INSTALLING A VISUAL DISPLAY SYSTEM IN A CHURCH

At present, the two most common forms of visual display used in churches are data projection (where a computer's visual output is projected onto a screen or surface) and LCD or LED (where a computer's visual output is displayed on a television or similar). Given the cost of such systems, and the effect they can have on the liturgical celebration and its participants, careful preparation must be made for their installation.

Whenever possible, the use of a single screen to which the attention of the entire assembly is directed is preferred, as this will foster the unity of those gathered to worship. Placement of visual display screens should be as close to, but not obstructing or dominating, the assembly's line of sight of the liturgical focus (e.g. the sanctuary) as possible, so that the potential for causing a distraction for the assembly is minimised. Professional technical advice should be sought to determine the best possible solution for each church, taking into account liturgical and architectural considerations.

Parishes wishing to install a new visual display system in an existing church should consult, and seek approval from the Liturgy Office so that liturgical advice and support can be provided. If a visual display system is to be included in a new church building, its installation should be considered in the design phase, and details included in the plans submitted to the bishop for approval.

PREPARING PRESENTATIONS FOR LITURGICAL CELEBRATIONS

Only what is necessary to support the assembly during the liturgical celebration should be included in the presentation that is prepared. The psalm response, and lyrics of hymns or chants the assembly will sing should always be included, and the melody line of these should also be included when possible. While other texts, such as prayers and responses said or sung by the assembly, may be included if they are not well known, the preference is that the assembly be able to pray and respond from memory. To support those members of the assembly who have difficulty remembering the texts of these prayers, it is better to provide them with access to print copies, such as pew cards or Mass booklets. The text of readings, and of prayers led by the priest, deacon or lay minister, should not be displayed.

An image may be displayed before or after the liturgical celebration as a means of focusing the assembly and encouraging personal reflection and prayer. Such images should be related to the particular season, feast day, or celebration. Slideshows of images should not be shown during liturgical celebrations. In Masses with children and a few adults (such as those celebrated in primary schools), some images may be used during the liturgical celebration, keeping in mind that their purpose is to support the focus, reflection and prayer of the children. Such images cannot be a substitute for the liturgical symbols or elements in the church, regardless of who is participating in the celebration.

When deciding what should be included in a presentation for use at a liturgical celebration, the priest leading the celebration must be consulted. Parish priests and school chaplains may wish to provide additional instructions, detailing how these guidelines are to be applied in light of local needs and circumstances.

Presentations prepared for liturgical celebrations should always be clear, simple and professional, reflecting the dignity and sacred nature of the liturgy. The text should be large and clear enough to be read easily from a distance. Animations and slide transition effects should not be used. Copyright legislation is to be respected at all times, in the use of both music and images.

USING VISUAL DISPLAY SYSTEMS IN LITURGICAL CELEBRATIONS

The setup of the computer and display screen should take place in plenty of time before the celebration begins. This will minimise distraction to those who come to pray before the celebration begins. It will also allow time to attend calmly to any unexpected technical issues that may arise.

The operation of a presentation during the liturgy should be efficient and discreet. Timing is crucial. It is important that slides are displayed so that the assembly can sing and respond confidently when they are supposed to. When a hymn, chant or prayer has to be presented over multiple slides, the flow of the hymn, chant or prayer needs to be maintained.

The visual display system should be used only when it is needed. At all other times, the screen should remain blank and static, so that the attention of the assembly remains focused on the liturgical action. Consideration should be given to being able to mute the output of the display screen if an unforseen technical adjustment needs to be made on the computer during the celebration.

INSTALLING A VISUAL DISPLAY SYSTEM IN A CHURCH

LITURGICAL CONSIDERATIONS

- Whenever possible, the use of a single screen to which the attention of the entire assembly is directed is preferred, as this will foster the unity of those gathered to worship
- Placement of visual display screens should be as close to, but not obstructing or dominating the assembly's line of sight of the liturgical focus (usually within the sanctuary), so that the potential for distracting the assembly is minimised.

