



Diocesan Liturgical Commission

# **GUIDELINES FOR DIOCESAN, EPISCOPAL AND CATHEDRAL LITURGIES**

**CATHOLIC DIOCESE OF BALLARAT**

## **PREAMBLE**

Liturgies which are specifically celebrations of the Diocesan Church, those which are presided over by the Bishop and those of individual groups who wish to use the Cathedral Church for a formal occasion, should model the best in liturgical practice. They are opportunities to both form and inspire those who participate in them, reflect who we are as Church and mark an occasion of significance in the life of the Church. Therefore sound liturgical principles should form the basis of the preparation of such liturgies. The following procedures are to assist in this.

## **DIOCESAN LITURGIES**

The liturgical preparation of and the planning for events which are of significance to the whole of the diocese, are the responsibility of the Diocesan Liturgical Commission. The Commission ensures the appropriateness of these occasions through the coordination of competent persons to plan and prepare each event. Such occasions are: Mass of the Oils; Rite of Election; Ordinations; Clergy Funerals; Clergy Jubilarians Mass; Commemorative Events (e.g. Centenary of Cathedral).

The Diocesan Liturgical Commission assumes the responsibility for such celebrations through the work of the Pastoral Ministry Office.

## **EPISCOPAL LITURGIES**

### ***LITURGICAL CELEBRATIONS WITH THE BISHOP***

- Prior to the commencement of preparation and planning for the liturgy, the Bishop's Office is to be contacted regarding Diocesan liturgical practice, use of music, protocol and requirements for the Bishop. Copyright requirement queries should be directed to the Pastoral Ministry Office.
- A plan of the intended liturgy showing readings/music should be submitted to the Bishop's Office prior to the printing of booklets.
- Those preparing liturgies have the responsibility to remind people that inter-Communion is not Catholic practice or custom. Such a statement should be included in Mass booklets when relevant.

### ***NON-PARISH LITURGIES IN THE CATHEDRAL CELEBRATED BY THE BISHOP***

- When the Bishop is approached to preside at a liturgy, acceptance of the engagement is accompanied by the expectation that these Guidelines will be observed.

- When the Cathedral is booked for such a celebration, the same expectation is held.
- The Bishop's Office communicates with the Administrator and staff of the Cathedral when necessary regarding such liturgies.
- The Cathedral Office must be contacted at least two weeks prior to the event regarding use of organ, microphones, vestments, requirements for Mass, availability of keys, altar servers, use of halls.

### **LITURGIES CELEBRATED BY THE BISHOP ELSEWHERE THAN THE CATHEDRAL**

Where the Bishop is the chief celebrant of a particular liturgy in a parish, school or other venue, suitable liturgical preparation should take place in order that the occasion is appropriate and dignified. Such occasions could be: Sacrament of Confirmation; Blessing of new facilities (school buildings, parish halls, etc.); Parish/School Centenaries and Anniversaries; Conference Masses; Funerals.

While the primacy of the local Church is acknowledged in the organisation of such events, early reference to the Bishop's Office could contribute to the planning process and assist in liturgical formation in general.

Catholic Education Ballarat have guidelines to assist with the preparation of liturgies at which the Bishop presides. These guidelines are available from the diocesan website or contact the Diocese of Ballarat Catholic Education Office.

## **CATHEDRAL LITURGIES**

These liturgies must take account of the expectations of the Cathedral Parish regarding liturgical practice. Such occasions could be: Graduation ceremonies of institutions and schools; celebrations of diocesan organisations (eg. CWL); groups visiting Ballarat (eg. Focolare).

- Prior to the commencement of preparation and planning for the liturgy, the Cathedral Office is to be contacted regarding liturgical practice, use of music and copyright protocol and requirements for the presiding celebrant.
- A plan of the intended liturgy showing readings/music should be submitted to the presiding celebrant prior to the printing of booklets.
- Those using the Cathedral have the responsibility to remind people that inter-Communion is not Catholic practice or custom. Such a statement should be included in Mass booklets when relevant.
- The Cathedral Office must be contacted at least two weeks prior to the event regarding use of organ, microphones, vestments, requirements for Mass, availability of keys, altar servers, use of halls.

*August 2025*

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