



Our Lady of Perpetual Help Standard Operating Procedures Liturgical Arts and Church Environment

. . . Through the Holy Spirit and with the intercession of our Blessed Mother, we provide a sense of belonging to all God's people through prayer, service, and the sharing of our gifts for the praise and glory of God. – OLPH Parish Mission Statement

"How lovely is your dwelling place, O Lord, mighty God!" – Psalm 84:1

INTRODUCTION

Liturgical Arts and Church Environment ("LACE") falls under the direction of the Liturgy Committee of Our Lady of Perpetual Help Church. The primary role of LACE is to create a prayerful, spiritual and welcoming atmosphere appropriate for each liturgical season, feast days, and special occasions. Worshippers can experience God through the beauty of the Church's environment.

REQUIREMENTS OF A LACE MINISTER

To be a LACE Minister, one must have the "Three Able" qualities. You must be Available, Dependable and Accountable. Creativity, an eye for color and experience in floral arranging are desired but not required for someone to be a part of the Planning and Design team.

RESPONSIBILITIES AND DUTIES

- ✠ Plan, design and decorate the inside and outside of the church for seasons, feast days, special occasions
- ✠ Light gardening duties to maintain the plants used by LACE
- ✠ Create, maintain, and change the Antependia (colored hangings) on the Altar and Ambo
- ✠ Purchase and display of miscellaneous banners and textiles for use throughout the worship space (e.g. seasonal cloths, backdrops, draping, runners, etc)
- ✠ Purchase, design and maintain floral displays and plants
- ✠ Attend monthly Liturgy Committee meetings
- ✠ Attend Liturgical workshops, retreats, recollections
- ✠ Man the LACE booth at the Ministry Fairs
- ✠ Solicit donations for plants and flowers, e.g. poinsettia for Christmas and Easter Lilies

CALENDER

Two months prior to Christ The King, Planning and Design will compose a schedule of Important Dates for the upcoming liturgical year. The schedule will be presented to Liturgy Committee for review and approval before distribution. A sample of the schedule is attached as Exhibit "A"

PREPARATION

Plan for each season and major Feast Day at least two months prior to allow time for purchases, repairs, creating and building. Use only live plants and flowers on the Sanctuary, Icon of Our Lady of Perpetual Help, Chapel and Baptismal Font. Silks may be used to adorn side and back walls and narthex.

Colored Antependia, banners and textures should match season color.

✠ Advent / Solemnity of the Immaculate Conception

1. Falls on the Sunday closest to December 1st until December 23rd.
2. Colors: Royal Purple; Rose on Gaudete Sunday, 3rd Sunday of Advent
3. Each week, decor should build up in anticipation of Christmas
4. Advent wreath
5. Outside nativity and Star can be put up at the beginning of Advent without statues
6. Simbang Gabi - December 15 to December 23. Add decorations, each day starting with the nativity. Do not add statues until Christmas eve.

✠ Christmas / Holy Mary, Mother of God

1. t of the decorations should be up by December 23rd
2. Make bulletin announcement for donations for memorial poinsettias \$10; \$20. Make list of all donations, Donor and Deceased for the bulletin.
3. Colors: Gold and White.
4. Add statues to nativity scenes
5. Lights, Lights, Lights! Jesus our Savior and the Light Of The World has been born!
6. Refresh flowers for New Year's Day, Epiphany and Baptism of the Lord

✠ First Ordinary Time

1. or: Green (new growth)
2. Use plants and foliage arrangements; flowers not necessary

✠ Ash Wednesday / Lent / Palm Sunday / Triduum

1. Color: Reddish Purple (symbolic of repentance)
2. Remove fabric and textures
3. Remove San Damiano Cross and Divine Mercy picture
4. Cover or remove all images
5. Drain baptismal font
6. Wooden Cross with purple draping on Sanctuary
7. NO FLOWERS OR PLANTS (unless specified by Liturgy Committee)
8. Follow theme set by the Liturgical Committee
9. Put up Lenten banners (if desired)
10. Palm Sunday: Red. Decorate with palms and olive branches
11. Triduum
 - a. Holy Thursday – White (footwashing)
 - b. Good Friday – Red: Need to cover wooden cross for unveiling

✠ Easter / Divine Mercy Sunday / Pentecost

1. Begins on Saturday: Easter Vigil
2. Colors: Gold and White
3. Change to white draping on Wooden Cross
4. Check with Pastor what colors for flowers
5. Decorate with Easter Lilies
6. Put up Easter Banners
7. Check with Liturgy Committee if decorations needs to be changed for Divine Mercy
8. Refresh flowers weekly until Pentecost
9. Mother's Day (second Sunday in May)
10. Pentecost – Red and White (Fire of the Holy Spirit)

✠ Second Ordinary Time

1. Color: Green (new growth)
2. Use plants and foliage arrangements; flowers not necessary
3. Parish Feast Day – coordinate with Liturgy Committee
4. Christ The King

SPECIAL OCCASIONS

1. First Holy Communion
2. Confirmation
3. Assumption – Living Rosary
4. Thanksgiving
1. Memorial Mass
2. LACE may offer floral services for Weddings and Funerals and other special occasions for a donation to cover expenses