

POLICY 2.1.3 School Mass Guidelines

The Archbishop strongly encourages the priests of the Archdiocese to be active and present in the schools in their parishes. One important element of that presence is the Mass celebrated for, by and, as applicable, in those schools.

Proper reverence: Whether the Mass takes place in the church or a suitable room in the school, proper church etiquette should be observed. It is recommended that, in advance of the first school Mass of the year, the student body be reminded of the following points:

- a. Respect for sacred space (the body of the church) is expressed first of all by silence. If it is necessary to speak to someone, this should be done in a whisper, so as not to disturb others in the church.
- b. Running is not proper in the church.
- c. Chewing gum, and any food stuff in the mouth, should be disposed of before entering the church.
- d. Caps and hats are not worn in the church.
- e. All in attendance should have fasted for at least one hour before communion.
- f. There should be no eating or drinking in the church, except of course for communion.
- g. At the entrance to the church, there are holy water stoups. One is to use the holy water in making the sign of the cross on entering the church.
- h. As one enters the pew, a genuflection is made towards the Blessed Sacrament in the tabernacle.
- i. Posture when in the pew should be respectful of the place.
- j. Cell phones are to be turned off prior to the commencement of the Mass.

The parish priest and the responsible staff member(s) of the Catholic school should always consult on the scheduling of school Masses. This may be done at the beginning of the school year, with Mass dates for specific seasons, feasts and events added to the school calendar. Or Masses may be scheduled as the Church and school calendars unfold, requiring only sufficient notice for the priest celebrant and the school. From time to time, a Mass may be planned in response to an unforeseen or unexpected event.

Priests should encourage schools to use the School Mass Planning Guide that accompanies this policy when preparing for a Mass. The plan should be submitted to the priest for his approval. This will ensure that the Mass is organized and celebrated following the appropriate Church norms and with due reverence to the Lord.

Using the School Mass Planning Guide

1. Time and Place

Mass Location: It is preferable that the Mass take place in the parish church. However, recognizing that this will not always be feasible, it is also permitted for the Mass to take place in a suitable place in the school itself.

Feast: School Masses can be planned to recognize liturgical seasons (e.g. Advent, Lent), specific feast days, solemnities and memorials (e.g. Christmas, memorial of the school's patron saint).

Theme: School Masses might also be planned for reasons directly connected to the school's students or the community (e.g. graduation, beginning or ending of school year.)

NOTE: The Church celebrates Ash Wednesday, Easter, and Christmas Mass only on, and never in anticipation of, these special days. The Church does not celebrate Mass more than once on Holy Thursday.

2. People Involved

Planners: The planners of the school Mass should, as much as possible, be students of the school, directed by the **Staff advisor**.

Presider: The presider, also known as the celebrant, will usually be the parish priest. The presider may be another priest. If the priest is invited by the school, the planners should get the permission of the parish priest. If an absence of the parish priest is the reason for another priest celebrant, then the parish priest should ensure the planners know of this as far ahead of the planned Mass as possible.

Servers: Servers should be selected from among those who are already trained as servers in the parish.

Music ministers: The people who play the accompanying instruments and lead the singing at Mass should be listed here.

Commentator: This is the person/people who introduce the Mass and, usually, read the General Intercessions following the homily.

Lectors (readers): Whenever possible, there should be different people to read the first and second readings of the Mass, as well as the responsorial psalm, if it is not sung. (The Gospel is read by the presider.)

Cantor(s): The cantor is the person who sings the responsorial psalm and the Gospel acclamation.

Presenters of the Gifts: The Gifts are the hosts and wine which are consecrated by the presider during the Liturgy of the Eucharist.

Eucharistic ministers: Eucharistic ministers must be selected from those who have been properly trained and commissioned as Eucharistic Ministers by the parish. These may be chosen from among teachers or other adults present for the Mass.

