GUIDELINES FOR THE USE OF VISUAL DISPLAY
AT MASS AND LITURGY CELEBRATIONS

GENERAL PRINCIPLES

To encourage the active participation of the liturgical assembly, St Alipius parish provided a 'participation aid' in the form of a PowerPoint display.

- At St Alipius church it is projected on two screens which enable most of the congregation sitting in pews on the outer aisles to see one or other of the screens (in part or full).
- At Ss Peter & Paul church it is displayed on the blank wall behind the Altar.

It is recognised that projecting content on the screen is 'impositional' and that people in the congregation may find the use of the display distracting. However, it is better than having physical aids such as hymnal, sheets, etc (being torn, discarded and untidy) providing distraction and extra work for those involved in church cleaning.

It is recognised that there is a regular group of people attending Mass at St Alipius and Ss Peter and Paul and these have strong understandings of the liturgy. This group of people would simply need the responses that may change from time-to-time, long prayers such as the Gloria & Creed, along with the lyrics for the hymns being sung to be displayed.

It is also recognised that the parish has frequent visitors attending because of sacraments being celebrated within the Mass. Many of these people have limited familiarity with liturgy, posture, responses, and hymn lyrics.

There is a third group of people who are occasional attendees at Mass, especially at Easter and Christmas and they need support to engage in the liturgy through prayer, response, and action.

There is a group whose first language is one other than English. The text projected onto the screen assists these people in active engagement and supports their usage of English.

The visual aid provided to the assembly has THREE roles:

- Inclusion - enabling those attending to join in with songs and responses
- Supporting visitors to know when it's time for suitable posture (stand/sit/kneel)
- Educating those attending about the structure of the Mass/Liturgy.

VISUAL DISPLAY OPERATION CONSIDERATIONS

- Those who prepare presentations for liturgical celebrations need to have an understanding of the liturgy. In particular, they should possess the following skills:
    - An understanding of the Order of Mass (e.g. what happens and when), and a sense of the reverence that liturgical celebrations demand, to affect the full, conscious, and active participation of those who take part.
    - The ability to manage the visual display system as required (e.g. muting displays when adjustments need to be made or a ritual action is taking place);
    - The ability to operate the system accurately and efficiently, minimising any possible distractions;
    - Basic computer and audio-visual equipment troubleshooting.
- Expect that all who operate data shows are familiar with both the equipment and its functions. Practice makes perfect and functional is the bare minimum. However, operators should strive for as few operational issues as possible.
- Those operating the computer should be properly prepared for the liturgical celebration and be ready at least 10 minutes prior to Mass commencing.
- Computer operators need to fulfil their role in a quiet and discreet manner which prevents the distraction of the assembly.
- Computer operators are also part of the liturgical assembly and should actively participate in the celebration.
- As with music ministers, consideration will need to be given to how Holy Communion will be offered to computer operators, who may not be able to leave their place during the Communion song.

PREPARING THE VISUAL DISPLAY/POWERPOINT

When deciding what to include in the presentation, it must be remembered that the primary purpose is to aid the participation of the assembly when necessary. In the sections following, guidelines for each type of liturgical support are provided.

The Parish and schools within the parish will need to select and train people to prepare the presentation files required for liturgical celebrations. Those who put it together are guided by the parish Liturgy planning group who will provide the template with a standard format.

SONGS
The lyrics, songs and the psalm response should be included.
Suitable punctuation must be used, presenting the text in phrases that allow the assembly to follow.

