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
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| **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
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| **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
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| **2 WEEKS BEFORE** | * Prepare service booklets
* Liaise with the Parish Priest
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| **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...
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| **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
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Other things to consider:

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