

GENERAL CONSIDERATIONS for Sundays of Advent Liturgies		NOTES
NB Before preparing the practicalities, it is essential to gain a 'sense of the season' for all ministers. Pray together. Suggestions: Invite PP to speak on the season, use scripture from the season or an article on the season from the many resources available.		
Admin	<ul style="list-style-type: none"> Letterbox drop of invitation throughout parish Y/N Advertise Christmas Mass times in bulletin Invite for bulletin to children to participate in Christmas liturgies to be written and published. Y/N Collectors to be notified of extra Mass times for Christmas liturgies 	DISCUSS ANY WORK/ITEMS THAT ADMINISTRATION HAS INPUT. MAKE A DECISION AND ACTION IT
Grounds	<ul style="list-style-type: none"> Extra chairs in church and outside for Christmas masses Emergency right of way to be roped off at large masses Parking attendant in a vest to keep emergency exit open or witches hats to be placed. Y/N 	DISCUSS ANY OF THE ISSUES THAT AFFECT THE GROUNDS, NOTE THE ACCEPTED PLAN AND WHO IS TO ACTION IT
Environment	<ul style="list-style-type: none"> Banners for the season Empty crib up . When? People in crib on 24 Dec Declutter foyer 	DISCUSS ALL OF THE ENVIRONMENT NEEDS AND IDEAS, NOTE WHAT IS ACCEPTED AND NAME THE PERSON/S WHO IS TO ACTION
Usual rosters for Sundays Of Advent	<ul style="list-style-type: none"> Hospitality Proclaimers EMC Music Acolytes Altar servers 	ENSURE THESE ARE UP TO DATE
Prayers of the Faithful For Advent	5 prayers only unless a special occasion Advent response?	ARE THERE ANY SPECIAL REQUESTS IN LIGHT OF THE SEASON FOR THE GROUP THAT WRITE THE PRAYERS?
Commentaries	Each Sunday of Advent Yr	KEEP THEM SIMPLE. THE MISSAL HAS SHORT INTRODUCTIONS TO EACH TO EACH SEASON THAT MAY BE USEFUL.
Advent wreath	Y/N Sited near ...	WILL THERE BE A WREATH? WHERE WILL IT BE PLACED? WHO WILL CREATE IT? WHO WILL MAINTAIN THE CANDLES/GREENERY OVER THE 4 WEEKS? ARE THERE SPECIAL BLESSINGS/PRAYERS TO BE SAID? HOW WILL THE PEOPLE KNOW OF THESE?
Immaculate Conception	8 December	HOW WILL THIS BE MANAGED.

Many of these points will not be carried out in your parish, they are there as a reminder for those that need them.

GENERAL CONSIDERATIONS for the Christmas Liturgies*(THESE POINTS ARE SUGGESTIONS ONLY; THEY MAY NOT BE RELEVANT TO YOUR PARISH)*

- Music to be inclusive and familiar to those who do not attend regularly – this is hospitality! Please use known carols and in an appropriate key for group singing.
- Welcoming
- Church will be prepared for Christmas environment Book church
- Emergency access roped off – or noted to be kept clear on PPT
- Invite parishioners to park somewhere else or car pool. Words to suggest this to parishioners in bulletin
- Carols commence 30 min prior to commencement of all Masses Y/N
- Bulletin notice for children to come and
- Christmas Cake after Midnight Mass or other Masses? Y /N
- Notify collectors of the Christmas Mass times and liaise with collectors to ensure collections are carried out swiftly.
- Usual collections at all masses
- All doors to be wide open with no chairs in the way. Duty of care for exits when there are crowds.
- Are all of the readings for the Christmas liturgy, the Nativity of the Lord, Vigil, Midnight, Dawn, Day used? If so, please note this and advise the people concerned.
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Liturgy Mass times	Ministries											
Nativity of the Lord	Priest	Acolyte + Thurifer	Altar servers	Musician Carols 30 min prior mass Y/N	Entrance Procession	Proclaimers Readings	Commentary	Extraordinary Ministers of Communion	Prayers of the Faithful	Hospitality	Notes	
24 Dec												
24 Dec												
Midnight Mass												
25 Dec												
25 Dec												
Holy Family												
20..												
1 Jan Mother of God New Year's Day					DOES PARISH HAVE ANY CELEBRATIONS FOR NEW YEAR?							
Epiphany SUNDAY												
Baptism of the Lord											Closure of Christmas Season Crib away.	

2nd Rite of Reconciliation for Advent Season 20

Celebrant	
Environment	Reconciliation stations prepared. Does there need to be a place prepared for those who are hard of hearing? Lighting Focus? Handouts on 'how to' for those who are returning to the Church?
Admin	<ul style="list-style-type: none"> • Advertise well • 1 hour only • A blurb on 2nd Rite of Reconciliation to be published in bulletin Y/N • Brochure on 'How to' available. Could be handed out on Sunday prior.... • Advertise surrounding parishes times too
Order of Service	
Position of extra priests	Process in or all ready seated
Music	
PPT	
Proclaimer for Word and Examination of Conscience	
Commentary	
Readings	

Presentation of the Lord 2 FEBRUARY A basket of candles with paper collar to be available Y/N

LOOKING AHEAD to 20., Ash Wednesday is

Note any meetings that are scheduled