**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 occasionAdvent 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 SeasonCrib 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?LightingFocus?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