

Where to Start The Mass Ritual What is Involved What to Prepare Choose Readings Choose Other Texts Choose Music Prepare Liturgy Sheet Contents

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JB = Jerusalem Bible; NRSV = New Revised Standard Version; CEV = Contemporary English Version

WHERE TO START

When we come to prepare a school Mass we do not need to start from scratch. The Church has provided the structure, rites and texts for the liturgy in the *Lectionary* (scripture readings) and the *Sacramentary* (rites and texts other than readings).

Having rites and texts is not enough. We also need to know how the riches of the texts can be unlocked and the key symbols reveal the mystery they contain.

There will be a constant interaction between the occasion, the purpose, the participants, the place and the form of the celebration. So we need to ask:

- What is the occasion?
- When is Mass to be celebrated?
- Who will be there?
- Where will Mass be celebrated?
- Who will prepare it?
- How will the presider be involved?

The underlying 'theme' of every liturgical celebration is the *Paschal Mystery*. We try to name what God is doing among us in the light of the life, death and resurrection of Jesus Christ.

Through the Liturgical Year, (Advent, Christmas, Lent, Easter, Ordinary Time) we focus on various aspects of what God is doing among us in the light of the life, death and resurrection of Jesus Christ.

LITURGY AND LIFE

There is a strong connection between the celebration of liturgy and the daily life of the Christian.

At liturgy we try to name what God is doing among us and to respond to God's presence by thanks and praise.

Therefore, ideally, we would begin our preparation by:

1. listening to our own experiences
2. listening and reflection on the word of God in the light of our own experiences
3. making connections, through word and action, sign and symbol.

1. Listening to our own experiences

- what is happening in our lives this week?
- what is making headlines?
- what is happening in our own community?
- what are the good things?
- what are the challenging things?

2. Listening and reflecting on the word of God.

- what feast or season is being celebrated?
- what scripture readings are set down for the day?
- what scripture readings are appropriate for the theme we have chosen?
- what do we hear when we read the readings?
- what do they mean?

3. Making connections

- what does the word of God ask of us?
- to what change or conversion does it call us?
- what difference would it make if we put today's word into practice?
- what texts, music, environment, gestures could facilitate this response?

'Taste and see that the Lord is good'. (Psalm 33)

THE MASS RITUAL

- Introductory Rites
- LITURGY OF THE WORD
- LITURGY OF THE EUCHARIST
- Concluding Rites

The Mass is made up as it were of the two parts, the Liturgy of the Word and the Liturgy of the Eucharist, which are so closely interconnected that they form but one single act of worship. For in the Mass the table both of God's word and of Christ's Body is prepared, from which the faithful may be instructed and refreshed. There are also certain rites that open and conclude the celebration.

General Instruction of the Roman Missal (GIRM) 28

Introductory Rites

The Introductory Rites are begun by the Entrance Song and completed by the Collect or Opening Prayer. Their purpose is to gather the assembly, to introduce the celebration, to help us prepare to listen to the word of God. GIRM 46

Entrance Song	its purpose is to open the celebration, foster the unity of those gathered and introduce the feast or season. GIRM 47
Greeting	the presider calls attention to the presence of the Lord in the gathered assembly. GIRM 50
Act of Penitence	an acknowledgement of sinfulness and need of reconciliation with God and with each other. GIRM 51
Kyrie	a chant by which we acclaim the Lord's goodness and implore his mercy. GIRM 52
Gloria	an ancient hymn praising God. Used only in some Masses.
Opening Prayer	a prayer is addressed to God the Father, through Christ, in the Holy Spirit. GIRM 54

LITURGY OF THE WORD

When the Sacred Scriptures are read in the Church, God himself speaks to his people, and Christ, present in his own word, proclaims the Gospel. GIRM 29

The main part of the Liturgy of the Word is made up of the readings from Sacred Scripture together with the chants occurring between them. The Homily, Profession of Faith, and Prayer of the Faithful, however, develop and conclude this part of the Mass. GIRM 55

The Liturgy of the Word is a time for listening to the word of God and absorbing and responding to it in silence, song and prayer.

