

## Consider style and design...

Good design largely depends on choosing attractive and readable fonts and creating a layout that maximises white space on every page.

- keep instructions and rubrics brief and in a consistent style (e.g. italics)
- maximise margins, especially on paper edges
- differentiate headings from subheadings and make them consistent
- avoid underlining texts or using uppercase for whole phrases
- take care that clip art is worthy and appropriate
- aligned and left-justified texts are the easiest to read
- centre the text sparingly
- make booklets functional rather than decorative

### Fonts

- as a rule, avoid fonts smaller than 12 pt, 14 pt is better for older eyes
- avoid elaborate or italicised fonts for communal prayer and music texts
- avoid using more than 2 different fonts

## Out or in?

### *Leave these out:*

- text of readings
- longer prayers prayed by the presiding minister

### *Put these in:*

- parts sung by the assembly that are not memorised
- main headings indicating the structure of the liturgy
- scripture references

### *Use your pastoral judgement with these:*

- people's regular responses
- lead-in prayers of the presiding minister
- subheadings indicating the structure of the liturgy

Pastoral judgement will require sound knowledge of aspects such as the faith, age, ability, ritual experience and cultural background of those who will gather.

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# Preparing Worship Booklets

a guide  
for producing booklets  
that encourage  
active participation

**The Liturgical Commission**

Archdiocese of Hobart

## Encouraging participation

The availability of computers, scanners, photocopiers and sophisticated software programs has made the preparation of booklets much easier. Engaged couples, parishes, schools and other communities are all involved in preparing booklets for people to participate in worship.

As booklets are essentially worship aids – not full scripts – sound judgement is needed to ensure that they encourage and enable all to participate fully in the liturgical action. This action includes gestures, singing, silence, processions and dialogue. They build a sense of being one with all present as the liturgy unfolds.

Although booklets help those gathered to participate in the liturgy, it is important to note that liturgical prayer is a much more dynamic activity than reading words on a printed page. Printing the complete text of a ritual in a booklet is not only time-consuming and unnecessary; it misjudges the needs of the worshipping community and the nature of good liturgy.

Good worship booklets help those assembled to participate with ease in the ritual action. The pages of these booklets should not be cluttered with text, padded with fancy fonts, or riddled with errors that draw attention away from worship.

These tips are provided to assist those who have the important and sometimes challenging task of preparing booklets for liturgical celebrations.

## When preparing booklets...

- provide an outline, not a full script
- know what to put in and leave out
- provide a clear structure of the liturgy
- avoid page turns that are in the middle of texts or songs
- reprint the refrain on the second page if a song extends past a page turn
- appropriate terms are 'priest' or 'presiding priest' ('leader' if the person is not ordained)
- presiding ministers always require ritual books, not plastic folders
- if the proclaimed English versions are not understood, include texts in other languages

### Copyright

Australian law requires that permission must be gained and correct acknowledgement be given when reprinting a copyright work.

- obtain permission to use copyright music through a one-time-use licence or an annual licence from an Australian copyright agent
- it is easier to choose music that is in the public domain or already covered by your annual copyright licence
- copyright acknowledgement may be printed underneath a work or on a page at the back of the booklet

## Save time and avoid mistakes

- create templates which allow small amounts of text to be 'dropped in' easily
- use official online resources for texts
- reduce booklet to a single folded A4 sheet to avoid stapling
- always ask another person to proof your work; ask a musician to proof the music
- recheck the position of the prayers and the order of the pages before printing
- if adapting a previous file, check that all dates, references and pronouns etc. have been changed
- to align text, use tabs, not spaces
- use Australian spelling
- use the best printer quality for the master copy

### Save space and paper

- use the combination of a booklet and a hymnbook, inserting hymn numbers
- use bold typeface for people's parts and delete headings such as 'priest', 'leader', 'all' etc. for the other parts
- reduce space between paragraphs and lines to 6 or 8 pt