Mass and Liturgy Preparation

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Preparation for Mass

Things to remember to do when preparing for a Mass:

† Liaise with the APRE to book the church once the date for the Mass has been set.

† Contact parish priest several days before the Mass to discuss the Mass with him and remind him of the time, give him a copy of Mass, etc.

† Prepare two folders with the Mass in it:
  1. Parish priest
  2. Readers

† Organise altar servers (if required). This can be done by asking for volunteers from Year 6/7 who are altar servers. Two are generally required.

† Prepare a hymn sheet or PowerPoint if it is a whole school Mass. Remember to include the *Word of Life* licence number after each song. The APRE can assist in hymn selection to ensure the school has permission to use the chosen material.

† For a whole school Mass it is suggested that a hymn practice occur before the Mass. See the APRE to assist with this preparation.

Following are some guidelines to help prepare a Mass that will be a meaningful celebration.
Adapting Mass for Children

The following is an outline of how the Mass can be adapted for children. In the left hand column are the parts of the Mass according to the Roman Missal. In the right hand column are the parts of the Mass according to the Directory for Masses with Children (DMC). These are the parts that (at least) need to be done in the Mass.

**Introductory Rites  (We Gather)**

**The Roman Missal**  
(Adult version)

- Entrance of Ministers
- Greeting

**Directory for Masses with Children**  
(Children's version p 16-20)

- At least:
  - Some introductory element, which is completed by the Collect (p16)

**Liturgy of the Word  (We Listen)**

**First Reading**
- Response

**Second Reading**
- Acclamation
- Gospel
- Homily
- Creed (Solemnity days and feasts)
- Prayer of the Faithful

- At least:
  - Some response (silence)
  - Non scriptural readings may be used to help but not replace the scriptures.
  - Homily can be said by another person other than the priest.

**Liturgy of the Eucharist  (Give Thanks-Take and Eat)**

**Prayer over the Offerings**
- Eucharistic Prayer

**Communion Rite:**
- Lord’s Prayer
- Sign of Peace
- Breaking of Bread
- Communion
- Distribution (song)
- Prayer after Communion

- Prayer over the Offerings
- Eucharistic Prayer for Children

- Lord’s Prayer
- Breaking of Bread
- Communion
- Distribution (song)
- Prayer after Communion
Concluding Rite (We Go)

Concluding comments
Blessing
Dismissal

At least:
- Concluding comments relating the liturgy to life
- Extended blessing
- Dismissal

Following is an outline of the Mass with each part explained along with a blank overview that can be used when preparing a class Mass or whole school Mass. Information for the Mass may be typed in and printed it out.
Whole School/Class Mass Outline

Introductory Rites

Introduction – Usually done by a student. Welcome everyone and any special guests. Good to mention the theme of the celebration.

Gathering Hymn – Symbols can be brought forward in the entrance procession. Symbols should be able to speak for themselves (i.e. try not to explain what it is and what it means but rather a prayer or statement about the symbol). (people stand)

Penitential Rite – This is a time to think about how we need God. We should try to make the prayers positive rather than negative. This is prayer of praise for God’s mercy that addresses Jesus and so this should be the focus for the prayer. Eg. ‘Lord Jesus, you heal us and forgive us. Lord have mercy.’ This is a correct form, whereas, ‘Jesus we’ve not loved you as we should. Lord have mercy’, is not correct as it focuses on our failings and not the mercy of God.

This may be read by one student (in order to retain the integrity and reverence of the prayer). A sprinkling rite can be substituted here if it is more appropriate.

Gloria – This should be sung on Sundays and for all major feasts (not included during Lent and Advent).

Collect – This prayer is always said by the priest and should link with the Prayer over the Offerings and the Prayer after Communion.

Liturgy of the Word

First Reading – This reading always comes from the Hebrew Scriptures (Old Testament)– except at Easter time when we use the Acts of the Apostles or Revelations. It can be read by a student, teacher, parent or parishioner. (people sit)

Responsorial Psalm – This can be sung or spoken. It should come from the Book of Psalms. It should link with the first reading.

Second Reading – This reading should always come from an apostle. May be read by a student, teacher, parent or parishioner. The second reading is not often used during weekday Masses.

Gospel Acclamation – Should be sung (otherwise omit). This is the Alleluia – except during Lent when we sing or say “Glory and Praise to you Lord Jesus Christ”.

