

K-5 10:00am Grade Masses - Overall Roles & Timing

<u>Role</u>	<u># of People</u>
<i>Greeters</i>	<i>Unlimited</i>
<i>Ushers</i>	<i>4</i>
<i>Gift Bearer Family</i>	<i>1 Family</i>
<i>Prayers of the Faithful</i>	<i>1</i>
<i>Bulletin Givers</i>	<i>Unlimited</i>

Where Do I Sit?

Reader of Prayers of the Faithful sit with their family in chairs below Ambo.
All others sit with their family in regular pews.

*All Student Mass participants will arrive **15 minutes before** mass and enter the Hall of Saints. Go to the Grade Mass Leader where you will be given instructions and a laminated card to wear around your neck.*

10 am Mass Overview

All Grade Mass students meet in the Hall of Saints

9:40 – Check in with Grade Mass Leader in Hall of Saints for roles & laminated card.

9:50 – ***Greeters*** split into three groups: Outside Rectory, Outside Steps, and Vestibule
Reader of Prayers of the Faithful wait in vestibule for procession.
All others sit with their family in regular pews.

10:00 – ***Prayers of the Faithful*** process into mass.
Greeters leave their stations go into Mass and pews with their family.

After the Homily, and during the Creed

~10:35 – ***Prayers of the Faithful***- walk toward Ambo, with Lector. Lector signals student to read *Prayers of the Faithful*. When adult finished, both return to seats.

While Prayers of the Faithful are being read.....

~10:40 – ***Ushers***- go back to center aisle and check in with adult ushers for basket.
Ushers hold baskets and pass out baskets alongside adult Usher. When you reach the final row, Ushers hand off baskets to adult Ushers.

While Ushers are going down the aisle,

~ 10:45 – ***Gift Bearer Family***- go down center aisle and meet up at back table next to Bread and Wine and get instructions from Adult Sacristan.

After communion.....

10:55 – Bulletin Givers- go to back of church (inside church walls) and quietly pick up bulletins from wall holders. When the priest says “Mass is ended”, go to one of three spots – Outside Rectory, Outside Steps or Inside Vestibule. and pass out bulletins to all parishioners/families with a smile and comment such as, “*Have a Great Day.*”

What Do I Do?

*All Student Mass participants will arrive **15 minutes before** mass and enter the Hall of Saints. Go to the Grade Mass Leader where you will be given instructions and a laminated card to wear around your neck.*

Greeters

- Check in at Hall of Saints and find the Grade Mass Leader who will direct you to one of 3 Greeting stations: Outside below Rectory, Outside the Church Steps or inside the Vestibule.
- Go to the greeting area and smile at everyone with words of welcome, like “Good morning”, “Welcome” and “Hello”.
- **SIGNAL:** ~ 10:00am the music will begin to play.
- Go into the church and to your pew and enjoy the rest of mass with your family!

Prayers of the Faithful

- On Wednesday of the week you are reading, your teacher will give you the *Prayers of the Faithful*. Please practice them many times in advance, remembering to speak slowly and loudly.
- On Sunday 15-20 minutes before mass, go to the Hall of Saints where you will check off your name with the Leader and receive a laminated card with these instructions.
- The Reader and their family will walk to the Mary side of the church (right below the Ambo(place where Lectors Read) and sit there through mass.
- **SIGNAL:** ~ 30 minutes into the mass, midway through the **Creed** (“We believe in one God”) watch for the Adult Lector to get up, and you will walk up to the Ambo with them.
- When the Lector gives you the signal, climb up the steps and read your *Prayers of the Faithful* loudly and slowly into the microphone. Climb down the few steps and wait by the wall until the Lector has completed reading the *Prayers for the Sick*. When the Lector has finished reading, follow them down the steps back to your side seat.
- Enjoy the rest of the mass and thank you for leading our people in their prayers to God for the OLA community and beyond!

Ushers

- Check in with the Leader in the Hall of Saints, and the Leader will explain your role.

- **SIGNAL:** About 30 minutes into the mass, immediately following the Prayers of the Faithful.
- Leave your pew and meet the Head usher who will give you a basket. Walk with the Adult ushers up to one of the four front pews.
- Reach your basket into each pew while standing next to the Adult Usher.
- When the last pew is reached, give the Adult Usher your basket. All the \$ donations will be put into the main basket and brought to the altar by an Adult.
- Go back to your pew and enjoy the rest of the mass with your family. Thank you for your important role collecting donations to support OLA and people in need!

Gift Bearer Family

- Sit in your regular pew at church, toward the end of pew might be best for exiting.
- **SIGNAL:** When you see the Ushers starting the collection this is your cue to get up as a family and walk to the back of church to the table where the Bread and Wine are located. Wait there.
- With the supervision of our OLA Adult Sacristan, pick up the Bread plate and the Wine crystal decanter.
- Process up center aisle to the altar. Once at the altar, give the priest the gifts of Bread and Wine. After the priest takes them from you and thanks you, together as a family you will bow to the priest. You will then walk back to your seat.

Bulletin Givers

- **SIGNAL:** After communion, walk toward the back wall (still inside) church. Quietly pick up a stack of bulletins from the wall holder.
- Go to your designated bulletin spot in one of 3 areas assigned to you: Outside Rectory, Outside Church Steps or Inside Vestibule.
- With a big smile, and a “Have a great day” comment, hand out a bulletin to each family or person.
- When all the people have left the church, return your remaining bulletins to the one of the bulletin holders on the wall. You are done!