TECHNICAL CONSIDERATIONS

- As each church building is different, the installation of a visual display system must be carefully planned to ensure the system works effectively within the architecture of the church
  - This will have implications for the most suitable type of display system, the number of screens required, etc.
  - The amount of ambient natural light in the church during the day, and artificial lighting at night have implications for the type of system installed, its configuration and technical specifications
- Screen sizes should be chosen to achieve the best possible balance between ease of visibility, and ensuring that screens do not visually dominate the liturgical space
  - When a data projector is used, consideration should be given to a screen that can be retracted (either electronically or manually) when the system is not in use
  - In some churches, it may be possible to project directly onto an existing wall
- If more than one screen is required as part of the visual display system, the screens should be connected to a synchronised system that is controlled from a central point
  - Additional screens should be used only when they are required
- Consideration should be given to how the display equipment will be accessed once installed for maintenance purposes (e.g. repairing or replacing faulty or obsolete equipment, cleaning filters, replacing projector lamps)
- A dedicated computer should be acquired for the purpose of operating the system, with software installed for operating presentations during Mass
  - The software will need to be familiar to those who prepare presentations for celebrations, and those who operate the computer during celebrations
  - The software used will also need to be available on any computer used by people who prepare the presentation files for liturgical celebrations
  - The computer should have a USB port (to connect with portable storage devices, presentation remote controls, etc.) and an external monitor output (to connect with the display system)
- A dedicated space will need to be provided within the church for the connection and operation of the computer, preferably where the operator can both see the sanctuary clearly and communicate with music ministers

- Consideration should be given to integrating the sound output of the computer into the church's sound reinforcement system, particularly for those occasions when video footage is used (e.g. a pastoral message from the Bishop)
- When planning for the installation of a visual display system, advice should be sought from suitably qualified technicians to ensure an effective and professional installation that takes these guidelines into careful consideration
  - Professional fees need to be considered when preparing the budget for the installation project.

PREPARING PRESENTATIONS FOR LITURGICAL CELEBRATIONS

LITURGICAL CONSIDERATIONS

- Those who prepare presentations for liturgical celebrations need to have an understanding of the liturgy, the order of the ritual elements within a celebration, and of the potential for a presentation to affect the full, conscious and active participation of those who take part
- When deciding what is to be included in the presentation, it must be remembered that the primary purpose is to
  aid the participation of the assembly when necessary.

HYMNS AND CHANTS

- The lyrics, preferably with melody line, of hymns, chants and the psalm response should be included
  - Even when people have not been trained to read music, they can easily learn to recognise the movement of melody line, and thus participate in the hymn or chant with greater confidence.

PRAYER TEXTS

- A specific prayer or response of the people may be included if there is a concern that it is not well known to the assembly
  - This may particularly be the case with texts only used once a year, such as parts of the Easter Triduum, or responses relating to sacraments and rites that are only celebrated during Mass on rare occasions
  - This also may be of particular importance at liturgical celebrations in school communities
  - Such inclusions should be made on a case-by-case basis, taking into account the particular prayer concerned, and the assembly that will participate in that particular celebration
- Care should be taken in any circumstance, however, that people are encouraged to sing or recite known prayer texts from memory. The text of the Lord's Prayer, for example, is known well enough for it not be displayed at school and parish celebrations
- If a booklet is being prepared for the celebration (e.g. funerals and weddings), such texts should be provided there instead of in the visual presentation
- A number of liturgical prayers are led by a minister alone (e.g. the Collect Prayer, the Prayer of the Faithful). The assembly's role is to listen and to add their own silent prayer to the prayers led by the priest, deacon or lay ministers, rather than 'reading along' on a screen.

READINGS

> *That word constantly proclaimed in the liturgy is always, then, a living, active word through the power of the Holy Spirit. It expresses the Father's love that never fails in its effectiveness toward us.[3]*

- As the scriptures are to be proclaimed during the celebration, thus symbolising that "God speaks to his people", the texts of the readings should never be displayed.[4] Again, the role of the assembly is to listen.

IMAGES

- During a liturgical celebration, the focus of the assembly should always be on the action taking place rather than on static, artificial representations
- A single image displayed as people enter or leave the church may help to provide a sense of focus
  - A 'slideshow' of images from a person's life is not appropriate at the funeral liturgy itself. If people request such 'slideshows', they should be encouraged to consider doing this at the reception following the funeral liturgy. However, before or after a funeral liturgy, a single image may be displayed.
- As "all things set apart for use in divine worship should be truly worthy, becoming, and beautiful," artistic images must be carefully considered for their artistic merit[5]

> *In addition to these visual elements that belong to the celebration itself and to the place of celebration, it is appropriate to introduce other related elements that will permit children to perceive visually the wonderful works that God performed in creation and redemption and thus support their prayer. The liturgy should never appear as something dry and merely intellectual.*
>
> *For the same reason, the use of pictures prepared by the children themselves may be useful, for example, as illustrations of a homily, as visual expressions of the intentions of the general intercessions, or as inspirations to reflection.[6]*

- Use of images may be possible during the liturgical celebrations in primary schools.