First Reading	usually from the Old Testament. During the Easter season, Acts of the Apostles is read.
Responsorial Psalm	a psalm that is sung to encourage reflection on the word of God. GIRM 61
[Second Reading]	usually from one of Paul's letters.
Gospel Acclamation	a sung acclamation to welcome the Gospel. GIRM 62
Gospel	an extract from one of the Gospels of Matthew, Mark, Luke or John.
Homily	tries to name what God is doing in our lives. GIRM 65
[Profession of Faith]	a profession of faith in response to the word of God. Used on Sundays. GIRM 67
Prayer of the Faithful	a prayer for all people, in response to the word of God. GIRM 69

THE MASS RITUAL CONT

LITURGY OF THE EUCHARIST

At the Last Supper, Christ took the bread and the chalice and gave thanks; he broke the bread and gave it to his disciples, saying: 'Take, eat, and drink: this is my Body; this is the cup of my Blood. Do this in memory of me.'

Accordingly, the Church has arranged the entire celebration of the Liturgy of the Eucharist in parts corresponding to precisely these words and actions of Christ:

- At the Preparation of the Gifts, the bread and the wine with water are brought to the altar, the same elements that Christ took into his hands.
 - In the Eucharistic Prayer, thanks is given to God for the whole work of salvation, and the offerings become the Body and Blood of Christ.
 - Through Communion, the faithful, though they are many, receive from the one bread the Lord's Body and from the one chalice the Lord's Blood in the same way the Apostles received them from Christ's own hands.
- GIRM 72

Preparation of the Gifts	bread and wine are brought to the altar.
Prayer over the Gifts	God is asked to accept the gifts as all unite with the offering to come. GIRM 77
Eucharistic Prayer	a prayer of praise and thanks for God's work of salvation through Christ. GIRM 78, 79
Communion	the assembly shares the Lord's Body, broken and shared for all and his Blood poured out for all. GIRM 84
Prayer after Communion	a prayer asking for the spiritual effects of the eucharist. GIRM 89

Concluding Rites

Blessing	the simple blessing is expanded on certain feasts.
Dismissal	an invitation to go out and do good works, praising God. GIRM 90

Choosing Music *'One who sings well prays twice'*

Among the ways we celebrate our faith, music is of special importance and forms an integral part of the liturgy of the Mass. In choosing appropriate music for the liturgy three judgments need to be made:

Musical	Is the music technically, aesthetically and expressively good?
Liturgical	Does it respect the structure of the Mass and the nature of the individual liturgical action?
Pastoral	Is it appropriate for this group of people?

It is important to understand the overall rhythm of the Mass and the nature and the relative importance of each of its parts. It is therefore important to sing the following before all others:

Introductory Rites	Entrance Song.	The opening song that expresses the unity of all present and prepares them to listen to God's word.
LITURGY OF WORD	Responsorial Psalm Gospel Acclamation	Chants that express acceptance of God's word.
LITURGY OF THE EUCHARIST	Sanctus; Memorial Acclamation; Great Amen; Communion Songs	Acclamations of faith during the Eucharistic Prayer. Songs expressing the unity of the those processing to communion.

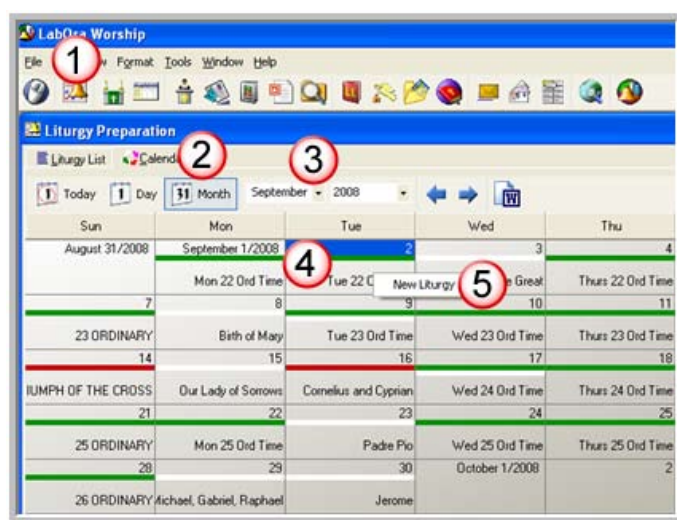
WHAT IS INVOLVED

This workbook will walk through the process of preparing a school Mass for 2 September 2008. We will need to:

