

HOW TO CHOOSE, FUND AND INTRODUCE NEW HYMNALS IN YOUR PARISH

The decision to purchase a hymnal is a significant one for any parish community. It's not only a sizable financial investment, but also a decision that will impact your music ministry program for many years to come.

This is a step-by-step guide to help you through the entire process of buying new hymnals, from choosing your new hymnals to decommissioning your old music resources.

If you have questions about any part of this process, please contact a member of our Customer Success team at 1-800-LITURGY (548-8749) or liturgy@ocp.org.

How to choose a hymnal

With so many resources available, it can be difficult to decide which hymnal is the right hymnal for your parish community. What are the most common steps parish music directors take to make the choice?

1

Establish a selection team

Don't decide alone. Ask your pastor or parish administrator for recommendations of a few people who would be beneficial in the process of researching and choosing a new hymnal. Teams might include choir members, parishioners, liturgical ministers, business managers or other stakeholders in your parish's music ministry program.

2

Compare resources

These are the most common areas of consideration parish leaders explore when purchasing a hymnal:

a

Song selection

Consider how many of your parish's "favorites" are in the hymnal. What is the overall mix of traditional, contemporary, classic contemporary and multicultural music? Also consider Mass settings and seasonal music.

b

Cost

The initial expense for hymnals can seem steep, but the songbooks can last for many years, which impacts your ministry's finances in the long term.

c

Look/Feel/Size

Consider how the books feel in your hands, and think about how well others will be able to use the books. How heavy are the books? Also, will the hymnal fit into your parish's pew racks?

"We started by downloading the lists of songs for each hymnal off the OCP website, printed out the lists, and just started going down the list, marking the songs we already knew."

— Alice Coen, music director at St. Mary Parish in Kodiak, Alaska

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How to fund a hymnal purchase

Congratulations! You have found the perfect hymnal to lift the voices of your assembly in song. What are some stewardship opportunities to explore?

1

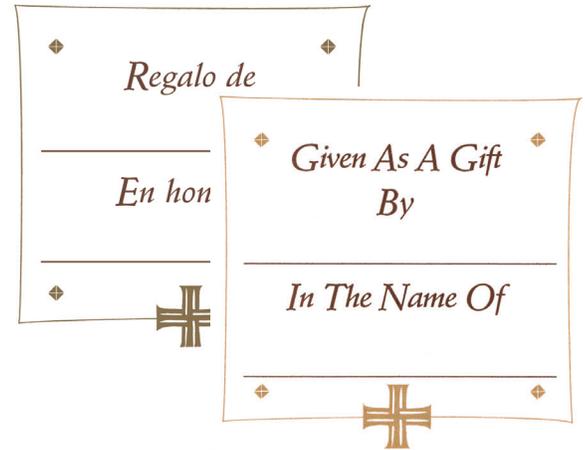
Commemorative Gift Program

This is a way for parishes to raise money for new hymnals, missals or church music programs. In this campaign, parishioners have the opportunity to sponsor new hymnals by donating a predetermined sum of money in honor of a loved one (living or deceased) or to commemorate an event (birth of a child, holy day, etc.).

How to start:

- Order bookplates and donation envelopes. Each order of OCP bookplates includes 25 bookplates. ocp.org/commemorative-bookplates

- Invite your parish community to be a part of the new worship program. Here are some examples of how you might announce the gift program before or after Mass, or in your parish bulletin:



Example 1

We have new (hymnals) on the horizon! This is an exciting time for (name of parish). After weeks of careful research, our liturgy team has selected a new worship resource for our parish. Beginning (date), we will be using (name of resource) for Sunday Masses and other liturgies. Offering new songs as well as old favorites, it will be a very good fit for our community. It takes a significant financial commitment to provide these resources. You can help defray the cost of the new (hymnals) by sponsoring one or more with a small donation. Each sponsored (hymnal) will contain a bookplate that reads, "Given as a gift by _____ in the name of _____." Take this opportunity to honor loved ones or commemorate a special event by sponsoring a (missal/hymnal). Special donation envelopes will be available starting Sunday, (date). More details will be provided in the coming weeks.

