

Some principles that inform liturgical preparation:

- Liturgy is an action of the whole Church – Christ and the assembly of the faithful. (SC a. 7, 26, 48 GIRM a. 16, 27. The Assembly which includes the Presider/ Leader is the celebrant of the liturgy. (SC a. 26, 30, 33, 48)
- The liturgy proclaims and celebrates the Paschal Mystery. (SC a. 6, 26)
- In the liturgy God acts in Christ to change us. Our part is to join ourselves to Christ and open ourselves to the Spirit to allow ourselves to be changed. Liturgy is formational. (SC a.14)
- The nature of the liturgy demands the full, conscious and active participation of all the faithful. (SC a. 14, 48)
- The celebration of the liturgy aims to foster both the internal and external dimension of the faithful' full, conscious and active participation. (SC a.19)
- All liturgical ministries serve the worship of the whole Assembly. Liturgical ministers do all and no more than is required by the ministry. They prepare well and exercise their ministry with respect and competence. (SC a. 28-29)
- There is an integral connection between liturgy and the life of the community and the world, particularly the mission of the Church as that is carried out by the faithful in their daily lives. (SC a. 2, 10)
- Sacred Scripture is the heart of the liturgical celebration. All other aspects of the liturgy – homily, prayers, petitions, music – draw their inspiration from the scripture readings. (SC a. 24)
- Liturgy is sacramental in nature. (SC a. 2, 5, 33)
 - It is an experience that appeals to our human senses. It is meant to be seen, heard, felt, touched and tasted. It involves movement and stillness, music and silence, stories and action, prayers said together and by the Presider/ Leader on behalf of the Assembly.
 - It has a ritual pattern which is repetitive in nature. (GIRM a. 28)
- As an action of the whole Church the liturgy belongs to and is regulated by the Church. Therefore no one person or group is able to change the liturgy beyond the adaptations allowable. Those preparing liturgy therefore need a sound understanding of the rites and documents regulating the liturgy they are preparing. (SC a. 22)

It is also important to consider the following:

- Liturgical preparation -
 - involves prayer and reflection focused on the community and the key texts, particularly the readings;
 - takes time and is best done collaboratively, drawing on the wisdom of a group;
 - takes account of the reality of the community celebrating – what is happening in their lives and in the wider world – so that the liturgy gathers all this in, celebrates it, and missions people to live in that reality as the Body of Christ.

- Because liturgy is an experience, any liturgy aids such as booklets and powerpoints, ideally include only those parts of the liturgy for which the Assembly needs the words e.g. hymns and unfamiliar prayers said together.
- It is as important to review a liturgy as it is to prepare it. This ensures that the liturgical life of the community continues to develop from strength to strength.
- The preparation of a significant liturgy can take at least 3 months. Such a time frame allows for good processes of consultation, collaboration and communication.
- A liturgy often requires the preparation of a Master and Booklet version. The Master Copy includes every detail of the liturgy and is needed by the Presider and other key ministers e.g. the MC, servers, musicians, the co-ordinator etc. The Booklet copy is for the Assembly.

A suggested Process to Prepare Sunday Eucharist

The following is a suggested process for the preparation of Sunday Eucharist. It is offered to help parishes review and clarify the process they use.

1. Establish good transparent processes for liturgical preparation.

Be clear about who prepares the liturgy and what processes are involved. For example:

- Is the liturgy prepared by the Parish Liturgy Team?
- Is the Presider a member of this group? If not how are his ideas incorporated and what processes are there for communicating with him?
- Who makes what decisions? What decisions are made by the Liturgy Team? What decisions does the Presider make? e.g. Who chooses from optional texts such as for the Penitential Act and the Eucharistic Prayer?
- How are the musicians involved? What are the processes for choosing music?
- What level of 'sign off' or 'approval' is required by the Presider? It is important to be clear about this. The dynamic between those who prepare the liturgy and the Presider changes as familiarity with each others' liturgical preferences develops and trust grows.

The point is to establish a preparation process that enables the preparation and celebration of a seamless liturgy which celebrates and forms the community as the Body of Christ on mission in your local area.

Once established, these processes are followed for the preparation of Sunday Eucharist and other regular liturgies. Changes to parish processes, for example for occasional or special liturgical celebrations, need to be negotiated.

2. A process for preparing Sunday Eucharist and other regular liturgies

Be aware that all your liturgical choices find their inspiration in the scripture readings, and seek to shape a liturgical experience that enables the Assembly to HEAR God's word spoken to them in this liturgy, so they can be transformed to live that Word through the week.

2.1. Those responsible for the liturgical preparation meet:

- i) Catch up on what is happening in the local community and in the wider world.
- ii) Spend time reading through and praying with the readings for the liturgy ...
- iii) Reflect together on what you hear God saying in these texts and how this links with the life experience of the community
- iv) Read through and reflect on some of the prayer texts for the Proper for the liturgy, in particular the Entrance and Communion antiphons and the Collect Prayer.
- v) Are there any other things scheduled for this liturgy that need to be taken account of in the preparation?
 - o Is there a baptism?
 - o Is there Children's Liturgy?
 - o Is there anything to do with the RCIA?
 - o Are people taking Communion to the Sick from the liturgy?
 - o Who is the Presider? Does this have any implications for preparation of the liturgy?
- vi) Use your Liturgy Checklist to begin planning the liturgy. (Checklist Attached)
 - a. INTRODUCTORY RITES:
 - Entrance Hymn
 - Entrance Procession – Format? Anything different?
 - Which greeting?
 - Words of Introduction – are these left to the Presider to prepare or ...
 - Which form of the Penitential Act? Singing?
 - Gloria – sung? Said?
 - Collect Prayer – which one if you have a choice
 - b. LITURGY OF THE WORD
 - How are you working to make this a meditative experience for the assembly?
 - How are you using silence effectively?
 - Responsorial Psalm: which one? Sung? How is it prayed?
 - Gospel acclamation: sung? What ritual actions accompany this?
 - Homily: Who is the homilist? Any issues to consider? Communication with the homilist.
 - Profession of Faith: which version?
 - General Intercessions: who writes this?
 - c. LITURGY OF THE EUCHARIST
 - Preparation of the Gifts: Music? Procession – who?
 - Prayer over the Gifts
 - Eucharistic Prayer: Which one? Which preface? Acclamations – which one? Sung?
 - Communion Rite:
 - The Lord's Prayer
 - Sign of Peace
 - Breaking of Bread: Sung?
 - Communion:
 - How effective is the ritual around communion and the communion procession?
 - Does it need any attention?
 - Music?