1. Identify the day or feast and create a Mass liturgy for that day.
2. Choose scripture readings
 - using the assigned Jerusalem Bible readings
 - using other readings
 - using readings with a particular focus or theme.
3. Choose appropriate music
4. Choose or prepare other texts
5. Prepare environment and art as needed.
6. Print a liturgy sheet or booklet, if needed.

Identify the day or feast via the Liturgical Calendar

- 1 In the main LabOra window, if the **Calendar** is not visible click on the **Bell** icon.
- 2 If the Calendar is still not visible click on the **Calendar** tab.
- 3 Use the drop down menu for **Month** to move to September 2008.
- 4 Highlight 2 September.
- 5 Right click and choose New Liturgy. The **Create Liturgy** Window will open.

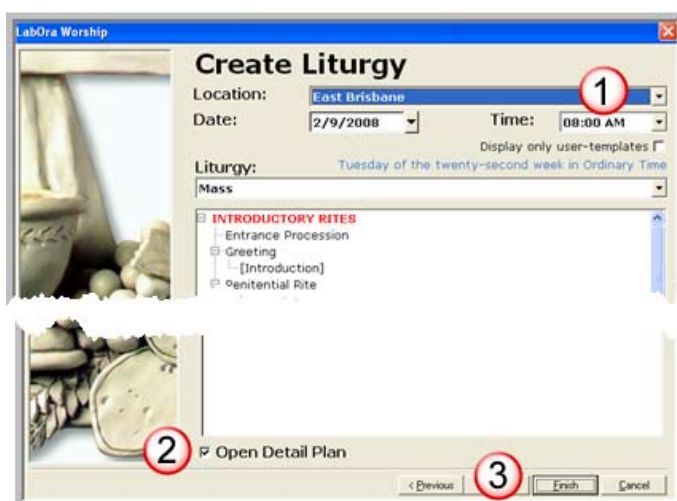


Create a Mass liturgy for the day

[View Video](#)

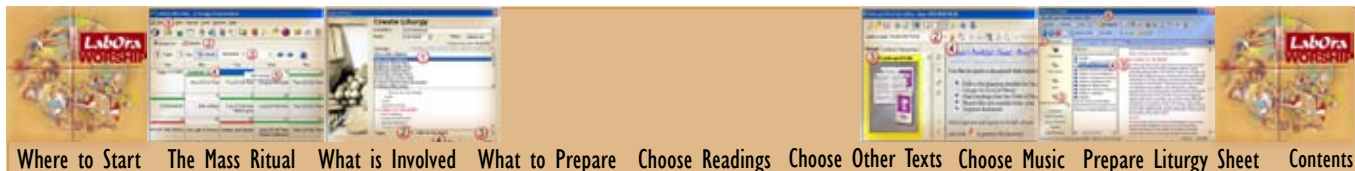
- 1 Use the drop down menus to change **location** and **time** if needed.
Choose **Next** at the bottom of this window.
- 2 In the next window, make sure the **Open Detail Plan** box is ticked.
- 3 Choose **Finish**.

The Detail Plan window will open



Multiple liturgies may be created for the same day – e.g. Mass, Mass with Children, School Prayer – by using the drop-down **Liturgy:** menu for each different liturgy outline.

To add new locations return to the main LabOra Worship window. Tools < Minister/Staff information < Locations.



WHAT TO PREPARE

The **Detail Plan window** displays all the texts for 2 September 2008 — Tuesday of the 22nd week in Ordinary Time.

Some of the texts, e.g. the readings, will be proper to 2 September; others will be common to all Masses e.g. Greeting, Penitential Rite, Eucharistic Prayers.

The number of options and possible choices can be quite daunting since the Mass outline frame shows all possible choices for all the individual items. In actual practice only some choices may need to be made.