Gospel Reading – The gospel reading is always read by the priest. It comes from one of the four gospels in the New Testament. (people stand)

Homily – This is usually done by the priest however, with the priest’s permission it can be done by a lay person. (people sit)
Creed – This is usually included in the Mass on Sundays and for solemnities. *(people stand)*

Prayer of the Faithful – This is a prayer asking for God’s help through various intercessions. We can thank God for things in these prayers but they should be followed up by asking for God’s help. In order to maintain the integrity and reverence of the prayer it is advisable to have one reader for all intentions. The following format should be used:

1. Opening prayer which is an invitation to prayer (always said by the priest).
2. Prayers are patterned to address:
   - universal needs,
   - public needs,
   - personal needs.

   (The shorter the petition, the easier it is for the group to pray it).
3. Example:
   - Announce the Intention – ‘For the children of Rwanda..’
   - Pause for silent prayer (count to 5)
   - Cue in the group’s response – ‘Lord hear us’
   - All respond – ‘Lord, hear our prayer’
4. When all the intentions have been proclaimed, the priest will offer a concluding prayer.

**Liturgy of the Eucharist**

Preparation of the Gifts – Only bread, water, wine and money (when a collection takes place – not generally at a school Mass) are brought to the altar in procession. This is usually accompanied by quiet music or even silence. *(people sit)*

Prayer over the Offerings – This prayer should link back to the Collect and to the Prayer after Communion, asking God to bless our gifts.

Sanctus (*Holy Holy Holy*) – This can be sung or said.

Eucharistic Prayer – This prayer is from the *The Roman Missal*. Consult with the priest as to which Eucharistic Prayer will be used and whether the adult or the children’s version is appropriate. *(people stand)*

Amen – This can be sung or said.

The Communion Rite – Consists of:
- *The Lord’s Prayer* (sung or said)
- *The Sign of Peace*
- *The Breaking of Bread* (this action is accompanied by the ‘Lamb of God’ which should be sung).
- **Communion** (this is marked by singing an appropriate hymn/s that reflects the spirit of what is happening. These hymns may support the quiet reflection time after communion also. Organise a number of Extraordinary Ministers of Communion in consultation with the priest.

- **Reflection** (This can be a drama, poem, song, hymn, mime, liturgical dance. It should be done around the theme and carried out by the students. It is also suitable to have silence at this time).

- **Prayer after Communion** (Links back to the Prayer over the Offerings and the Collect and is said by the priest). *(people stand)*

**Concluding Rite**

**Notices** – Any notices that need to be read should be read here. For example, thanking people for joining in the celebration or inviting people to morning/afternoon tea etc.

**Blessing** – This is done by the priest.

**Dismissal** – A sending forth by the priest for the community to love and serve one another.

**Recessional Procession** – The Mass concludes with the priest and altar servers processing out through the community. This is accompanied by an appropriate hymn.

*Please note: For special occasions such as graduations and leadership Masses the presentation of leaders or certificates may be done after the homily, at reflection time or after the recessional hymn depending upon the priest’s wishes.*
Whole School/Class Mass Planning Overview

Grade:
Resources required:

Equipment required:

Introductory Rites (We Gather)

Introduction: Reader’s name:

Please stand and join in singing the entrance song.

Entrance song (gathering hymn):

Penitential Rite: (Celebrant or reader)

Reader:

Gloria:

Collect: Celebrant

Liturgy of the Word (We Listen)

First Reading: Reader:

Responsorial Psalm: Reader:

Second Reading: Reader:

Please stand to welcome the gospel.

Gospel Acclamation: sung/said
Gospel: Celebrant
Homily: Celebrant
Creed: (Solemnity) Yes/No
Prayer of the Faithful:
Opening prayer: Celebrant:

One Reader: 4 or 5 intercessions
1.
2.
3.
4.
5.

Closing prayer: Celebrant:

Liturgy of the Eucharist (Give Thanks-Take and Eat)

Preparation of the Gifts:
Music:
Children:
Prayer over the Offerings: Celebrant
Sanctus (Holy Holy Holy): sung/said
Eucharistic Prayer: Number? Adult or Child version
Amen: sung/said
Lord’s Prayer: sung/said
Lamb of God: sung/said
Communion Song/s: 1.
2.
**Reflection:** Participating students

**Concluding Rite**

**Notices:** Reader:

**Blessing:** Celebrant

**Dismissal:** Celebrant

**Recessional Song:**

**Note:** Insert names of participants in the different parts of the Mass and what they will need to say. This will provide a clear outline for everyone. Also note which songs/hymns will be used. The APRE can assist with a selection that the school is permitted to use for copyright purposes.
Preparation for a Class Liturgy

Things to remember to do when preparing your liturgy:

† Contact parents to advise them of the date and time of the liturgy through an invitation or school newsletter (or both).
† Prepare a hymn sheet or use data projection, etc. If using a hymn sheet remember to include the Word of Life licence number after each hymn.
† Book out equipment needed
† A liturgy may take place in alternative areas other than the classroom.
† Set up chairs for family and friends.
† Family and friends may be invited to stay after the liturgy for morning/afternoon tea. Arrangements will be school specific.