NOTICES
- If parish notices are to be displayed, this should be done before or after the liturgical celebration.

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3 International Committee on English in the Liturgy (translation), *Introduction to the Lectionary for Mass,*4
4 SC, 33

TECHNICAL CONSIDERATIONS

- Parishes and schools will need to select and train people to prepare the presentation files required for liturgical celebrations
- Professional-looking presentations that are consistent in their design and appearance will minimise distraction, and better reflect the dignity and importance of the liturgical celebration
- The slide size should be correctly selected to suit the proportions of the visual display screens, otherwise the presentation will appear distorted when displayed
- Text displayed on the screen must be large and clear enough to be read comfortably from the furthest distance away
- A single clear, simple font that is easy to read should be used consistently throughout the presentation
  - Text should be presented in typical sentence case. Text presented in ALL CAPS is more difficult to read, as the brain uses its knowledge of the shape of words to help with reading
- The colour of text and slide backgrounds is also an important consideration
  - Contrast is important, and care must be taken to ensure that slides can be read in different light conditions within the church
  - The best results are usually achieved with dark (eg black, dark blue) text or a light (eg white) background or vice versa. Like fonts, the colour scheme should remain consistent throughout.
- When presenting text such as lyrics of hymns and chants, care must be given to the texts being presented in phrases, making it easier for the assembly to follow. For example:

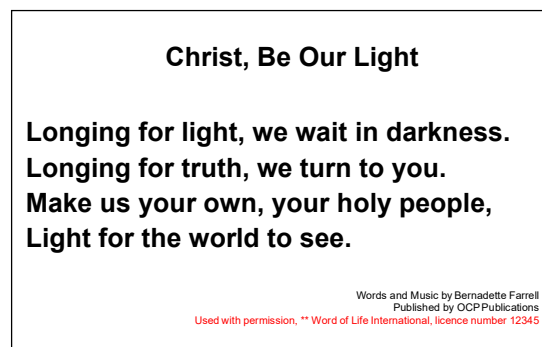| **All People That on Earth Do Dwell** **All people that on earth do dwell, Sing to the Lord with cheerful voice; Him serve with love, his praise forth tell, Come we before him, and rejoice.** Text: William Kethe Tune: OLD HUNDREDTH; Louis Borgeois	**All People That on Earth Do Dwell** **All people that on earth do dwell, Sing to the Lord with cheerful voice; Him serve with love, his praise forth tell, Come we before him, and rejoice.** Text: William Kethe Tune: OLD HUNDREDTH; Louis Borgeois
Not arranging the texts into phrases makes it difficult to follow, especially from a distance	*Using phrasing helps the assembly and aids participation*

  - Care must also be taken when the length of a prayer, verse or refrain requires it to be split across two or more slides, as poorly-timed slide changeovers can disrupt the flow of the prayer

- Animations and transitions between slides can prove distracting during liturgical celebrations and should be omitted

- Images must be professionally presented and of sufficient resolution to be clearly seen throughout the church
- Between each included element (e.g. hymn, chant or prayer text), a plain, black slide should be inserted, so that the screen is blank when not in use during the celebration. Alternatively, it may be possible to use a colour that allows the screen to blend inconspicuously into the surrounding wall or space
- Catholic parish and school communities have both a moral and legal obligation to observe copyright legislation
  - Copyright requirements must always be observed when including hymn texts and melody lines that are not in the public domain. With most copyright licences for visual displays, hymn texts and melody line are permitted. Licence conditions generally expect each hymn to have displayed with it:
    - The title
    - The name of the composer (and lyricist if different to the composer)
    - The publisher
    - The words "Used with permission", name of licensing agency, and parish licence number. For example:

> **Christ, Be Our Light**
>
> **Longing for light, we wait in darkness.**
> **Longing for truth, we turn to you.**
> **Make us your own, your holy people,**
> **Light for the world to see.**
>
> Words and Music by Bernadette Farrell
> Published by OCP Publications
> Used with permission, ** Word of Life International, licence number 12345

**enter your own licence name and number here

  - Consideration must also be given to the fact that copyright exists on the vast majority of images that are found on the internet; any image displayed must be purchased, belong in the public domain or be used with permission.