Introductory Rite

- Entrance Song
(Introductory Comments)
(Penitential Rite form C)
- Opening Prayer
where there is a choice or where the assigned prayer is not appropriate for the group.

LITURGY OF THE WORD

- Readings other than those assigned
if the assigned readings are not appropriate for the group.
- Sung Responsorial Psalm
- Sung Gospel Acclamation
- Prayers of the Faithful

LITURGY OF THE EUCHARIST

- Eucharistic Prayer
- Sung Eucharistic acclamations
 - Sanctus (holy, holy)
 - Memorial Acclamation
 - Great Amen
- Sung Lamb of God
to accompany the breaking of the bread.
- Communion hymn(s)
expressing the unity of those processing to communion.
(Song of Praise after Communion)

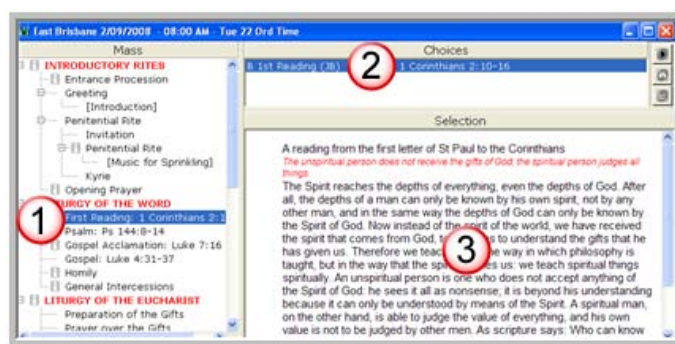
Concluding Rites

- (Recessional Hymn or instrumental music)

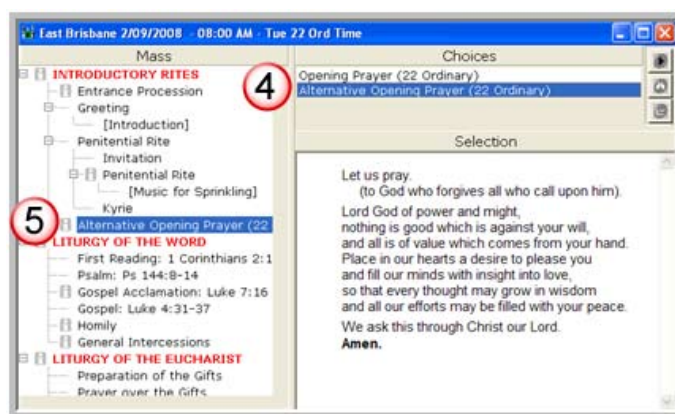
Choosing from Available Options


The process for choosing from available options in the **Choices** frame is the same for all the items in the Mass outline frame.

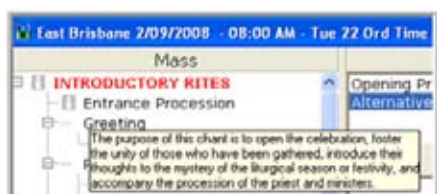
- 1 Click on the item in the **Mass** outline (left) frame to see the choices for each item.
- 2 Click on the reference in the **Choices** frame to see the full text.
- 3 To choose a text, double click on its reference in the **Choices** frame
- 4 The choice overrides the heading in the Mass outline frame.

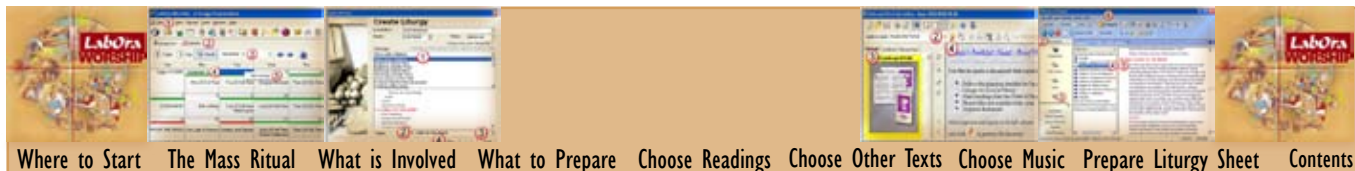


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Move the mouse over the  icon to display information about that item.





