PART I: EUCHARISTIC LITURGIES

INTRODUCTION

The Mass is a joyful celebration of the Paschal Mystery – Christ's suffering, death and resurrection. This celebration calls for the active participation of the whole community gathered before the altar of the Lord. Active participation includes taking part in the hymns, prayers, responses and gestures throughout the Eucharistic liturgy as well as inner spiritual participation.

Those taking part in the liturgical ministries (e.g., music ministers, altar servers, lectors, ministers of Holy Communion) need to be prepared in advance. Children and young people often feel insecure in an unfamiliar environment. The opportunity to practice their role allows them to feel more at ease and able to serve their school community in an important way.

As students may not attend Sunday Mass on a regular basis, it may be important to remind students of what participation in the Mass requires on their part. As part of this catechesis and preparation, guidelines can be reviewed in class on the day before the Mass is scheduled to occur.

In preparation, note that weekday celebrations of the Eucharist are modelled after the Sunday Eucharistic celebration.

The following pages provide a preparation sheet for the Eucharistic celebration as well as liturgical guidelines for each area of responsibility and ministry.

General Instruction of the Roman Missal
The liturgical guidelines and norms that are followed in the preparation and celebration of liturgy are drawn from the General Instruction of the Roman Missal (GIRM), a manual issued by the Vatican Congregation for Divine Worship and the Discipline of the Sacraments at the Vatican. The GIRM indicates when, why and how things are to be done in liturgy. Specific references to guidelines from the GIRM are provided below.

Preparation Sheet – Eucharistic Liturgy

PLEASE READ PAGES 9-19 PRIOR TO COMPLETING THIS FORM.

Celebration		Date	
Place		Time	
Rehearsals		Date	
		Time	

Environment (pages 9-10)	
Altar	
Ambo	
Presider's Chair	
Other Set Up Needs (see below)	
Sound System	
Banners or other visual elements	

Liturgical Ministers (pages 11-12)	
Priest Celebrant	
Altar servers: Cross & Candle Bearers	
Lector(s)	
Prayer of the Faithful Reader(s)	
Gift Bearers	
Ministers of Holy Communion	
Music Ministry	
Sacristan	
Environment	
Hospitality	

Introduction (page 13)	
Introduction	

I. Introductory Rite (page 13)	
Entrance Chant	
Entrance Procession	
Greeting	Presider
Penitential Act	Presider
*Gloria	If indicated in Liturgical Calendar; *preferably sung
Collect (Opening Prayer)	Presider

II. Liturgy of the Word (pages 14-15)	
First Reading	One Reader
*Responsorial Psalm	*Preferably sung
Second Reading (optional)	One Reader
Gospel Acclamation	Sung or Omitted
Gospel Reading	Presider
Homily	Presider
Creed	If indicated in Liturgical Calendar
Prayer of the Faithful	Deacon, if present
III. Liturgy of the Eucharist (pages 15-16)	
Presentation of Gifts	
Offertory Chant	
Eucharistic Prayer	Presider
*Holy, Holy, Holy	*Preferably Sung
*Memorial Acclamation	*Preferably Sung
*Amen	*Preferably Sung
The Lord's Prayer	
Sign of Peace	Optional
Lamb of God	Sung or recited
Chant during Communion Rite	
Prayer after Communion	Presider
IV. Concluding Rite (page 16)	
Final Blessing	Presider
Recessional	
Instructions for Dismissal (page 16)	
Instructions	
Additional Considerations	
Postures (page 16)	
Preparing for the Distribution of Communion (page 17)	
Number of Stations	
Location of Stations	
Preparing for Other Possible Elements (page 17)	
Entrance Procession Options	
Breaking Open the Word Options	
Offertory Procession Options	

ENVIRONMENT

The environment relates to the arrangement of the sacred space in which liturgical celebrations occur and includes all that the assembly can see, hear, smell, taste and touch.

Place for the Mass: Church or School
The usual and preferred place for school Masses is the Church as the Church is the regular meeting place for the community of faith. Celebrations held in the local Church demonstrate the connection between the school and the parish community as well as the Universal Church.

When it is not possible to celebrate the school Mass in the Church, the celebration may take place in the school. The environment or set up of the space for liturgy impacts the effectiveness of the entire liturgy. As a result, the following physical elements indicated below are required for Masses celebrated in school settings.

Altar
The altar is the focal point for the celebration as it is the "centre of the thanksgiving that is accomplished through the Eucharist" (GIRM, 296).

- Ensure that the altar is centrally placed (GIRM, 299).
- Cover the altar with a white cloth suited to the size and shape of the altar (GIRM, 117, 304).

