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	
The tone of the celebration is set from the very beginning. The commentator should ensure that the microphone is turned on before beginning. The	Introduction of theme and welcome of guests before Mass **Written by:**
	Entrance Song (Title, Hymnal, Hymn number, etc.)

Opening Rite *can be one of many possibilities. The **Glory to God** is used only on Feasts and Solemnities.*	Opening rite: [ ] Penitential Rite [ ] Blessing with Holy Water [ ] Other
	Glory to God

Liturgy of the Word

*There may be one reading or two readings. The **First Reading** normally comes from the Old Testament of the Bible; the **Second Reading** normally comes from the New Testament (but not the Gospels). The **Alleluia verse** must always be sung, or else it may be omitted. The **Gospel** is read by a deacon **or** priest*	First Reading
	Responsorial Psalm
	Second Reading (optional)
	Gospel Acclamation verse
	Gospel selection (read by the presider)
	General Intercessions **Prepared by:**

Liturgy of the Eucharist

	Presentation of the Gifts Song
	Holy, holy, holy
	Memorial Acclamation
	Great Amen
	Lord's Prayer [ ] recited [ ] sung
	Lamb of God [ ] recited [ ] sung
	Communion Song(s)

Dismissal Rite

	Closing Song

Statement of Approval

I, _____ have reviewed the above on _____
   (Name of priest)   (Date)
and approve it:

    ☐ without changes

    ☐ with the following changes:_____

_____

_____
(Priest's signature)

See Policy 2.1.3 in the *Policy Manual* of the Archdiocese of Grouard-McLennan (http://archgm.ca/policy-manual/)