

# SCHOOL MASS GUIDELINES AND PLANNING SHEET

The monthly celebration of the Holy Sacrifice of the Mass is an important part of school life. The purpose of these guidelines is to assist you in the planning and preparation for this important event.

## CHECK OFF LIST FOR MASS

- One altar
- One podium
- Three to four chairs (for altar servers)
- One chair for each priest and deacon
- Two tables (1 for servers; 1 for offertory gifts)
- Crucifix stand
- Microphones
- Corporal on altar in Blessed Sacrament Chapel
- Processional cross
- Processional candles
- Lavabo and linen/cloth
- White altar linen for altar mensa (or top)
- Missal (formerly known as Sacramentary)
- Lectionary
- Communion hosts – purchased from vendors who follow Church directives
- One priest host (larger)
- Chalice and paten (precious metal)
- Corporal
- At least 3 ciboria (precious metal)
- Water and altar wine
- Bells (if used)
- Communion patens (if used)
- Incense stand (if used)
- Thurible, charcoal and boat (if used)
- Chalice veil (if used)
- Bowls and ashes (Ash Wednesday only)

## SACRED MUSIC

When music is used at Mass the following should be sung:

- Entrance Hymn
- Gloria (Sundays, Feasts, and Solemnities only)
- Responsorial Psalm
- Alleluia verse
- Sanctus
- Memorial Acclamation
- Great Amen
- Communion Hymn

Other parts of the Mass may be sung such as the Kyrie, Our Father, Doxology and Agnus Dei.

If drums or other percussion instruments are used they should be **subdued and not dominate the music**.



## SCRIPTURE READINGS

On all Sundays, Solemnities, and Feast Days, and on the weekdays of Advent, Lent, and Easter, the scripture readings of the day are to be used. Some Memorials have prescribed readings. If special readings are to be selected during weekdays of Ordinary Time, please email the main celebrant well in advance.

On weekdays (days other than Sundays and Solemnities) it is not necessary to have three readings; one reading, responsorial psalm, and the gospel are sufficient.

## READERS

Experienced lectors should proclaim the readings. If a Deacon is assisting at the Liturgy the deacon is to read both the gospel and the petitions during the Prayer of the Faithful. If a deacon is not assisting, it is recommended that the lector read the petitions. It is important that readers practice well, know how to use a microphone properly, and read clearly, distinctly, and audibly, so that all may hear. If they are inexperienced in reading at Liturgy, they will need to **practice sufficiently** in advance.

Readers should either be reading from the Lectionary or a special notebook containing the scripture readings rather than loose sheets of paper.

## BOOK OF THE GOSPELS

Although optional, a ceremonial Book of the Gospels (not Lectionary) may be carried in the procession and set on the altar at the beginning of the Liturgy. If the school does not have its own ceremonial book, no book should be carried in the procession.

## EXTRAORDINARY MINISTERS OF HOLY COMMUNION

This is the correct name for this position. *Eucharistic ministers or ministers of the Eucharist* are inaccurate terms according to the Holy See.

They should approach the sides of the altar after the main celebrant has received Holy Communion and not before. They **should not stand behind the altar**. An excessive number of EM's should be avoided.

While adult EM's are preferred, the archdiocese does permit high school **students who have received all three sacraments of initiation** to serve as EM's provided they are properly trained. **Training should include the necessity and importance of being in the state of grace when serving in this capacity.**

## SACRED VESSELS

The Holy See has reminded us through numerous documents that chalices and ciboria must be made of precious metal. Glass, wood, and pottery are never acceptable. Inexpensive ciboria made of precious metal can be purchased through Cotter's or other church supply vendors.

## OFFERTORY PROCESSION

Only unconsecrated hosts and altar wine are required for the offertory procession and preparation of the altar. Consecrated hosts (hosts consecrated at another Mass and reserved in the school chapel's tabernacle) may never be used in the offertory but may be used at Communion time.

