

Parish Procedures for Preparation of Prayers of the Faithful

1. **Purpose:** to outline processes for preparation of Prayers of the Faithful (or Intercessions) for St Paul Catholic Church with the goal of facilitating a regular involvement of the parish school, ministries, organizations and individual parishioners. All parishioners are encouraged to become involved in the preparation of intercessions. Increased involvement supports one of the three main focus areas of St Paul's Five Year Pastoral Plan, "Increased Participation in Parish Life."

2. **Format Guidelines:** The General Instruction of the Roman Missal (GIRM) establishes the Catholic-wide guidelines for topic and format of the Intercessions. Go to usccb.org and search for "Prayer of the Faithful" for details. While adhering to GIRM guidelines, St Paul's customizes the Intercession format as follows:
 - a. Brief introduction by the Priest Celebrant by which he calls upon the faithful to pray, usually in accordance with the particular liturgical year theme of the Mass. The the deacon or cantor or reader or one of the lay faithful then announces each of the following eight topical intercessions:
 1. For the needs of the Church
 2. For public authorities and salvation of the whole world
 3. For any local-to-worldwide intention, focusing on time and/or parish/diocesan-relevant activities or needs.
 4. For St Paul parish-specific activities or needs
 5. For military and/or first responder activities or needs
 6. For those burdened by any kind of difficulty, focusing on health and wellness needs
 7. For the diseased, always including any specific names coordinated through the parish office
 8. "For those on our Prayer Lists and for the prayers deep within the silence of our hearts" (this exact wording is always used).
 - b. The Celebrant then concludes with a general petition to God on behalf of all present, usually in accordance with the particular liturgical year theme of the Mass.

3. **Sunday/Feast Day Intercession Authoring.**
 - a. Parish Liturgy Committee is responsible for submitting intercessions to the appropriate parish staff point of contact for each feast day and Sunday Mass. The committee either authors, or facilitates authoring from other sources, all intercessions for submission.
 - b. The Liturgy Committee submits the intercessions by close-of-business Thursday via email to the parish office where the staff liturgy point of contact reviews, edits and posts for reading at the weekend Masses.
 - c. Parish ministries, organizations and individual parishioners can also submit intercession recommendations to the Liturgy Committee by 5pm Wednesday prior to the intended Sunday Mass. The Parish Web Site will provide an email address for submissions.
 - d. The Mass Celebrant and/or participating deacon will compose intercessions for non-Sunday and non-holyday Masses.

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4. Content Guidelines.

- a. Intercession authors should comply with any diocesan and papal recommended topics whenever possible.
- b. Authors should refrain from using individual names (with the exception of intentions formally submitted and approved by the parish staff beforehand). Using generic or group-level names is preferred.
- c. Example date and/or parish/diocesan-relevant intercession themes
 - i. Holiday (Christmas, New Year, Easter, Presidents' Day, Mothers/Fathers Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, etc)
 - ii. Significant anniversaries (country/state/city/parish/diocesan centennials, ordinations, organizational foundings - e.g. KofC, Boy Scouts, etc)
 - iii. Relevant Feast Days (parish patron (St Paul, the Feast of Sts Peter and Paul), Epiphany, Ascension, Corpus Christi, Immaculate Conception, Annunciation, Assumption, All Saints, St Joseph, etc)
 - iv. School and Youth activities (start and end of academic years, retreats, mission trips, first communion and confirmation, Scouting awards)
 - v. Seasonal (Lent, vacation travel - e.g. summer, Spring Break, etc)
 - vi. Major Events- desired outcomes related to: civic events, pilgrimages, ordinations, natural catastrophes, persecutions, terrorist event victims, etc.
- d. The Liturgy Committee and parish staff will edit all submissions for format consistency and GIRM compliance and will decide whether to incorporate into one of the eight topical intercessions described in para 2.a. above. The Liturgy Committee will provide feedback on whether, when and how each submission will be included in a weekend intercession.

5. Parishioner Involvement Facilitation. The Liturgy Committee and the Five Year Plan Implementation Team will promote parish-wide participation in intercession preparation by:

- a. Publishing a series of Bulletin articles and Mailchimp blasts that announce and promote the submission of recommended intercessions by individual parishioners, along with where to go for guidelines.
- b. Insertion of guidelines, collaboration and submission processes on the parish web site
- c. Communication with all ministries and organizations, directly asking for submission of intercessions, along with content thematic suggestions that are relative to the mission of each ministry or organization.
- d. Making available Liturgy Committee intercession authors for Q and A and collaboration with parishioners, the school, ministries and organizations with regard to intercession authoring.