

Check-list for courses organised by the Liturgy Office, Catholic Archdiocese of Sydney

The Liturgy Office is always willing to assist parishes, chaplaincies, and schools of the Archdiocese in the process of education and formation in the area of the Catholic liturgy and sacraments. We offer a variety of courses for the clergy, liturgical ministers and anyone who is interested in knowing more about their Catholic faith and the Church's sacramental and liturgical life.

This list was created to assist in planning such courses. The Liturgy Office always tries to travel to all venues to which it is invited. These courses are free of charge for the parish.

This list includes the most basic information about what is needed for running our courses. In case of any doubts, we are always happy to answer your questions. If your parish/chaplaincy/school would like the Liturgy Office to run a course for you, please get in touch with us to organise the date and time.

Please note that for those parishes who do not have the facilities to run a course, we can run it at the location of the Liturgy Office at 38 Renwick St, Leichhardt, NSW 2040.

1. For all courses

- A hall with chairs and sufficient space to comfortably sit the required number of people. This can be a parish hall, a school hall or some other suitable venue of this kind.
- Basic catering facilities: urn with hot water, some biscuits, milk, sugar, tea, coffee. If a parish wishes to organise more than that (e.g. lunch), they are of course free to do that, however we do not request this.
- Access to parking for the participants. Some parishes have enough parking on the church grounds, others open school gates, some have sufficient room for parking on the street. Most participants drive to those courses, so they need to have at least a reasonable hope for finding a parking spot near the venue.
- Preferable time: weekday. We normally conduct courses at 6pm-9pm on weekdays, but other arrangements are also possible if it suits the parish (e.g. 5:30pm-8:30pm, 6:30pm-9:30pm, etc.). Courses during daytime are also possible.

- It is possible to organise a course on Saturdays if weekdays do not work for the parish. If we do a course on Saturdays, it normally runs 9am-12pm, although other times are also possible (e.g. 10am-1pm, etc.)
- While access to a projector/TV/sound system is certainly a bonus, it is not necessary, we have all the equipment needed.
- Registration forms: they need to be filled out and signed by the participants and their Parish Priest/Chaplain. The Liturgy Office asks that they be sent to the Liturgy Office before the course commences, either by e-mail to liturgyassistant@sydneycatholic.org or by post to Locked Bag 5040, Alexandria NSW 2015. The forms are available online at the Liturgy Office web-page: <https://liturgy.sydneycatholic.org/>. Participants should also register on-line before the course, knowing the estimate number of participants helps us in planning.

2. Readers – 2 sessions (2 x 3 hours)

- Access to the hall in Week 1 and Week 2; access to the church in Week 2.
- Maximum number of participants: 25.

3. Extraordinary Ministers of Holy Communion – 3 sessions (3 x 3 hours)

- Access to the hall, no need for access to the church.
- Maximum number of participants: 40.

4. Acolytes – 3 sessions (3 x 3 hours)

- Access to the hall in Week 1, Week 2 and Week 3; access to the church and sacristy in Weeks 2 and 3.
- Participants need to have completed the full EMHC course before registering for this course.

5. Extraordinary Ministers of Holy Communion ‘refresher’ – 1 session (1 x 3 hours)

- Access to the hall, no need for access to the church.
- Participants need to have completed a full EMHC course in the last 5 years. Individual cases are assessed by the Director of the Liturgy Office.
- Maximum number of participants: 40.

6. Introduction to the Sacraments – between 4 and 10 sessions of 2-3 hours, depending on the parish’s needs and interests.

- Access to the hall, basic catering: urn with hot water, some biscuits, milk, sugar, tea, coffee.
- Maximum number of participants: no limits.

7. Sacristans – 2 sessions (2 x 3 hours)

- Currently this course is conducted in Riverwood, so there is no need to organise anything.
- Maximum number of participants: 20.

8. Sacred Music – Congregants – 1 session (4.5 hours)

- Currently this course is conducted in Leichhardt or Lewisham, so there is no need to organise anything.
- Maximum number of participants: no limits.

9. Sacred Music – Cantors and Musicians – 2 sessions (2 x 4.5 hours)

- Currently this course is conducted in Leichhardt or Lewisham, so there is no need to organise anything.
- Maximum number of participants: 30.

10. Sacred Music – Clergy – 3 sessions (3 x 2 hours)

- Currently this course is conducted in Leichhardt or St Mary's Cathedral, so there is no need to organise anything.
- Maximum number of participants: no limits.

Reviewed: March 2024