

PARAMETERS FOR USE OF THE CRC CHAPELS

(Please share with your Liturgy Team)

Our Director met with the Office of Worship for the Archdiocese of Galveston-Houston in Fall 2018. The CRC is working to implement the policies in obedience to our Bishop and to maintain the integrity of our consecrated Chapels. They have asked that we not schedule Candlelight or Footwashing in the chapels. Footwashing is part of the Liturgy on Holy Thursday and that is the only time that it should be done in a chapel. The new policy is listed in Addendum F, #33:

*“Please note that chapels are to be used solely for celebration of the Mass, Exposition of the Blessed Sacrament, Adoration of the Blessed Sacrament in the tabernacle, Liturgy of the Hours, prayer (both communal and private) and confessions. No meetings, skits, small groups, activities, conferences or any boisterous/noisy activities may be held in the chapels. It is a house of prayer. The Chancel (altar area) is reserved solely for Liturgy and the Blessed Sacrament and should not be used as a stage. **Please remember that this is not a conference space to alter, but a consecrated Catholic Chapel which houses the Blessed Sacrament.**”*

Please do not cover or block out the windows. This includes: no black trash bags, butcher paper, aluminum foil, black screens or other types of coverings are allowed on the windows. No screens, partitions, or other types of room dividers are allowed.

The only set-up in the Chapel should be:

- For Mass: light candles, prepare missal, prepare lectionary, set-up hosts and wine
- For Mass, Confession, Exposition: prepare music team, choir practice, sound check, instruments
- For Confession: sign that says line for confession
- For Prayer: set out prayer books, Kleenex, etc.
- For Exposition: candles that the CRC provides in the sacristy for the altar (beeswax) and prepare the monstrance as well as move a kneeler in front of the chancel
- Priest Robes: for various Liturgy, Mass, Exposition, etc.

*Please remember that the Chapel is available for all Catholic groups, so altering the appearance of the Chapel impacts the other retreats and this is why, the seating in the Chapel should not be altered in any way. In all Catholic Churches, the altar, ambo, tabernacle, and presider chair should never be moved.

Additional parameters for the Chapel when it is used for Reconciliation or Stations of the Cross:

The Stations of the Cross- done as prayer and not a theatrical production would be allowed. The altar area (chancel) should not be used. If it turns the Chapel into a space for a skit/drama or a stage- then that would not be allowed but could be done in that manner in your meeting space. Stations is supposed to be a physical journey – so outdoor stations is very appropriate for a large group.

What is a skit?

- Actors – speaking or standing still (freeze frame)
- Costumes
- Set-Up/Props

Anything of this nature can be done on the stage in your meeting space. **NO SKITS IN THE CHAPEL.**

Again, skits should **not** be done in the Chapel. A skit consists of anything using actors (costume or not/ speaking or silent), so this includes freeze frame Stations of the Cross. All skits should be done in the meeting halls.

The woman at the well and the potters are both skits and the chapel is not the place for a skit. You are able to do the skit and examination in your meeting space before moving to the chapel for confession. Any lay led readings, reflections, guided meditations, etc. must also be done in your meeting hall space prior to moving to the chapel for confession.

We now have 5 individual confessionals available in the Main Chapel:

- 3 Confessionals with Kneelers and Chairs
- 1 Confessional with Screen Only (where Our Lady Guadalupe use to be)
- 1 Storage Closet w/ Kneeler Confessional & Chair (this can currently be used; must enter through sacristy). Our plan is to add a wheel-chair accessible door so confessional can access by the current holy water font.

One additional kneeler is located in the sacristy. This could be moved out front, in Priest Vestment Closet, or outside the side door to the Ali Center.

During your retreat, most likely another group is also using the Chapel. It is important to start and end on time, so that all groups may use the Chapel during their assigned times.

All Chapel items must stay inside the Chapel they are located. If your group has received permission to do Mass or Exposition in another location, you must bring all your own Liturgical supplies. The CRC provides two fully equipped Chapels and the items must remain in the Chapels for all groups to use. The items we provide in our chapels are:

Books	Book of the Gospel, Lectionary, Sacramentary All books are provided in both English and in Spanish
Sacred Vessels	Chalice, Paten, Ciborium, Cruets, Monstrance, Aspergillum (Holy Water sprinkler)
Sacred Linens	Corporals, Purificators
Vestments	Alb, Cincture, Stole, Chasuble, Dalmatic, Cassock, Cope, Humeral or Benediction Veil

You must bring your own hosts and wine.

The CRC was granted permission by Cardinal DiNardo to keep the Blessed Sacrament 24/7 at the CRC. We ask groups to replenish host in Tabernacle during their retreat. Please leave the Blessed Sacrament host in the Tabernacle following your retreat.

You must request prior permission to use incense for Exposition so that the fire alarm is not set off. You must provide your own incense, censor, and incense boat.

Thank you for your flexibility and patience as we work to be in alignment with our Bishop and maintain the consecrated space of our Chapels. **Please share this information with all team members, so we can all work together with our Bishop to draw the retreatants into a deeper relationship with Christ!**