Ambo
To uphold the dignity of the scriptures, the Word of God is proclaimed from the ambo or lectern, suitably placed and in clear view of the faithful (GIRM, 309).

- Ensure that the ambo/lectern faces the assembly. It may be placed to the left of the altar.

Presider's Chair
As the chair for the priest celebrant indicates his role of presiding over the gathering and of directing the prayer, the presider's chair is to be suitably placed (GIRM, 310).

- Ensure that the chair faces the assembly and is located at the front of the sanctuary. It may be placed to the right of the altar.
- Beside the chair, provide a place for the Roman Missal and a hymnal (GIRM, 117).

Cross
The cross, with a figure of the crucified Christ, is placed near the altar (GIRM, 117, 308) and may be carried in procession (GIRM, 117, 350).

- Place the stand for the cross in an appropriate place prior to the start of the liturgical celebration.

Candles
Candles are placed on or next to the altar (GIRM, 117) and may be carried in procession (GIRM, 117).

- Place at least two candlesticks in which lighted candles can be placed on or next to the altar (GIRM, 117).

Credence Table
The credence table is a small table placed near the altar that is used during the celebration of the Eucharist for the sacred vessels, bread, wine, water and linens required for the Mass (GIRM, 118).

- Place a small table near the altar.
- Cover the table with a white linen cloth.

Additional Seating
Consider and address any set up needs particular to the Church or school in which the celebration will take place.

- Provide seating for the altar servers and cross bearer.
- If a deacon joins in the celebration, provide a seat for him next to the priest celebrant.

Sound System
As the spoken word is the primary means of communication, ensure that sound reinforcement is used.

- Provide a microphone for the presider.
- Provide a microphone at the ambo.
- Provide microphones for the choir and musicians.
- Complete a sound check prior to the start of the liturgy.

Banners or Other Visual Elements related to Seasonal Décor
Fabric arts, such as banners and tapestries, and other visual elements, such as sculptures and floral arrangements, may be used to help the assembly recognize itself as a holy people gathered to celebrate together and to enliven a neutral area.

- Ensure that banners are located away from the altar which is the focal point of the celebration.
- When used, floral arrangements are to show moderation (GIRM, 305).
- Prior to preparing seasonal decorations, the liturgical season is to be taken into consideration (Advent, Christmas, Ordinary Time, Lent, and Easter) as well as if the day of celebration is a holy day (solemnity, feast or memorial).

LITURGICAL MINISTERS

Priest Celebrant
The priest celebrant presides over the assembly and directs the assembly's prayer.

- Presidential prayers (Collect, Prayer over the Offerings, Prayer after Communion), the Gospel, homily and other roles pertaining to the priest celebrant may not be assigned to another unless permissible by liturgical law.

Altar Servers: Cross Bearer and Candle Bearers
The servers minister to the community by assisting during the celebration. In fulfilling their role, they help the community to celebrate the Eucharist and to worship God.

- Altar servers may wear the alb or other suitable attire (GIRM, 339).
- Altar servers are to be properly trained.

Lectors
The lector proclaims the readings from Sacred Scripture with the exception of the Gospel (GIRM, 99).

- Whenever there is more than one reading, the readings may be assigned to different lectors (General Introduction to the Lectionary, 52).
- The lector, in the absence of a deacon, may carry the Lectionary in the opening procession (GIRM, 194).
- The lector is a competent reader who is carefully prepared that the Sacred Scriptures may be proclaimed clearly and with dignity. The lector practices with the microphone and does a sound check prior to the liturgy.
- The scripture readings are proclaimed from the ambo/lectern (GIRM, 196).
- If not sung, the lector may also proclaim the Responsorial Psalm after the First Reading (GIRM, 99, 196).
- The lector may announce the intentions for the Prayer of the Faithful (GIRM, 99, 197).

Prayer of the Faithful Reader
The Universal Prayer, also called the Prayer of the Faithful, expresses the needs of the Church and the world and is a response to the Word of God (GIRM, 27).

- The deacon is generally responsible for announcing the intentions (GIRM, 94).
- When the deacon is not present, the lector may read the intentions for the Prayer of the Faithful (GIRM, 99, 197).
- At special celebrations (e.g., District Opening Mass), the intentions may be shared by the deacon and lector by special permission of the Bishop. In such cases, the deacon will announce those intentions that relate to Church and the whole world and the lector will announce those intentions specific to the gathered assembly.

