|  |  |
| --- | --- |
| **Notes** | **Altar Servers Mass Planner (Standard Mass, Roman Rite)** |
| **Celebrant(s)** |  |
| **M.C.** |  |
| **Season1** | Advent | Christmas | Ordinary | Lent | Easter |
| **Day1** |  |
| **Rank** | Solemnity/Sunday | Feast | Memorial | Weekday |
| **Readings2** | Feria | **Number** | **Liturgical Cycle** |
| Memorial | 1 | 2 | A | B | C | 1 | 2 |
| **Gloria3** | ü | **Homily** | ü | **Intercessions5** | ü |
| **Creed4** | ü | **Sol. Bless** | ü |
| **Preface9** |  | **Euch Prayer9** |  |
| **Hymns** |  | **Photography8** | ü |
| **Serving Roles** |  | **Thurifer6** |
|  | **Boat Bearer** |
|  | **Cross Bearer** | **Entrance** |
|  | **Recessional** |
|  | **Acolyte 1** | **Entrance** | **Acolyte 2** |  |
|  | **Gospel** |  |
|  | **Offertory** |  |
|  | **Recessional** |  |
|  | **Book Bearer** | **Collect** |
|  | **Post Communion** |
|  | **Prepare Altar** |
|  | **Offertory** |
|  |
|  | **Bells / Gong7** |
|  |  |
|  |  |
|  |  |

## Notes

|  |  |
| --- | --- |
| **Liturgical Season / Day (check local Ordo)1** | **Incense6** |
| **White** | Celebrations of the:* Lord (not Good Friday)
* Blessed Virgin Mary
* Holy Angels
* Saints who were not Martyrs
* Conversion of St. Paul (25 January)
* Chair of St. Peter (22 February)
* Solemnity of the Most Holy Trinity
* Nativity of St. John the Baptist (24 June)
* St. John the Evangelist (27 December)
* All Saints (1 November)
* Masses for the dead (England and Wales opt.)
* Sacramental celebrations

On more solemn days, festive, that is, more precious; sacred vestments may be used even if not of the colour of the day, for example Gold.White uniquely be used instead of any other colour at the celebrant’s discretion unless prohibited by the rubrics. | **3 Doubles*** Celebrant and Concelebrants
* Blessed Sacrament

**2 Doubles*** Deacon

**3 Singles*** Congregation / People
 |
| **Gloria3** |
| * Sundays outside Advent and Lent
* On Solemnities and Feasts
* Celebrations of a solemn character
* As directed by the Missal rubrics
 |
| **Creed4** |
| * Sundays
* Days ranking as Solemnities
* As directed by the Missal rubrics
 |
| **Bells / Gong7** |
| **Once*** Epiclesis (Laying of hands over the gifts)
* Consuming the Precious Blood

**3 Times (bells) / Once (gong)*** Elevation of the Host
* Elevation of the Precious Blood (chalice)
 |
| **Green** | Weekdays and Sundays of Ordinary Time |
| **Red** | Palm SundayGood FridayPentecost / ConfirmationCelebration of a Martyr Saint‘Birthday’ feasts of Apostles and Evangelists |
| **Readings2** |
| * Where there is a choice, the readings for the Feria (weekday) are preferred over those of the Memorial unless pastoral reason directs the celebrant otherwise.
* Sundays and solemnities have 2 readings; Weekdays typically have 1 only.
* Sequences after the 2nd reading occur on Easter Sunday and Pentecost.
* Remember to select the correct readings for the current cycle and that they correspond to the copies the people have.
 |
| **Violet** | Requiem Masses and Funeral ServicesWeekdays of AdventSundays of Advent (except Gaudete)Weekdays of LentSundays of Lent (except Laetare)Penitential Services |
| **Rose** | Gaudete Sunday (3rd Sunday Advent)Laetare Sunday (4th Sunday Lent) |
| **Preface and Eucharistic Prayer9** | **Intercessions5** |
| The choice of Preface and Eucharistic Prayer is, on some days, dictated by the Missal rubrics or the local Ordo. On all other occasions the celebrant will select the most appropriate combination. | * Sundays
* Other occasions as directed by the celebrant
 |
| **Data Protection8** | Check all on-camera (still or video) participants have appropriate recorded permission in accordance with local data protection requirements. |
| **Safeguarding** | Ensure all adults working with children and vulnerable adults have appropriate and current recorded checks in accordance with local safeguarding requirements. |
| **Health and Safety** | Ensure all participants have received appropriate instruction to participate safely and that appropriate risk assessments have been undertaken per local requirements. |