



Guidelines for Slides used in Liturgy

Purpose of Visuals

- Visuals are primarily for the assembly (congregation)
- The choir is expected to know the music through practice or song sheets
- Slides should support the assembly's active participation

Reverence to the Eucharist

- Always uphold deep reverence for the Eucharist
- Slides must never distract from the sacred presence on the altar
- Maintain a spirit of silence, respect, and prayerfulness
- Let all visuals serve the worship of Christ, not draw attention to themselves

Keep the Focus on Worship

- The main focus is the altar
- Also give due focus to the ambo, chair, and liturgical action
- Remove graphics to avoid distraction and clutter
- Use Silence Well. Keep the screen blank or black during quiet moments

Keep It Simple

- Use 2–4 lines per slide
- Keep text short (2–3 lines per verse)
- Remove labels (Verse, Chorus, Bridge)
- Avoid unnecessary punctuation

Avoid Clutter

- Keep slides clean and uncluttered
- Do not overcrowd text
- Use space wisely to make reading easier
- Simplicity helps people focus and participate

Make It Easy to Follow

- Break lines according to musical phrasing
- Use clear and bold fonts (Arial, Calibri, Tahoma)
- Ensure text is large enough to read from the back

Ensure Good Visibility

- Use white text on a dark background
- Maintain high contrast for readability

Stay Consistent

- Keep a uniform style throughout all slides
- Use liturgical colours when appropriate (e.g., violet for Lent, white/gold for Easter)

Correctness

All slides must have clear and accurate titles that correspond to the order of the Mass, helping the assembly follow the liturgy with reverence and understanding.

ORDER OF MASS AND ITS PARTS			
Introductory Rites	Liturgy of the Word	Liturgy of the Eucharist	Concluding Rites
<ul style="list-style-type: none">• Entrance• Greeting• Penitential Act• Glory to God• Collect	<ul style="list-style-type: none">• First Reading• Responsorial Psalm• Second Reading (on Sundays and solemnities)• Gospel Acclamation• Gospel• Homily• Profession of Faith (on Sundays, solemnities, and special occasions)• Universal Prayer	<ul style="list-style-type: none">• Presentation of the Gifts and Preparation of the Altar• Prayer over the Offerings• Eucharistic Prayer• Preface• Holy, Holy, Holy• Prayer, including Consecration• Mystery of Faith• Second half of prayer, ending with Doxology• The Lord's Prayer• Sign of Peace• Lamb of God• Communion• Prayer after Communion	<ul style="list-style-type: none">• Optional announcements• Blessing• Dismissal

Copyright Reporting

For centralised reporting, submit list of hymns used with name of composer by Friday before rostered date. Reporting is done by the Liturgy Committee Coordinator.

Preparation

For uniform format, the Liturgy Committee Coordinator prepares all slides in coordination with the Parish Associate based on Universalis and the current year's Ordo.

Slides are sent to respective choirs by Wednesday and saved on the desktop