## AFTER HOLY COMMUNION

The remaining Holy Communion should be consolidated into one ciborium by the **priest or deacon on the altar** not a credence table. The deacon, a concelebrating priest or an EM will then bring the Blessed Sacrament to the school chapel at this time rather than wait until after Mass. A server with a lighted candle may lead the person to the school chapel.



## **PURIFICATION OF VESSELS**

The purification of ciboria and chalices should take place immediately after Holy Communion rather than after Mass.

## **SPECIAL OR ADDITIONAL PRAYERS**

If a special or seasonal prayer is being added to the Mass this would normally take place at the end of the Prayer of the Faithful or after Holy Communion. It is strongly recommended that all our schools develop the custom of students reciting together a Prayer for Vocations between the closing prayer and the final blessing or as the closing prayer to the Prayer of the Faithful. An example is as follows:

### **ARCHDIOCESAN VOCATIONS PRAYER**

Good and gracious God, you have called us through Baptism to discipleship with your Son, Jesus Christ, and have sent us to bring the Good News of salvation to all peoples. We pray you grant us more priests and Religious to build up your Church here within the Los Angeles Archdiocese. Inspire our young men and women by the example of Blessed Junipero Serra to give themselves totally to the work of Christ and His Church. We ask this in the name of Jesus the Lord. Amen.

### **SIGN OF PEACE**

Since the Sign of Peace is an option, moving the exchange of the Sign of Peace from before Communion to between the Entrance Hymn and the Sign of the Cross is suggested as this lends to a more reverent preparation for the reception of Holy Communion. The music director should be informed to begin the Agnus Dei immediately after the main celebrant says: "The Peace of the Lord be with you always." And the students respond: "And with your spirit."

### **INCENSE**

If incense is to be used during the Mass please provide a thurible and incense boat and not incense pots.

### **LOCATION**

If there is a choice between a nearby parish church that can accommodate the student body and a gym, please choose the church. If Mass is to be celebrated outdoors some shade should be available to students.

### **SEATING**

The use of folding chairs in the gym is preferred to the use of bleachers if the size of the student body can be accommodated in chairs rather than bleachers and if the manpower exists to set up the gym with chairs. Large student bodies usually use a combination of bleachers and chairs.

### **LITURGICAL DANCE**

This is discouraged by the Holy See in Western countries because of its association with performance and courtship. In some African and Asian countries it is associated with prayer. If your school has the custom of liturgical dance please make sure it takes place before the start rather than during the liturgy.

### **PRINCIPAL**

Please forward this memo to the Campus Minister and/or those responsible for planning the Liturgy.

### **A FINAL WORD**

Let us be grateful to all who have worked so hard to make the school Mass a significant event in the life of your school. They us celebrate all that God is accomplishing in the lives of your students, faculty, and staff through your ministry.



**ARCHDIOCESE OF LOS ANGELES  
DEPARTMENT OF CATHOLIC SCHOOLS  
SCHOOL MASS PLANNING SHEET**

NAME OF HIGH SCHOOL: \_\_\_\_\_

DATE OF SCHOOL MASS: \_\_\_\_\_

TIME: \_\_\_\_\_ AM OR \_\_\_\_\_ PM

PARKING SPACE LOCATION: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**READINGS**

(MUST USE READING OF THE DAY DURING THE ADVENT, LENT, AND EASTER SEASONS AND ON FEASTS AND SOLEMNITIES.)

1<sup>st</sup> READING: \_\_\_\_\_

RESPONSORIAL PSALM: \_\_\_\_\_

2<sup>nd</sup> READING: \_\_\_\_\_

(ON SUNDAYS AND SOLEMNITIES ONLY)

GOSPEL: \_\_\_\_\_

LIST MASS PARTS THAT WILL BE SUNG:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL BLESSING OR DEDICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO

BOOK OF BLESSINGS PAGE NUMBER: \_\_\_\_\_

WHAT: \_\_\_\_\_

\_\_\_\_\_

**PLEASE EMAIL TO MAIN CELEBRANT AT LEAST ONE WEEK BEFORE THE MASS**

