SACRAMENTAL PLANNER - EUCHARIST

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| **TIME** | **EVENT** | **PERSON RESPONSIBLE** |
| **BEGINNING OF YEAR.** | * Ensure all year levels are teaching the Eucharist Units of Work in the lead up to the Sacrament. * Organise photographer * Inform parents of date * Set date for Parent Meeting with Parish Priest   (Take into consideration Catechist Program Times).   * Design/decision/order mass booklet covers * Design/decision/order on certificates * Decide/order lapel pin/holy medal/gift * Allocation of areas to present at parent information night * Organise Commitment Mass – date, commitment sheets etc... * Create a list of potential candidates * Check Baptism certificates– if unable to find at Parish, the diocese has a central record. * Network with other RECs for ideas/services * Liaise with Parish Priest * Organise date for Reconciliation prior to the Sacrament |  |
| **10 WEEKS BEFORE** | Parent information night:   * Set up for meeting * Reflection/prayers * Agenda/Information notes * Mention about the need for silence during the Mass - reverence during parts of the ceremony. Dress, rehearsal, presents etc... * Ensure there are back up, clean clothes for students in need * Talk to Church Leaders regarding the celebration * Check the list of potential candidates * Liaise with Parish Priest |  |
| **3 WEEKS BEFORE** | Meet with catechists, catechist coordinator, REC, teachers and Parish Priest and possibly the Principal. Record minutes and ensure that everyone has a copy.  Discuss:   * Readings for Mass * Prayer of the Faithful to include Bishop, Priest etc…, dead and get a list of the sick of the Parish to include. * Music for Mass * Introduction to Mass * Allocation of Readings to readers who are confident and able to read from the lectionary – could be a confident student, parent, teacher or community leader * Church decorations * Check for copies of Baptism certificates of candidates * Check the list of potential candidates * Liaise with Parish Priest |  |
| **2 WEEKS BEFORE** | * Reconciliation - organise a time with Parish Priest * Prepare Mass booklets * Advertise in the community * Check the list of potential candidates * Liaise with Parish Priest * Prepare the PowerPoint * Meet with community elders/church leaders – discuss their involvement in the celebration * Make arrangements for gathering after the celebration – food, seating, locations, guests… |  |
| **1 WEEK BEFORE** | * Print certificates – to be given to Father to sign * Print Mass booklets * A4 sized Mass booklet for Celebrant * Photographer - double check and confirm when and where for photos * Decorate the Church – including prayer posters * Prayer cards for parishioners * Seating plan * Rehearse where to stand/sit etc * Spruik choir participation at assembly * Reminder of Eucharist in newsletter * PowerPoint organised as well as someone to work it * Check the list of potential candidates * Organise altar servers * Liaise with Parish Priest * PowerPoint organised as well as someone to work it * Reconciliation for students |  |
| **ON THE DAY** | * Table for any processional articles * Seating arrangements/ reserved seats signs – with Mass booklet with each * Step at lectern, if necessary * Work out how the certificates will be given out * Ensure that sound system/microphone is working and on * Pick students up |  |

Other things to consider:

* A sacramental retreat: facilitated by whom? Where? Before or after the sacrament? What activities?