NOTE: Students engaged in any of the above ministries in the Mass are to be well prepared for their ministry, either by the planners or the parish priest. Planners are encouraged not to have children from the lower elementary grades as lectors and should choose students from the higher grades or, if necessary, adults for this ministry at Mass.

3. Liturgy

All liturgical norms are to be respected. When there is doubt about a norm or practice, teachers or those planning the liturgy are advised to consult the priest who is presiding at the Mass.

Gathering Rite: Before the entrance procession, the commentator may read an **introduction** to the Mass. The writer of the introduction should address the feast or theme that is being celebrated and

welcome any particular guests at the Mass. If symbols for the Mass theme are being used, they are to be brought forward at this time, **before** the entrance procession.

The planners should indicate which Opening Rite is to be used by the presider and whether the “Lord, have mercy” will or will not be sung. When included in the liturgy, the “Glory to God” should be sung, not recited. A “Mass setting” for all sung parts may be selected from the parish hymnal or other Church resource and should be identified in the School Mass Plan.

Liturgy of the Word: Readings for the Mass must be from the Bible and be selected in consultation with the parish priest. The selections should be listed in the School Mass Plan for the readings, the Gospel acclamation, and the Gospel. The readings must follow one of the two patterns prescribed for Liturgy of the Word:

<u>Option 1</u>	<u>Option 2</u>
Old Testament Reading	Old Testament or New Testament Reading
Responsorial Psalm	Responsorial Psalm
New Testament Reading	Gospel Acclamation
Gospel Acclamation	Gospel (proclaimed by a priest or deacon)
Gospel (proclaimed by a priest or deacon)	

Music: Music selections must be of a suitable liturgical nature. If you cannot find it in a Catholic hymn book, check with the presider before deciding on it. Recorded music (from a tape, CD, digital recording or internet resource) is discouraged. Hymns should come from parish musical resources or otherwise meet the requirements of copyright law in Canada. Non-liturgical music is not to be used during the Mass. Please refer to the school administration or the parish priest for information if there are any questions.

In the School Mass Plan, the hymn names should be listed and the hymn numbers or hymnal, if available. The Mass setting should be indicated for the sung Mass parts.

Mass for Graduates

In addition to the above guidelines and requirements, the following recommendations will assure due reverence is shown during the Mass for high school graduates.

Mass for Graduates

1. The Mass for graduates is to be clearly distinct from other graduation events (convocation, prom, etc.) A distinct day for the Mass would help to highlight its unique significance.
2. It is preferred that the Mass for graduates ~~should~~ take place in a Catholic church. However, if this venue poses a difficulty, the parish priest and the principal of the school may jointly decide on another appropriate building or site.
3. The priest celebrant of the Mass should be the pastor within whose parish boundaries the school is located. Permission to ask a priest other than the parish priest to be the priest celebrant is to be obtained from the parish priest himself. All other priests serving within the school's boundaries should be invited to concelebrate.
4. All provisions for preparation and proper reverence at Masses for school communities in general are to be observed, above.
5. The procession of the graduates is to occur prior to the beginning of the Mass. It must not form part of the entrance procession of the Mass. The procession of graduates may be accompanied by sacred or other appropriate music.
6. Graduate attire must be appropriate for Mass, whether graduate gowns are worn or not. If graduates wear their graduation gowns, their graduation hats are not to be worn at all during the Mass.
7. If the Mass for graduates is scheduled on a Sunday or a Solemnity, the Scripture readings for the Sunday or Solemnity must be used. Otherwise, appropriate readings chosen to fit the graduation theme may be selected. All selected Scripture readings must be approved by the priest celebrant.
8. Hymns should come from parish musical resources or meet the requirements of copyright law in Canada. Non-liturgical music is not to be used during the Mass.
9. Symbols related to the theme of graduation are not to be used in the Mass but are best displayed in one of the other components of the graduation.
10. If the Mass and graduation ceremonies must occur on the same day and in the same venue, the celebration of Mass will precede the graduation ceremonies.

