

## **PROCEDURES AND GUIDELINES FOR THE CONVENTION LITURGICAL CELEBRATIONS**

### **Eucharist**

1. The Vice-President is responsible for planning the liturgical celebrations for the upcoming convention. If the President is an ordained priest, he is, by custom, the celebrant and homilist for the CTSA Eucharistic liturgy. In the event that the President is a layperson, he or she should contact an ordained member of the Society to serve as presider a year or so in advance of the convention. In keeping with CTSA practice, there should be no concelebration. Only the presider wears liturgical vestments.
2. The Vice-President should be in touch with the Chair of the Local Arrangements Committee to determine the site of the Eucharist. If it is necessary to transport the membership to a church off-site, the Executive Director and President-Elect should be consulted on these plans.
3. It is preferable that the Eucharist be celebrated for the membership in a nearby church or, if this is not possible, in a ballroom of the hotel. If the Eucharist is held during the time of a local congregation's regular Mass, there should be regular and extensive conversation with the pastor; great care needs to be taken to ensure that the space will be large enough for the regular congregation and the CTSA members in attendance (usually around 300), and that the CTSA's presence will not intrude on the congregation's usual practices.
4. The Vice-President, the Liturgical liaison, and the LAC Chair should be in conversation about the music to be used for the Eucharistic liturgy. If appropriate, a local group can provide music for the liturgy, especially if the group contributes to the CTSA's honoring of the local culture. The CTSA provides a stipend when appropriate for a local musical group. The Vice-President, the LAC Chair, and the musicians should be in regular contact.
5. The liturgy should follow the liturgical calendar, i.e., the readings should be from the lectionary for the day.
6. Lectors and Eucharist ministers are usually members of the Board; it is especially important to include outgoing and incoming members.
7. The President delivers the homily or reflection, which should be relatively brief (no longer than ten minutes), centered on the liturgical readings, and a genuine act of preaching – not a second Presidential address. The President may wish to invite another member to deliver the homily if the President is not an ordained priest.

8. The Prayers of the Faithful are written by the Vice-President in advance and proclaimed by one of the members of the Board. At her or his discretion, the Vice-President may choose to ask a Board member to write in advance and proclaim the Prayers for the Faithful.

9. The CTSA takes up a collection at the Eucharistic liturgy. The Vice-President and the LAC Chair should consult with each other to determine how the funds should be distributed (e.g., to the church in which the liturgy is held, or, if a ballroom in the hotel is used, to a local charity).

10. The Eucharist should be simple and aim at full participation on the part of the congregation.

11. The opening procession should be short and simple, inclusive of presider, cross, book, etc. It is neither necessary nor desirable that all liturgical ministers participate in the procession.

12. Women and men should be represented in proper proportion to ministries within the liturgy.

### **Memorial Liturgy**

1. The Friday morning memorial liturgy is intended to 1) be a memorial to CTSA members who have died in the last year; 2) set the tone of the meeting in a prayerful way. The Vice-President, in consultation with the Executive Director, may choose to keep track of the deaths of members during the year and ask members who know the deceased well to offer a brief remembrance of no more than 150 words. The Vice-President may decide to ask a Board member to keep track of deceased members and secure tribute presenters among members who will write and present remembrances.

2. The memorial service can include the lighting of candles in memory of the deceased members. The Vice-President should work with the LAC so that an appropriate setting (e.g., table with a cloth, candles, etc.) is prepared for the service.

### **Morning Prayer**

1. The Local Arrangements Committee is usually charged with preparing the morning prayer services for Friday, Saturday, and Sunday, keeping in mind simplicity and full participation.

2. The Prayer service should begin with a song, welcome, and an opening prayer. The scripture readings for the day should be used, unless they seem inappropriate.

3. The LAC should be in contact with the Executive Director, who may be able to secure a separate room for morning prayer.

4. Prayer services are generally 10-15 minutes, allowing for enough time for the participants to get to the first session of the day.

5. As above (see #10, 11, 12), the guidelines for inclusive participation and language should be observed.

**Banquet Blessing**

The Vice-President may ask a Society member to offer the Banquet Blessing. The blessing before the meal should be a thanksgiving and can include singing by the assembled membership.

Approved by Board Vote, June 3, 2021