regular Sunday collection and other collections for the work of the Church may be taken up at the end of this Liturgy of the Word service. These offerings of the faithful make it possible to continue the work of the Church.

7. May "Mass intentions or Mass Stipends" be collected for these rites?

No. This is never permitted under any circumstance. This rite is not a Mass.

8. May the same Liturgy of the Word service approved for Sundays be adapted for use on weekdays?

No. When pastoral circumstances warrant it (e.g. in parishes where daily Mass is celebrated for a significant number of people and the priest must be absent for retreat, convocation, or vacation), the parish should use the "Rite of Distributing Communion Outside of Mass with the Celebration of the Word," found in *"Holy Communion and the Worship of the Eucharist Outside Mass"* (2002 Edition).

9. May announcements be made at the end of a "Communion Service?"

Yes. Just as during the Sunday Mass, brief and important announcements may be made toward the end of this rite (cf. *Directory*).

VII. Ritual Books Needed

Each parish using this rite must have the following ritual books

- *Sunday Celebrations in the Absence of a Priest: Leader's Edition.*
- *Holy Communion and Worship of the Eucharist Outside of Mass (2002 Edition).*
- *The Liturgy of the Hours: Morning and Evening Prayer.*
- *Sacramentary and Lectionary*
- *Book of Blessings (1989).*

For more information please contact:

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**ATTACHMENT B:
NOVEMBER 2005 PSR REPORT (1 page)**

PSR Report, Toni' Intravaia, November 28, 2005

1. Last Sunday I had one more PSR enrollment - family moved from California.
2. Ed Varsa, Grant Walker and Helen Wisinski take the PSR 8th and 9th grade classes when we have Teens in Spirit, for which I am most thankful.
3. Teens in Spirit, 17 of the 20, had their Retreat at Our Lady of the Snows. It was inspiring. We left in a bus at 6:45 am on the 19th and had the Retreat from 9 until noon, and after lunch returned to the leader and ended at 2; then on to Mass at the Cathedral. The group led the readings; Sister Rosemary led in the singing; Sister Pat gave a short tour of the Cathedral; back to the bus and arrived back in Carbondale at 5:30 pm.
4. Sister Rosemary, Sister Pat and I attended the Bishop's Confirmation meeting in Belleville on November 10th. To say the least, it was great and the material handed to us was from the National Directory of Catechesis.
5. Our next Teens in Spirit is December 4th. Four parents are doing the phoning and six parents are helping with the lunch. We will be doing the "Knowing Your Catholic Faith" for each of the sophomores, juniors and seniors. Also we will have the Hispanic video. We will be checking on the service projects and close with an Advent project.
6. Reconciliation for the Second Grade students is Saturday, December 3rd at 1 pm with reception following.