SACRAMENTAL PLANNER - RECONCILIATION

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| **TIME** | **EVENT** | **PERSON RESPONSIBLE** |
| **BEGINNING OF YEAR** | * Ensure all year levels are teaching the Penance Units of Work in the lead up to the Sacrament. * Set date for Parent Meeting with Parish Priest   (Take into consideration Catechist Program Times)   * Design/decision/order booklet covers * Design/decision/order 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. * Liaise with Parish Priest |  |
| **10 WEEKS BEFORE** | Parent information night:   * Set up for meeting * Reflection/prayers * Agenda/Information notes * Check list of potential candidates * Teach the Act of Contrition * 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 service * Prayer of the Faithful to include Bishop, Priest etc…, dead and get a list of the sick of the Parish to include. * Music for service * Introduction to service * Allocation of readings to reader who are confident and able to read from the lectionary * Church decorations * Check for copies of Baptism certificates of candidates * Check list of potential candidates * Check students know the Act of Contrition * Work on PowerPoint * Inform/educate staff at a PLC/staff meeting * Liaise with Parish Priest * Advertise in the community |  |
| **2 WEEKS BEFORE** | * Prepare service booklets * Liaise with the Parish Priest |  |
| **1 WEEK BEFORE** | * Print certificates – to be given to Father to sign * Print booklets * A4 sized booklet for Celebrant * Decorate the Church – including prayer posters * Prayer cards for parishioners * Seating plan * Rehearse where to stand/sit etc * Spruik choir participation at assembly * Reminder in newsletter * PowerPoint organised as well as someone to work it * Mention about the need for silence during the service - reverence during parts of the ceremony. Dress, rehearsal, presents etc... |  |
| **ON THE DAY** | * Table for any processional articles * Seating arrangements/ reserved seats signs – with 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?