Silence or Hymn of Praise after Communion

Prayer after Communion

d. CONCLUDING RITE

- Announcements – What? Who?
- Greeting
- Blessing – which form?
- Dismissal
- [Recessional Song] and procession.

vii) Check ministry roster – any need for changes?

viii) Allocate any jobs/ ministries that need to be done before the liturgy in light of the meeting.

2.2. The liturgy is reviewed at the next meeting of the Liturgy Team

Please note there is a significant difference between Sunday and Weekday Eucharist. In general weekday Eucharist would not include the following elements:

Music

Processions – entrance, gifts, recessional

Gloria

Second reading

[Homily]

Profession of faith

General Intercessions

Announcements.

Diocesan Liturgy Council



PLANNING CHECKLIST *for*

Sunday Mass

DAY	
CHURCH	
TIME	
PRESIDER	

OUTLINE	<i>Choices</i>	<i>Ministers</i>
INTRODUCTORY RITES		
Entrance Procession	<i>music</i>	
Greeting (3 options)		
[Introduction]		<i>writer</i>
Penitential Act (3 options) [Sprinkling]	<i>music</i>	<i>writer</i>
[Kyrie]		
Gloria	<i>music</i>	
Opening Prayer		
LITURGY OF THE WORD		
First Reading		<i>Reader</i>
Responsorial Psalm	<i>music</i>	<i>Singer</i>
Second Reading		<i>Reader</i>
Gospel Acclamation	<i>Music</i>	
Gospel		
Homily		<i>Homilist</i>
Profession of Faith		
General Intercessions	<i>Writer</i>	<i>Reader</i>
LITURGY OF EUCHARIST		
Preparation of the Gifts	<i>Procession</i>	<i>who</i>
Prayer over the Gifts		
Eucharistic Prayer (options)		
Preface (options)		
Acclamations (options)	<i>Music</i>	
Communion Rite		
The Lord's Prayer		
Sign of Peace		
Breaking of the Bread	<i>Music</i>	
Communion		<i>ministers</i>
Communion Procession	<i>Music</i>	
Period of Silence or Song of Praise	<i>Music</i>	
Prayer after Communion		
CONCLUDING RITE		
[Announcements]		
Greeting		
Blessing		
Dismissal		
[Recessional Song]	<i>Music</i>	

PLANNING CHECKLIST for

Sunday Music Selection

DAY	
CHURCH	
TIME	
PRESIDER	

OUTLINE	Music Choices	Ministers
INTRODUCTORY RITES		
Entrance Procession	<i>song</i>	
Penitential Act		<i>singer</i>
Kyrie		
Sprinkling Rite		
Gloria		
LITURGY OF THE WORD		
Responsorial Psalm		<i>singer</i>
Gospel Acclamation		
Profession of Faith		
General Intercessions		
LITURGY OF EUCHARIST		
Preparation of the Gifts	<i>song</i>	
Eucharistic Prayer		
Holy, Holy, Holy		
Memorial Acclamation		
Amen		
Communion Rite		
The Lord's Prayer		
Breaking of the Bread: <i>Lamb of God</i>		
Communion Procession	<i>song</i>	
Period of Silence or Song of Praise	<i>song</i>	
CONCLUDING RITE		
Dismissal	<i>Song</i>	
<i>Organist</i>		
<i>Singer / Cantor</i>		
<i>Other Instrumentalists</i>		
<i>Other Singers</i>		

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DAY	
CHURCH	
TIME	
PRESIDER	

Writing Intercessions

FORMAT 1: Let us pray for...

FORMAT 2: We pray that...

FORMAT 3: For... that...

<p>1 For the needs of the Church (For the leaders or other needs of the Church throughout the world, in Australia, or in the local diocese)</p>
Lord hear us. Lord hear our prayer.
<p>2 For public authorities and the salvation of the world (Newspaper headlines might suggest particular intercessions to be made for peace, justice, etc)</p>
Lord hear us. Lord hear our prayer.
<p>3 For those burdened by any kind of difficulty (This petition could be general or related to a particular celebration – marriage, funeral, children, etc)</p>
Lord hear us. Lord hear our prayer.
<p>4 For the local community (This petition might include the sick or recently deceased of the parish, or intercede for those celebrating a sacrament)</p>
Lord hear us. Lord hear our prayer.
<p>5 For the local community (This petition might include the sick or recently deceased of the parish, or intercede for those celebrating a sacrament)</p>
Lord hear us. Lord hear our prayer.
<p>6 For the local community (This petition might include the sick or recently deceased of the parish, or intercede for those celebrating a sacrament)</p>
Lord hear us. Lord hear our prayer.