Following are some guidelines and an overview to help prepare a liturgy that will be a meaningful celebration.
Class Liturgy Outline

Introductory Rites

Introduction – Usually done by a student. Welcome everyone and any special guests. Good to mention the theme of the celebration.

Gathering Hymn – Symbols can be brought forward in the entrance procession. Symbols should be able to speak for themselves (i.e. try not to explain what it is and what it means but rather a prayer or statement about the symbol). (people stand)

Sign of the Cross – Adult to begin the liturgy by leading the group in making the sign of the cross to acknowledge that we are in the presence of God, in and through Christ.

Penitential Rite – This is a time to think about how we need God. We should try to make the prayers positive rather than negative. This is prayer of praise for God’s mercy that addresses Jesus and so this should be the focus for the prayer. Eg. ‘Lord Jesus, you heal us and forgive us. Lord have mercy.’ This is a correct form, whereas, ‘Jesus we’ve not loved you as we should. Lord have mercy’, is not correct as it focuses on our failings and not the mercy of God.

This may be read by one student (in order to retain the integrity and reverence of the prayer). A sprinkling rite can be substituted here if it is more appropriate.

Collect – This prayer is always said by an adult or chaplain/presider.

Liturgy of the Word

First Reading – This reading always comes from the Hebrew Scriptures (Old Testament)– except at Easter time when we use the Acts of the Apostles or Revelations. It can be read by a student, teacher, parent or parishioner. (people sit)

Responsorial Psalm – This can be sung or spoken. It should come from the Book of Psalms. It should link with the first reading.

Second Reading – (Optional) This reading should always come from an apostle. May be read by a student, teacher, parent or parishioner.

Gospel Acclamation – Should be sung (otherwise omit). This is the Alleluia – except during Lent when we sing or say “Glory and Praise to you Lord Jesus Christ”.

Gospel Reading – The gospel reading is always read by an adult. It comes from one of the four gospels in the New Testament/Christian Scriptures. (people stand)

Reflection - This can be a drama, poem, song, hymn, mime, liturgical dance. It should be done around the theme and carried out by the students. (people sit)
Homily – This is usually done by the priest however, with the priest’s permission it can be done by a lay person. *(people sit)*

Prayer of the Faithful – This is a prayer asking for God’s help through various intercessions. We can thank God for things in these prayers but they should be followed up by asking for God’s help. In order to maintain the integrity and reverence of the prayer it is advisable to have one reader for all intentions. The following format should be used:

1. Opening prayer which is an invitation to prayer and is said by the adult presiding.
2. Prayers are patterned to address:
   - universal needs,
   - public needs,
   - personal needs.
   (The shorter the petition, the easier it is for the group to pray it).
3. Example:
   - Announce the Intention – ‘For the children of Rwanda..’
   - Pause for Silent Prayer (count to 5)
   - Cue in the group’s response – ‘Lord hear us’
   - All respond – ‘Lord, hear our prayer’
4. When all the intentions have been proclaimed, the adult will offer a concluding prayer.

Concluding Rite

Notices – Any notices that need to be read should be read here. For example, thanking people for joining in the celebration or inviting people to morning/afternoon tea afterwards etc.

Closing Prayer – This is done by the adult.

Dismissal – This is done by the adult.

Recessional Hymn – The liturgy is concluded with an appropriate hymn.
Class Liturgy Planning Overview

Grade: Date:
Resources required:
Equipment required:

**Introductory Rites  (We Gather)**

*Introduction:* Reader’s name:

Please stand and join in singing the entrance song.

**Entrance song (gathering hymn):**

**Sign of the Cross:** Adult:

**Penitential Rite:**

Reader:

**Collect:** Adult:

**Liturgy of the Word  (We Listen)**

**First Reading:** Reader:

**Responsorial Psalm:** Reader:

**Second Reading (Optional):** Reader:

Please stand to welcome the gospel.

**Gospel Acclamation:** sung/said
**Gospel:** Adult: A reading from the holy gospel according to..

**Reflection:** Participating students:

**Homily:** Adult

**Prayer of the Faithful:**

**Opening prayer (adult):**

**One Reader:** 4 or 5 intercessions

1.
2.
3.
4.
5.

**Closing Prayer (adult)**

**Concluding Rite  (We Go)**

**Notices:** Reader:

**Closing Prayer:** Adult

**Dismissal:** Adult

**Recessional Song:**
**Note:** Insert names of participants in the different parts of the liturgy and what they will need to say. This will provide a clear outline for everyone. Also note which songs/hymns will be used. The APRE can assist with a selection that the school is permitted to use for copyright purposes.