

St. Mary Magdalen School
Liturgy Planning Sheet

Date of Liturgy: _____ Day of week: _____ Time: _____

Occasion: _____ *

Gathering Hymn: _____

Lectors process in with presiding Celebrant and Servers.

First Reading: _____

Reader: _____

Responsorial Psalm: _____ Read or sung (please circle)

Second Reading: _____ (only for major feast days)

Reader: _____

Alleluia: _____ Read or sung (please circle)

Gospel: _____

General Intercessions: (attach copy)

Reader(s): _____

(copy should not be carried into the Sanctuary; it should be under the lectionary on the ambo)

Preparation of the Gifts: _____

(note – after September the Children’s Choir sings at this point at school liturgies)

Mass parts: Mass of Christ the Savior

Gift Bearers: 1. _____

2. _____

Extraordinary Ministers of Holy Communion (note – if Deacon is present one less is needed)

1. _____ 4. _____

2. _____ 5. _____

3. _____

Communion Hymn: _____

Recessional Hymn: _____

Servers: 1. _____ 3. _____

2. _____

*if there will be a procession or an event either prior or after liturgy, please describe it on the back of this sheet.
All hymn numbers need to be checked with the current Breaking Bread, which is changed every Advent.