Gift Bearers (Presentation of the Gifts)
Members of the assembly present the gifts of bread and wine (GIRM, 44, 73). Gifts related to the needs of the Church and the poor may also be presented (GIRM, 140) after the gifts of bread and wine have been presented. The presentation of gifts is the people's response to God's goodness and is a sign of their participation in the act of thanksgiving.

- Gift bearers are to be well prepared so that they know exactly what to do with the gifts.
- The gifts are accepted by the Priest or Deacon (GIRM, 73).

Ministers of Holy Communion (Ordinary and Extraordinary)
Ministers of Holy Communion distribute communion to the assembly. The ordinary minister of Holy Communion is a member of the clergy (bishop, priest or deacon). The extraordinary minister of Holy Communion is a member of the lay faithful who assists when necessary.

- Extraordinary ministers of Holy Communion are to be properly prepared and commissioned (GIRM, 98).
- Extraordinary ministers of Holy Communion are to have received the Sacrament of Confirmation and be practicing Catholics.

Music Ministry
Singing is an important part of the celebration of the Mass and care must be taken to ensure that it is included in celebrations (GIRM, 39-40).

- Liturgical musicians select appropriate sacred hymns that foster the participation of the assembly (GIRM, 41).
- It is preferable that the Gloria, Holy, Holy, Holy, Memorial Acclamation and Amen be sung.
- Additional considerations for music in liturgy are provided on page 43.
- A list of resources for liturgical music is provided on page 44.

Sacristan
The sacristan arranges the liturgical books, vestments and other necessary properties for the celebration.

Environment
The environment relates to the worship space. The minister for the liturgical environment ensures the correct placement of the altar, ambo, presider's chair, assembly, etc. They also ensure that decorations used in the worship space are in keeping with the liturgical season and day of celebration.

Hospitality
Members of the hospitality committee greet the assembly as they gather to celebrate and act as ushers helping people to find seating and participate in Holy Communion.

OUTLINE FOR THE EUCHARISTIC LITURGY

Introduction
For liturgical celebrations, it may be appropriate for administration to address the assembly prior to the start of the Mass.

- Comments are to be brief and set the tone for the liturgy.
- See Appendix I and II (pages 45-47) for sample expectations and welcoming comments. Ideally, instructions for liturgy (e.g., how to receive communion) are best given before the start of the liturgy so as not to disrupt the flow of the liturgy.

I. Introductory Rite

Entrance Chant (Gathering Hymn)

- Choose the Entrance Chant from parish musical resources.
- If the Entrance Chant needs to be extended to last the length of the procession, use instrumental music between the verses.

Entrance Procession
The entrance procession includes, in the following order, the cross between two lighted candles (GIRM 120b, 188), lectionary (carried by the deacon or lector who will proclaim the First Reading) and the priest celebrant.

- There is only one priest celebrant although other priests may concelebrate and a deacon may assist.
- When a deacon is assisting the priest celebrant, the deacon generally carries the Lectionary.
- It may be possible to include additional symbols relevant to the celebration in the entrance procession; however, these must directly relate to the liturgy being celebrated and must be approved in advance by the Presider. It may be more appropriate to set the symbols in a display prior to the start of the Mass. The use of symbols is not to be overdone.

Greeting

- Prayed by priest celebrant.

Penitential Act

- Prayed by priest celebrant.

Gloria

- Include the Gloria if indicated in the Liturgical Calendar (generally on feast days and solemnities).
- Preferably, the Gloria is sung.

Collect (Opening Prayer)

- Prayed by priest celebrant.

II. Liturgy of the Word

All scripture readings are to be taken from an approved lectionary. Generally, the readings of the day are used (GIRM, 57); however, if alternative readings are desired, selections must be approved, in advance, by the priest celebrant. If a Lectionary is not available, insert the scripture readings into a bible.

First Reading

- The reader goes to the ambo (GIRM, 128).
- One person reads the entire reading (GIRM, 109).
- The lector (reader) may be a student, staff member or parent.

Responsorial Psalm

- The Responsorial Psalm is preferably sung (GIRM, 61); however, it may be proclaimed by the lector (one reader) at the ambo.
- Consider using a seasonal Psalm.

Second Reading

- On special occasions, such as graduation and school opening Mass, it may be appropriate to include a Second Reading.
- When school celebrations fall on a solemnity, memorial or feast day, a Second Reading may be indicated in the liturgical calendar.
- The reader goes to the ambo (GIRM, 128).
- One person reads the entire reading (GIRM, 109).
- The lector (reader) may be a student, staff member or parent.

Gospel Acclamation

- The gospel acclamation is sung or omitted.
- It is ideal to sing the entire acclamation. If it is not possible to sing the verse, the verse only can be recited.
- During Lent, the Alleluia is not used and is replaced by a Lenten Gospel Acclamation.

