**Sundays of Advent 1st …… 2nd ….. 3rd ….. 4th ……**

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| **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 season, use scripture from the season or an article on the season from the many resources available.*** | | |
| **GENERAL CONSIDERATIONS for Sundays of Advent Liturgies** | | **NOTES** |
| **Admin** | * 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** | * 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** | * 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** | * 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**  **See in Book of Blessings** | 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 | **Anything special for this feast?** |

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

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| **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** |  |  |  |  |  |  |  |  |  |  |  |
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| **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. |

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| **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 | * 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 already seated |
| Music |  |
| PPT |  |
| Proclaimer for Word and Examination of Conscience |  |
| Commentary |  |
| Readings |  |

**Presentation of the Lord 2 FEBRUARY**

**LOOKING AHEAD to 20.., Ash Wednesday is …………….**

Note any meetings that are scheduled

Presentation of the Lord - Thursday 2 Feb