A. **MASS** should be celebrated in the parish church. However, if it is not feasible, Mass can take place in a suitable place within the school: i.e.: the chapel, the auditorium, the gymnasium. If Mass is to take place outside the church, all in attendance must be made aware of the sacredness of the place.

B. **CHURCH ETIQUETTE:** Proper church etiquette should be observed whether Mass is celebrated in a church or in a school. One should behave reverently as though one was in the parish church. One should show respect for the sacred space/place by:
   - maintaining silence. If one needs to speak with someone, one can whisper so as not to disturb others in the church.
   - walking. Running is not appropriate.
   - disposing of his/her gum before entering the church.
   - removing his/her headgear upon entering the church.
   - not eating or drinking during mass with the exception of holy communion.
   - turning off and putting away his/her cell phone or any other electronic devices before the commencement of Mass.
   - making the sign of the cross after dipping his/her fingers in the holy water fonts at the entrance of the church.
   - genuflecting towards the Blessed Sacrament in the tabernacle as one enters the pews.
   - maintaining appropriate posture.

C. **LITURGICAL NORMS:** The liturgical norms are to be respected.
   - Prepare the Mass in consultation with the parish priest who will be presiding at the Mass.
   - Active participation by all in attendance should be encouraged as they are not spectators. It is of the utmost importance that the staff members and other adults in attendance lead by example.
   - Review the appropriate responses and prayers with the students days prior to the Mass. This will encourage the students to be active participants.
   - Teach the Eucharistic fast of one hour prior to the celebration of Mass.
   - Prepare the students chosen for any prominent role in the Mass – The Choir, The Lectors, The Gift Bearers, The Altar Servers should be selected from among those who have been properly trained and commissioned with the parish where the Mass will be celebrated.

D. **COPYRIGHTS**
   - All copyrights must be obtained if publishing and/or projecting the lyrics for the hymns, for the mass parts and/or the readings, even if the books are available in the church.
   - If using the hymnals available in the church, no copyrights licenses are needed.
   - Contact the St. Paul Diocese Liturgy Office for assistance.

E. **READINGS**
   - The readings are always read from the ambo. (GIRM #58)
   - In the Lectionary for weekdays, readings are provided for each day of the week throughout the entire course of the year. Therefore, these readings are to be used on their assigned days unless a Solemnity, a Feast or Memorial with proper readings occurs. (IL #82)
   - There is a different reader for each reading.
The Responsorial Psalm corresponds to each reading and is to be taken from the Lectionary. It is preferable that it be sung at the ambo. (GIRM #61) Seasonal Psalms may be used except on Feasts and Solemnities.

- It cannot be replaced by a hymn.
- The Acclamation before the Gospel:
  - The Alleluia is sung in every time of year other than Lent. The verses are taken from the Lectionary or the Graduale. (GIRM # 62a)
  - During Lent, instead of the Alleluia, the Verse before the Gospel as given in the Lectionary, is sung. (GIRM #62b)

**F. THE UNIVERSAL PRAYER – THE PRAYER OF THE FAITHFUL**

- The series of intentions is usually to be:
  - for the needs of the Church;
  - for public authorities and the salvation of the whole world;
  - for those burdened by any kind of difficulty;
  - for the local community.

  Nevertheless, in particular situations, the series of intentions may be concerned more closely to the particular occasion. (GIRM #70)

- They are announced from the ambo by a reader. (GIRM #71)

**G. COLLECTION:**

- If there is a monetary collection:
  - Permission must be obtained from the Bishop;
  - The collection is to be submitted to the Parish Office.

**H. OFFERTORY PROCESSION**

- The bread and wine are brought up during the procession of the gifts.
- Gifts for the poor of the Church can be brought by the faithful. (GIRM #73)
  - [ie: non-perishable food, clothing – mitts, socks, tuques, etc.]
- Symbols such as books, sports equipment, jerseys, etc. are not to be brought up during the procession of the gifts.

**I. HOLY COMMUNION**

- Distribute only the Body of Christ to the Catholic Faithful.
- Have supervisors observe the distribution of the Holy Communion ensuring that the Catholic students receive the Communion appropriately and consume it immediately.
- Teach the importance of reverence for the presence of Christ in the Eucharist, days prior to the Mass.
- Select Eucharistic Ministers who have been properly trained and commissioned by the parish. They may be staff or other adults present. High School Students who have been trained and approved by the parish may also distribute Communion.

**J. MUSIC MINISTRY**

1. HYMNS

- Should be of liturgical nature, offering praise and glory to God.
- Must be approved by the priest celebrant.
- Should be familiar to the students and staff. If not, they should be taught to the students days prior to the Mass.
Liturgical Guides

- Provide the lyrics of all hymns. If preparing a booklet/sheets or projecting the lyrics, copyrights licenses must be obtained.
- Should be led by a music minister.

2. MASS PARTS
- Should be taught/reviewed with the students days prior to the Mass.
- Should be sung. If unfamiliar to those present at the Mass, the Mass parts are then recited rather than sung.
- Provide the responses for all Mass parts. If preparing booklets/sheets or projecting the responses and/or the readings, the copyright policies MUST be respected.

K. LITURGIES OF THE WORD
- The pastor is always invited to participate in liturgies that take place at the school.
- Readings are introduced as in the Lectionary. However, a priest is allowed to replace one of the readings, choosing texts more particularly suited to a particular celebration, provided that they are taken from the texts of an approved Lectionary. (GIRM #359)
- There is a different reader for each reading.
- The Gospel is usually read by a priest or a deacon. (In their absence, a lay person may read the Gospel. However, the greeting, “The Lord be with you.” is omitted.)
- Those present are to stand during the Gospel.
- The “Alleluia” is not used during any liturgies during Lent.
- Hymns are to be used.
- Provide the lyrics of all hymns. If preparing a booklet/sheets or projecting the lyrics, copyrights licenses must be obtained. If the readings are projected, copyright permissions must be obtained.
- Other activities such as the dramatic readings using more than one voice, use of stories in addition to the Scripture passage is permitted in as long as it does not contradict the teachings of the Catholic Faith.

L. GRADUATIONS
- By the decision of the bishop, there are absolutely no masses permitted for school graduations.
- A Liturgy of the Word may be celebrated.
- It must follow all guidelines as stated for School Liturgy of the Word.
- Graduates are to process in and/or have taken their seats prior to the beginning of the Liturgy of the Word. This procession may be accompanied by sacred or classical music.
- Graduates must dress appropriately for their presence in a church. Graduation gowns may be worn however the graduation hats/caps must be removed.
- If both the Liturgy of the Word and the graduation ceremonies take place on the same day and the same venue:
  - The Liturgy of the Word will precede the graduation ceremonies.
  - The Altar is a sacred furnishing and needs to be treated with reverence. It is not to be used as a table on which the diplomas are placed.
  - All speeches/announcements are to be made at the lectern and not at the ambo.