Gospel Reading

- The Gospel is proclaimed by the priest celebrant or deacon.

Homily

- The homily is never omitted.
- With the permission of the priest celebrant and with the understanding that emphasis is to be given to “hearing” the Word of God (GIRM, 96, 100, etc.), additional enhancements for special occasions may be used in addition to the homily to break open the scriptures. Possibilities include:
    - PowerPoint presentations that show how student life in the school relates to the Gospel message.
    - Movie clips: one possible resource is www.movieministry.com. Note that this site has a subscription fee.

- Dramatizations of the scripture reading or a short dramatic scene on the theme of the readings or liturgy. Dramatizations must be well rehearsed.
- Liturgical dance may be used to illustrate the readings and is to be well prepared and rehearsed with the aid of a trained resource person, if necessary. (Liturgical dance may also be used in processions and is to be well thought out and rehearsed in advance.)

Creed

- The Creed is prayed when a Solemnity is celebrated.

Prayer of the Faithful

- The Prayer of the Faithful (also called the Universal Prayer) is introduced by the priest celebrant.
- The intentions are generally read by one person. When a deacon is present, the intentions may be shared by the deacon and lector as indicated above.
- The intentions are announced from the ambo/lectern.
- If the intentions are to be read in multiple languages, it is permissible to have more than one person read.
- Four to six petitions are ideal.
- See Appendix III (page 48) for information about how to develop the Prayer of the Faithful and for sample intentions.

III. Liturgy of the Eucharist

Presentation of Gifts

- Offerings of bread and wine are brought forward by members of the lay faithful (GIRM, 44, 73).
- Appropriate offerings, such as gifts for the poor, may also be brought forward at this time; however, the bread and wine must always come up first (GIRM, 73, 140).
- The offerings of bread and wine are accepted by the Priest or Deacon (GIRM, 73).
- If there has been a school service project prior to the liturgical celebration, it is appropriate to bring forward symbols of that outreach project along with the Offertory Gifts. They may be placed in the altar area, but not on the altar (GIRM, 73).
- The gifts may be accompanied by liturgical dance and, if used, is to be well prepared and rehearsed with the aid of a resource person, if necessary.

Offertory Chant (Hymn for the Presentation and Preparation of Gifts)

- Choose the Offertory Chant (hymn) from parish musical resources.

Eucharistic Prayer

- Preferably, the acclamations (Holy, Holy, Holy, Memorial Acclamation and Amen) are sung.

The Lord's Prayer

- The Lord's Prayer is introduced by the Priest Celebrant.

Sign of Peace

- The sign of peace is optional.

Lamb of God

- The Lamb of God may be sung or recited by the choir and the people (GIRM, 83, 155).

Chant during Communion Rite

- Choose the Communion Chant (hymn) from parish musical resources.
- When the communion procession is over, do not start a new verse of the chant. The Communion Rite ends when the last person has received Holy Communion.
- A period of silence for thanksgiving follows (GIRM, 88).

Prayer after Communion

- The prayer after communion is prayed by the priest celebrant.
- The priest may choose to say a brief word of thanks following the prayer.

IV. Concluding Rite

Final Blessing

- Prayed by the priest celebrant.

Recessional

- A recessional hymn is optional. If included, the recessional hymn is chosen from parish musical resources.
- After the priest has venerated the altar, the cross bearer, candle bearers and priest process out.
- The Lectionary or Bible is not carried out in procession.

Instructions for Dismissal

Following the end of Mass, a school administrator or teacher may wish to give instructions for dismissal.

Additional Considerations

Postures

- Postures will vary depending on the location of the celebration. If the Mass takes place in the Church, assume the regular postures of the parish. If the Mass takes place in another location (such as a school gymnasium or auditorium), discuss postures with the presider.

Preparing for the Distribution of Communion

- Communion stations are to be located at the front of the assembly and the location of the communion stations is to be determined prior to the start of the celebration. Ensure that the ministers of Holy Communion know where the stations are located.

Preparing for Other Possible Elements

- On special occasions, other elements may be incorporated into the entrance procession (e.g., liturgical dance, incense), breaking open the Word (e.g., dramatic scene or tableau in addition to the homily) and offertory procession (e.g., liturgical dance, gifts for the poor). When preparing for other possible elements, check with the presider and consider the impact that these additions will have on the environment and the message.
- Resist the temptation to use the Eucharistic Liturgy as a venue for student performances. Including other possible elements in the celebration, opens the door to the possibility of presenting liturgy as a performance.