USING VISUAL DISPLAY SYSTEMS IN LITURGICAL CELEBRATIONS

LITURGICAL CONSIDERATIONS

- Text and images should only be displayed when they are needed. The screen should be blank at all other times
- 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 will not be able to leave their place during the Communion hymn.

TECHNICAL CONSIDERATIONS

- Parishioners should be properly prepared for operating the computer during liturgical celebrations. In particular, they should possess the following skills:
  - An understanding of the Order of Mass (i.e. what happens and when), and a sense of the reverence that liturgical celebrations demand
  - The ability to manage the visual display system as required (e.g. muting displays when adjustments need to be made)
  - The ability to operate the system accurately and efficiently, minimising any possible distractions
  - Basic computer troubleshooting
- Computer operators should be provided with a thorough outline of what has been included in the presentation
  - This can usually be done by printing the slides of the presentation, or a 'notes' page
- The computer software used must be configured to maximise control and ease of use for the operator
  - If the software provides a 'Presenter View' setting, this should be used when running the slide show
- Computer operators need to be aware of timing the display of slides effectively
  - The natural tendency of the brain is to read ahead, so a new slide has to be displayed shortly before the assembly is expected to read or sing the first words displayed on it
- Once a data projector is shut down, its fan will continue to operate for some time afterwards to cool the projector down
  - This is important to ensure the long life of the projector lamp
  - Power to the data projector should not be interrupted before this cool-down process has been completed.

ORDER OF MASS	FOCUS	VISUAL DISPLAY
Before Mass	Personal preparation, gathering of the assembly	A single image may be used as a focus A slide may be used to provide information or a welcome message
THE INTRODUCTORY RITES		
Entrance	Procession	The text of the entrance hymn or chant is displayed, with melody line if possible
Greeting	Priest	Blank
Penitential Act	Priest	Blank The people's parts of the Penitential Act may be displayed if the assembly is not familiar with them
Kyrie eleison	Cantor or priest	Blank The text and melody line may be displayed if the *Kyrie* is sung to an unfamiliar tune
Gloria in excelsis	Cantor, choir or priest	Blank The text and melody line may be displayed if the assembly is not familiar with them; if the music for the *Gloria* is arranged into verses with a refrain, then the refrain may be displayed to support the assembly
Collect	Priest	Blank
THE LITURGY OF THE WORD		
First Reading	Reader	Blank
Responsorial Psalm	Cantor or reader	The text of the response is displayed, with melody line if possible
Second Reading	Reader	Blank
Acclamation Before the Gospel	Procession to ambo	The text and melody line of the people's parts may be displayed if they are not familiar with them
Gospel	Deacon or priest	Blank
Homily	Priest or deacon	Blank In Masses with children and a few adults, some images may be used to support their understanding of the homily if this is considered helpful
Profession of Faith	Priest, cantor or choir	Blank The text and melody line may be displayed if the assembly is not familiar with them
Universal Prayer (Prayer of the Faithful)	Priest and deacon or reader	Blank In Masses with children and a few adults, some images may be used to support their understanding of the intentions if this is considered helpful English translations may be displayed if prayers are read in other languages

Preparation of the Gifts	Procession, priest	If a hymn or chant is to be sung by the assembly, the text is displayed, with melody line if possible
Prayer Over the Offerings	Priest	Blank
Eucharistic Prayer	Priest	Blank The text and melody line of the *Sanctus* (Holy, holy), Memorial Acclamation (Mystery of Faith) and Great Amen may be displayed if they are unfamiliar to the assembly, but only while they are being sung
Lord's Prayer	Priest	Blank
Rite of Peace	Priest, assembly	Blank
Fraction of the Bread	Priest	Blank The text and melody line of the *Agnus Dei* (Lamb of God) may be displayed if it is unfamiliar to the assembly
Communion	Procession, assembly	The text of the Communion hymn or chant is displayed, with melody line if possible
		If there is a hymn or chant after Communion, the text is displayed, with melody line if possible
		In Masses with children and a few adults, an image may be used as a focus for reflection if this is considered helpful
Prayer After Communion	Priest	Blank

THE CONCLUDING RITES

Greeting	Priest	Blank
Blessing	Priest	Blank
Dismissal	Priest	Blank
		If there is a recessional hymn or chant, the text is displayed, with melody line if possible
After Mass		A single image may be used as a focus A slide may be used to provide information or a thought- provoking message related to the Gospel of the day as people depart