

Guidelines for Zoom Liturgies at NOVA

Gathering the Team: Ask other NOVA members to help in planning your liturgy, it is a great opportunity to involve newer members who may not feel confident to plan alone. Call/email the Presider 2-3 weeks before the liturgy to set up a planning meeting by phone or on Zoom. Read the Readings for your assigned Sunday and begin thinking about themes, music, special elements. For more inspiration, “google” your Sunday and lots of materials from Catholic and other faiths are available on the web as well.

Planning Meeting: Discuss the meaning of the Readings and their relevance to the lives of NOVA members, the world at large and the liturgical season we’re in. Decide on a theme for the liturgy (see notes on theme-setting on our website) and how you might develop it. You may choose other readings, meditations, symbols, music, etc. There may be images or videos on the internet that would help you develop the theme. Discuss how the homily will enhance the theme and whether to have community sharing, small group discussion (break-out rooms on Zoom), period of silence, writing, guided meditation, etc. Clarify who will be preparing the Program, doing the Readings, communicating with the Tech Host and Music Liaison and being the “Voice of the People” – responder to the presider.

Musical Selections: For Zoom liturgies there are generally 3 chosen hymns: Opening, Communion and Closing. You can consider 4 types of music possibilities:

- Live and sung by a member of the NOVATones/Community.
- Recorded with visuals created by Tech Team or musicians – usually images and words.
- YouTube video/recording created by someone else.

Tell the Music Liaison if you would like the Responsorial (between 1st and 2nd Readings) and the Kiss of Peace sung or spoken and if you have any preference for Mass parts. The Liaison will choose the singer/musicians and confirm their assignments. Settle on the selections no later than the Sunday before your liturgy so there is time to alert singers and the Tech Host. The Tech Team may be able to produce a special video or words with images if there is sufficient time.

Final Week before the Liturgy:

- Prepare a Program draft for the Liturgy and send it to Music Liaison, Presider and Tech Host for final input and confirmations. Designate who is presenting any readings/music/meditations not presented by the presider.
- Confirm with Readers, send them Readings or any other materials they need.
- Email the Chairs to determine who will be doing the greeting and announcements and let Tech Host know who that will be. Planners may choose to do the welcoming themselves.
- Prepare the final Program and send it out to the Community with the standard Zoom link on Friday or no later than Saturday noon. Sunday Morning:
 - Arrive on the Zoom call no later than 10:00 and ask the Presider to do the same. That will allow you both time for any last-minute communications or technical problems.
 - Consider yourself the host of the Liturgy. If someone forgets their part or the priest is confused about what comes next, let them know what to do. The Planner speaks the responses on behalf of the Community (or designates someone to do it) so it is important to have your mic open when the priest is speaking the regular parts of the Mass. See Response Guide for the usual community responses.
 - A Chair or Planner will start the liturgy at 10:15 by asking the Tech Host to mute everyone. The Chair or Planner will welcome everyone and let guests know that they can introduce themselves then or after

Communion. The Planner can then make a theme statement if they wish or can invite the Opening hymn to begin encouraging everyone to sing along while muted.

- The Planner is responsible for keeping the liturgy on time after that. The homily and shared reflections, in whatever form they take, should end by 11:00. Let the presider know that ahead of time but if they forget, gently break in and invite the presider to begin the Prayers of the Faithful.
- For Communion, remind the Presider that participants will be receiving their own blessed bread/wine at home and the Presider can invite everyone to do that along with himself/herself after the Lamb of God is spoken. The Tech Host will then put up an image inviting all to partake which will remain up for about 30 seconds before the Communion Hymn begins.
- After the Communion Hymn, the Chairs will thank the Planners/Presider/Musicians, make any announcements they have and invite other announcements from the Community.
- The Presider will give the final blessing and invite all to sing along with the closing hymn.

Feel free to direct any questions about all of this to Gloria or the Tech Team led by Dianne Carroll and Daniel Sanchez.

- Gloria Mog, Liturgy Chair – Revised, January 2023