Everyone can be part of our new worship program!

Example 2

You don't have to be a great singer or musician to contribute to our worship program!

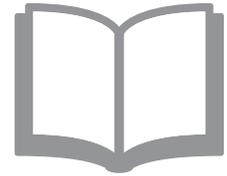
You can "sponsor" one of our new (hymnals) for just (\$). For each (\$) donation, one (hymnal) will get a bookplate that reads, "Given as a gift by _____ in the name of _____." If every parishioner sponsors one (hymnal), it will cover the entire cost of purchasing the new books. Special donation envelopes will be available starting Sunday, (date).

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2

Take Home a Hymnal Program

Allow parishioners the opportunity to purchase copies of the parish's old hymnals as a way to raise funds for new hymnals. Many parishioners will love an opportunity to have the books as keepsakes, as well as a resource for prayers and devotions at home.



3

OCP Parish Grant

Has your parish ever applied for an OCP Parish Grant? OCP provides direct financial assistance to Roman Catholic parishes across the United States in support of parishes looking to enhance their worship experience. Since its inception in 2001, we have provided more than \$3 million. Any Roman Catholic parish in the United States that did not receive an OCP grant the prior year may apply.



The window to submit applications typically runs from early January through the end of May. Watch a video and learn more about how to apply at ocp.org/parish-grants.

4

Financing

If your parish needs to purchase new hymnals right away, OCP offers financing plans on missals, hymnals and hymnal supplements (such as accompaniment books and recording libraries).

- ZERO interest
- Only 10% down required
- Convenient automatic, monthly credit card or bank payments.
- Extended payment terms
- Lessens the impact of a large up-front purchase



Have more questions about financing options? Call 1-800-LITURGY (548-8749)

How to introduce a hymnal to your assembly

Your beautiful new hymnals have arrived. The new books feel glorious in your hands, and they look beautiful in the pews. One would think that having a new worship resource would be enjoyable for everyone, but change can be jarring for some people. So how do you ease the transition?

1

Encourage ownership

Months before new *Flor y Canto* hymnals were unveiled to the assembly at St. Leo Parish, musicians began teaching one another new music from the hymnal. Choir members from the parish's Guatemalan community taught Anglo musicians how to sing Spanish-language songs; Anglo choir members led training on English-language songs from the hymnal.

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2

Say thank you

If announcements are common at your parish, ask a member of the selection committee to announce the hymnals' arrival. He or she will praise the entire community for their commitment to the future of the parish. Compliment parishioners for their support during fundraising and implementation efforts. Keep it brief, on point, whenever your parish does announcements (sometimes before the entrance song or immediately before the concluding rite of Mass).

3

Take it slow

"Don't introduce too much new music at once. For the first several weeks we had our new hymnals, we didn't add any new music. Then we started introducing new music slowly."

— Alice Coen, music director at St. Mary Parish in Kodiak, Alaska.

Start by choosing songs from the hymnals that are favorites among your choir and parish community. Parishioners will worry that their favorite songs from your previous music resources will not be included in the hymnals, so address their concerns immediately.

4

Offer some context

In the bulletin, consider adding small notations about individual songs that give some background and context. That could include:

- A biographical note about the composer
- Insight into the song's meaning
- Tips to help members of the assembly feel more confident about singing that song (proper posture, belly breathing, open your mouth wider!)

What to do with the older hymnals

Instead of sending those old hymnals to the landfill, consider these options for reusing or recycling the books:

- Donate the hymnals to hospitals, prisons or retirement homes.
- Reuse the hymnals. Crafty parishioners may want to upcycle old hymnals into Christmas ornaments, art prints, wreathes and more. Search the term "hymnal" on Pinterest for ideas.
- Recycle the hymnals. Hardcover books are more difficult to recycle because of the adhesives. Contact a local recycling center to find out the best way to prepare the books for recycling in your community.

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