A break is to be scheduled following the Mass, after the Recessional and after the priest celebrant has withdrawn from the sanctuary, and before the graduation ceremonies begin.
11. The altar is a sacred furnishing within the sanctuary of the church and needs to be treated with reverence. If diplomas are to be handed out in a ceremony at the church, there must be a separate table on which to place the diplomas for distribution.

Messe pour les diplômés

1. La messe pour les diplômés doit être clairement distincts des autres événements à la fin des études (convocation, bal, etc.) Un jour distinct pour la messe contribuerait à ressortir sa signification unique.
2. Il est préférable que la messe pour les diplômés ait lieu dans une église catholique. Toutefois, si ce lieu pose une difficulté, le curé et le directeur de l'école peuvent décider conjointement sur un autre bâtiment ou d'un site approprié.
3. Le prêtre célébrant de la messe devrait être le pasteur de la paroisse dans laquelle se trouve l'école. L'autorisation de demander à un prêtre autre que le pasteur de présider cette messe doit être obtenue du pasteur lui-même. Tous les autres prêtres qui servent dans les limites de l'école devraient être invités à concélébrer.
4. Toutes les dispositions pour la préparation et la vénération appropriée à une messe pour les communautés scolaires en général doivent être respectées. Voir la politique 2.1.3. Cela inclut des questions telles que la langue bruyante et inappropriée, la gomme à mâcher, et de l'alcool ou de drogue juste avant la célébration.
5. La procession des diplômés doit se faire avant le début de la messe. Il ne doit pas faire partie de la procession d'entrée de la messe. Le cortège des diplômés peut être accompagné par la musique sacrée ou un autre genre de musique appropriée.
6. Les vêtements portés par les diplômés doit être approprié pour la messe. Si les diplômés portent leurs robes de graduation, leurs chapeaux de diplômés ne sont pas portés du tout pour la messe.
7. Si la messe pour les diplômés est prévue sur un dimanche ou un Solennité, les lectures bibliques pour le dimanche ou Solennité doivent être utilisés. Dans le cas contraire, des lectures appropriées choisies pour correspondre au thème de la graduation peuvent être choisies. Toutes les lectures bibliques choisies doivent être approuvées par le prêtre célébrant.
8. Les hymnes devraient provenir des ressources musicales paroissiales. Musique non liturgique ne doit pas être utilisé pendant la messe.
9. Symboles liés au thème de l'obtention du diplôme ne sont pas utilisés à l'intérieur de la messe, mais sont mieux affichées dans le contexte des autres composants de l'obtention du diplôme.
10. Si la messe et les cérémonies de diplomation doivent avoir lieu le même jour et dans le même lieu, la célébration de la messe précédera les cérémonies de graduation.

Une pause de quelques minutes doit être prévue après la messe, après la Récession et après que le prêtre célébrant ait retiré du sanctuaire et avant que commencent les cérémonies de remise des diplômes.
11. L'autel est un mobilier sacré dans le sanctuaire de l'Église et doit être traité avec respect. Si les diplômés doivent être remis lors d'une cérémonie à l'église, il doit y avoir une table séparée sur laquelle sont placés les diplômes pour la distribution.

SCHOOL MASS PLANNING GUIDE

Time and Place			
School			
Mass Location			
Date		Time	
Feast			
Theme			
People involved			
Planners			
Staff advisor			
Presider			
Servers			
Music ministers			
Commentator			
Lectors (Readers)	First Reading		
	Second Reading		
	Gospel		
	General Intercessions		
Cantor(s)	Responsorial Psalm		
	Gospel Acclamation		
Presenters of the Gifts			
Eucharistic ministers	Hosts		
	1.	2.	
	3.	4.	
	Wine (optional)		
	1.	2.	
	3.	4.	
Liturgy			
Gathering Rite			
<i>The tone of the celebration is set from the very beginning. The commentator should ensure that the microphone is turned on before beginning. The</i>		Introduction of theme and welcome of guests before Mass Written by:	
		Entrance Song (Title, Hymnal, Hymn number, etc.)	