PRAYER TEXTS
- Liturgical prayers such as the Collect and Prayer after Communion are accompanied by an educational slide with image and heading. (Educational).
- The Prayer of the Faithful has just an image and the Response Text (Inclusion). The prayers themselves should not be projected.
- The Scriptures have a simple standard image of a bible along with text identifying its source and main message. (Educational)
- The Gloria and Creed are of significant length to warrant support with text to enable the regular attendees who have memory loss, along with visitors, and ESL people to participate in the prayer. (Inclusion)
- The Our Father is a well-known prayer; however in the catholic rite, the prayer has an unfamiliar end to the mainstay version, so it is suitable for the text to be included in a series of slides. (Inclusion)

ASSEMBLY RESPONSES
While regular Mass attendees know the responses to the 'Call to Prayer' parts of the liturgy, they should still be included in the PowerPoint to enable visitors to fully participate and not feel alienated. (Inclusion)

POSTURAL DIRECTIONS
While regular Mass attendees know when to stand, sit and kneel, it is recognised that visitors who often sit at the front of the church should not feel alienated and awkward when a postural change occurs within Mass. These postural changes should be made clear on suitable slides. (Inclusion)

IMAGES
Images should be soft and sensitive to the "space" as holy ground. Art should be sensitive to the other areas in the worship space and liturgical season.
Images used should be common to the life experience of the assembly but not individually identifiable as this will distract from the liturgical action.
Images may be used:
- to elicit the theme of the celebration, particularly at the beginning of the slideshow in preparation for Mass, and at the end after the final hymn.
- as 'fillers' during an instrumental break in a song to connect the slideshow with the whole song.
- with the scripture readings, the Holy Holy, Eucharistic Acclamation, Great Amen as relevant to the liturgical action.

Visuals (text and imagery) should not be used:
- during the Homily
- during the Eucharistic prayer

VISUALS BETWEEN ELEMENTS OF MASS/LITURGY

Between each included element (e.g. song, prayer text), a plain, black slide should be inserted, so that the screen is blank when not in use during the celebration. This enables the presentation to stay in order but does not distract from the liturgical action when nothing is required on the screen.

VISUAL DISPLAY STYLE GUIDE

**SLIDE BACKGROUND*:* Uses the liturgical colour of the season or feast.

Parchment R: 255; G: 250; B: 234 Hex: #FFFAEA	*All weekend Masses apart from Christmas and Easter*
Gold Hex: #F1E3A5	• *Season of Christmas*
Red Hex #FAB0A4	• *Feasts of the Lord's passion,*

FONT & FONT SIZES

Font: The preferable font to use is Calibri. Don't mix font types. Font size for Headings should be 10 points larger than the ordinary text.

Font size text: In Calibri, the minimum font size is 60, similarly for Arial, and 55 for Tahoma.

Text Colour: Headings and general text should be in Black, except if there is a black background, where the font will be white.

USE OF PUNCTUATION

- All text must have suitable punctuation (full stops, commas, colons, dashes) to assist in meaning and flow.
- Text should be centred in the text box to provide balance.
- Capital letters to be used only for proper nouns and beginning of sentences. Where a phrase continues on a new line, a lower-case letter should be used at the start of the line.
- Where text across multiple phrases is short enough to remain on one line, stay on the one line; but don't compromise font size.

NUMBER OF SLIDES

The number of slides is not the over-riding consideration for the visual display. Readability and engagement with the content are of paramount importance. If the text for a passage of linked content is greater than available in a slide, determine a suitable point in the text to break into the next slide without compromising the flow of the text.

COPYRIGHT

The 1st slide of a hymn/song/musical piece should have the name of the music and the composer/lyricist's name. These can be printed prominently on the slide with the song/hymn name.

At the foot of the slide the following text is to be used:
All rights reserved. Used with permission under ONE LICENSE *A-642090*

The person preparing the Mass PowerPoint needs to report the music usage on the OneLicense website. Links to the website and login details will be provided by the Liturgy Team Coordinator.