CONSIDERATIONS FOR MASS AT THE TIME OF GRADUATION

The following points apply to Masses celebrated with students at the time of graduation and may also be applicable to Masses celebrated with students in Grade 6 or Grade 9 who are moving to a new school location.

Place for the Celebration

- The usual place for the Mass with graduates is a Catholic Church.
- Masses are not permitted to be held in a non-Catholic Church.
- Permission to hold a Mass with graduates in a facility such as the Jubilee Auditorium must be obtained from the Bishop and the priests in the Pastoral Zone where the school preparing the celebration is located.
- The decision about where to celebrate the Mass will take into consideration the expected number of participants.

Priest Celebrant

- When the student population comes from an area in which several parishes are located, the decision about who will be the principal celebrant at the Mass for graduating students will be made by the priests of the Pastoral Zone where the school preparing the celebration is located.
- Priests of the Pastoral Zone where the school preparing the celebration is located may concelebrate.

Procession of Graduates

- For large graduating classes, it is best to have the graduates process in prior to the Entrance Procession. The procession may be accompanied by sacred music.
- If the procession of graduates takes place as part of the Entrance Procession, the Entrance Chant is sung throughout the procession.
- Graduates may be encouraged to wear their graduation gowns as the gowns both distinguish the graduating class and cover any inappropriate attire. Gowns raise the decorum level at Mass and, often, graduates live up to the expectations such dress brings with it.

Scripture Readings

- If the Mass for graduation is scheduled on the same day as a Solemnity, the scripture readings for the Solemnity are used.
- If the Mass for graduation takes place on a day other than a Solemnity, appropriate readings chosen to fit the graduation theme may be selected by the Graduation Committee. Selected scripture readings are to be approved by the priest celebrant.
- If the Mass with graduating students takes place during the Easter Season, the First Reading is taken from the Acts of the Apostles.

Music

- Select chants (hymns) from parish musical resources.
- Non-liturgical music is not to be used during the Mass.
- Non-liturgical music, providing it is sacred music, may be used during the procession of graduates if the procession happens before the Entrance Procession. It may also be used for the procession of graduates after the Mass has ended.

Symbols

- The use of symbols appropriate to the theme of graduation is permitted; however, they may not belong in the procession.
- Symbols not related to the Mass would best be displayed in one of the other components of graduation (e.g., ceremonies, banquet).

Other Considerations

- If there is to be a speaker following Mass, this is to take place after the Recessional and after the Priest Celebrant has withdrawn from the sanctuary.
- If the Mass and graduation ceremonies are held on the same day and in the same location, schedule a break between the two distinct events.
- The altar is a sacred furnishing within the sanctuary of the Church and is to be treated with reverence. If diplomas are to be handed out in a ceremony at the Church, place the diplomas for distribution on a separate table.

RESOURCES FOR THE EUCHARISTIC LITURGY WITH CHILDREN AND YOUTH

Documents and Guidelines

Catholic Book of Worship III. Guideline for Liturgical Music (Index), Canadian Conference of Catholic Bishops.

Children's Choir Basics. David T. Nastal, Oregon Catholic Press. http://www.ocp.org/products/11126.

"Liturgies with Children in Parishes and Schools", Roman Catholic Diocese of Calgary. http://www.calgarydiocese.ca/religious-education/liturgies-with-children.html.

Masses with Children. Canadian Conference of Catholic Bishops, Concacan Inc., 1975.

ORDO: Liturgical Calendar with Guidelines for Pastoral Liturgy. (The ORDO is updated annually). Canadian Conference of Catholic Bishops.

Sing to the Lord: Music in Divine Worship. http://nccbuscc.org/liturgy/SingToTheLord.pdf.

The General Instruction of the Roman Missal. Canadian Conference of Catholic Bishops, 2011. http://www.romanmissal.ca/GIRM.pdf.

We Learn About Mass (Second Edition): Handbook for Teachers and Catechists. Gerard Moore. Chicago: Liturgy Training Publications, 2011.

Youth at Worship. Canadian Conference of Catholic Bishops, Concacan Inc., 1999.

Websites

GIA Publications: http://www.giamusic.com/sacred_music/resourcepage_mfyv.cfm.

NPM (National Association of Pastoral Musicians): http://www.npm.org/.

Oregon Catholic Press: http://www.ocp.org/.

The Sunday Website: http://www.liturgy.slu.edu/.

Today's Liturgy Magazine: http://www.ocp.org/tl.

WLP (World Library Publications): http://www.wlp.jspaluch.com/3351.htm.