

## SCHOOL MASS PLANNING GUIDE

School _____	Date _____
Theme _____	Feast _____
Place _____	Time _____
Presider _____	Planners _____
Music Ministers _____	

### 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 **Opening Rite** can be one of many possibilities. The **Glory to God** is used only on Feasts and Solemnities.*

Introduction of theme and welcome of guests before Mass  
 Written by \_\_\_\_\_ Read by \_\_\_\_\_  
 Entrance Song \_\_\_\_\_  
 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 \_\_\_\_\_ Reader \_\_\_\_\_  
 Responsorial Psalm \_\_\_\_\_ Cantor/Reader \_\_\_\_\_  
 Second Reading \_\_\_\_\_ Reader \_\_\_\_\_  
 Alleluia verse \_\_\_\_\_ Cantor \_\_\_\_\_  
 Gospel \_\_\_\_\_ Proclaimed by \_\_\_\_\_  
 General Intercessions prepared by \_\_\_\_\_  
 Read by \_\_\_\_\_

### Liturgy of the Eucharist

*The Mass parts (holy, holy, Memorial Acclamation, Great Amen and Lamb of God) should all be sung. Careful thought should be given to Communion of the cup (wine), as many children are not accustomed to this and so tend to approach it awkwardly.*

Gifts presented by \_\_\_\_\_  
 Special Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 Holy, holy, holy \_\_\_\_\_  
 Memorial Acclamation \_\_\_\_\_  
 Great Amen \_\_\_\_\_  
 Lord's Prayer         recited         sung  
 Lamb of God         recited         sung  
 Eucharistic Ministers -- Hosts  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
**(Optional) Wine**  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Communion Song \_\_\_\_\_  
 Dismissal Rite \_\_\_\_\_  
 Closing Song \_\_\_\_\_