USE OF POWERPOINT / VIDEO DURING THE MASS

ORDER OF MASS	FOCUS	VISUAL DISPLAY
Before Mass	Personal preparation, gathering of the assembly	A single image may be used as a focus, or a slide may be used to provide information or a welcome message.
THE INTRODUCTORY RITES		
Entrance	Procession	Posture: "Please Stand" The text of the entrance song is displayed
Greeting	Priest	Assemble response to the Greeting
Penitential Act	Priest	The people's parts of the Penitential Act may be displayed
Gloria	Cantor, choir, or priest	The text may be displayed
Collect	Priest	A simple 'prayer' image on Left-hand half vertical with the word "Collect" in the Right-hand section
THE LITURGY OF THE WORD		
First Reading	Reader	Posture: "Please Sit" A simple 'open bible' image on Left-hand half vertical with the word "First Reading from …", then the theme of the text in the Right-hand section.
Responsorial Psalm	Cantor or reader	The text of the response is displayed

Second Reading	Reader	A simple 'open bible' image on Left -hand half vertical with the word "Second Reading from …" , then the theme of the text in the Right-hand section.
Gospel Acclamation	Procession to ambo	Posture: "Please Stand" The text of the acclamation is displayed
Gospel	Deacon or priest	A simple 'open bible' image on Left -hand half vertical with the word "Gospel from …" , then the theme of the text in the Right-hand section. Posture: "Please Sit"
Homily	Deacon or priest	Blank.
Profession of Faith (Creed)	Priest, cantor or choir	Posture: Please Stand" The text of the Creed
Prayer of the Faithful	Priest and deacon or reader	The response to each of the prayers
***THE LITURGY OF THE EUCHARIST***
Preparation of the Gifts	Procession, priest	Posture: "Please Sit" 1. Display a message regarding the collection 2. If a song is to be sung by the assembly, the text is displayed. 3. The music stops / fades out as the celebrant holds up the host for blessing.
Prayer over the Offerings	Priest	Responses to the prayers Posture: "Please Stand"
Eucharistic Prayer	Priest	Blank, except for: • The text of Holy, Holy Posture: "Please Kneel or Sit" • Memorial Acclamation (Mystery of Faith) and • Great Amen but only while they are being sung. Posture: "Please Stand"

The Lord's Prayer	Priest	The text with the Celebrant's interruption and following completion.
Rite of Peace	Priest, assembly	Assembly response, then instruction on display appropriate sign of peace to others in the assembly
Breaking of the Bread	Priest	The text to the Lamb of God Posture: "Please Kneel or Sit"
Communion	Procession, assembly	1. Display the slide for 'Coming to Communion' 2. The text of the Communion song is displayed. 3. If there is a song/ reflection after Communion, the text is displayed 4. If there is no time for the Reflection Song, display "Enter the Silence"
Prayer After Communion	Priest	Posture: "Please Stand" A simple 'prayer' image on Left -hand half vertical with the word "Prayer After Communion" in the Right-hand section
	THE CONCLUDING RITES	
Announcements (if necessary)	Priest, reader	Blank.
Greeting	Priest	Congregation Responses
Blessing	Priest	"Response after each Blessing is 'Amen'."
Dismissal	Priest	If there is a recessional song, the text is displayed
After Mass		A single image may be used as a focus, or a slide may be used to provide information or a thought-provoking message related to the Gospel of the day as people depart.

Hymn Video files

Hymn video files are used to assist the PowerPoint operator with the movement of slides so that the text is matched to the audio recording of the song when live music is not available.

STYLE GUIDE FOR HYMN VIDEOS.

Introduction music	The 1st slide of a hymn/song/musical piece should have the name of the music and the composer/lyricist name. These can be printed prominently on the slide with the song/hymn name. A suitable image can be included with this section. At the foot of the slide the following text is to be used: **All rights reserved. Used with permission under ONE LICENSE *A-642090***
Background	All slide backgrounds are to be 'parchment' so they can be used for any of the liturgical seasons.
Font, size and colour	Font should be Calibri, size 60 or equivalent and black.
Instrumental sections or breaks between chorus and verses	A suitable image relating to the song content can be used, fading out when it's time for the lyrics to begin again.
Syncing lyrics with music	Lyrics should be visible at least 1 beat before singing starts. Preferably 2 beats.
Playout music	Playout music/outro can be accompanied with a suitable image relating to the song's theme.