CHOOSE READINGS

When preparing a Mass the first choice will be that of the readings since the choice of prayers and music will depend of the choice of readings.

Scripture readings for Mass are found in a *Lectionary*. Texts other than readings are found in a *Sacramentary*.

Since school Masses can be celebrated in a variety of circumstances there are several possible choices of scripture readings.

1. Readings of the day as assigned in the adult *Lectionary*, Volume 1, 2, or 3, and using the *Jerusalem Bible* translation. These will be displayed when we create a liturgy using the Mass outline.
2. Other readings appropriate to the group from the adult *Lectionary*, the *New Revised Standard Version* bible or the *Lectionary for Masses with Children*. cf GIRM 358
3. Readings with a particular focus or theme from an approved *Lectionary* or Bible translation.
4. Scripture readings from the *Lectionary for Masses with Children* using the *Contemporary English Version* translation. These will be displayed when a liturgy is created using the Mass with Children outline.

The rules governing these choices are found in the *General Instruction of the Roman Missal* (GIRM) and the *Directory for Masses with Children* (DMC).

General Instruction of the Roman Missal.

- In Masses with special groups, the priest is allowed to choose texts more suited to the particular celebration, provided they are taken from the texts of an approved *Lectionary*. 358
- The Liturgy of the Word is to be celebrated in such a way as to promote meditation. 56
- Any sort of haste is to be avoided. 56
- It is appropriate to include brief periods of silence, such as before the Liturgy of the Word begins, after the reading(s) and after the homily. 56

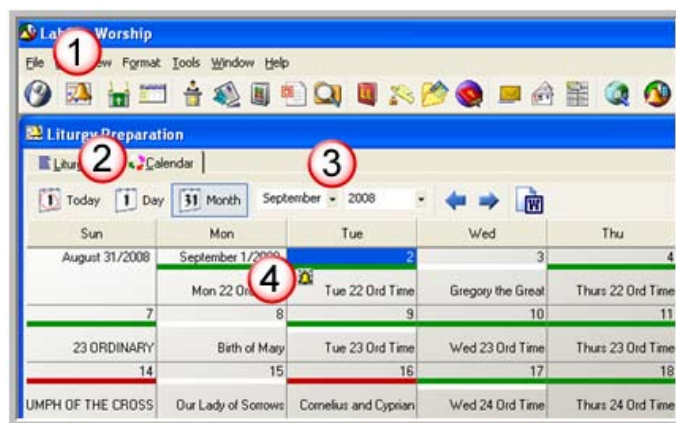
Directory for Masses with Children.

- Paraphrases of scripture should be avoided. 41 45
- The number of readings should be governed by the capability of the children. 42
- If there is only one reading it should be the gospel. 42
- If only the gospel is read, there may be singing after the homily. 46
- If the readings of the day are unsuitable, other readings may be chosen from the *Lectionary for Masses with Children* or from the bible, depending on the spiritual advantage that the reading can bring to the children. 43
- Because of the limited capabilities of children it may be necessary to omit some verses of the reading. The criterion to be followed should be quality rather than quantity 43 44
- There may be introductory comments to help children listen more fruitfully. 43
- When the text of the readings lends itself to this, it may be helpful to have the children read it with parts distributed among them. 47
- Between the readings, verses of psalms, carefully selected in accord with the understanding of the children, or singing in the form of psalmody or the Alleluia with a simple verse should be sung. Sometimes a reflective silence may be substituted for the singing. 46

CHOOSE ASSIGNED READINGS

When the liturgy for 2 September, 2008 was created the readings for the day were automatically assigned to the Mass outline for that day so no further action is needed other than to locate them in the **Detail Plan** window.

- 1 In the main LabOra window, if the **Calendar** is not visible click on the **Bell** icon.
- 2 If the Calendar is still not visible click on the **Calendar** tab.
- 3 Use the drop down menu for **Month** to move to September 2008.
- 4 Click on the bell icon to open the **Detail plan** window.
Click on each reading to see its text.



If there is no Bell, the liturgy has not been created.

[Click here to return to page 4.](#)

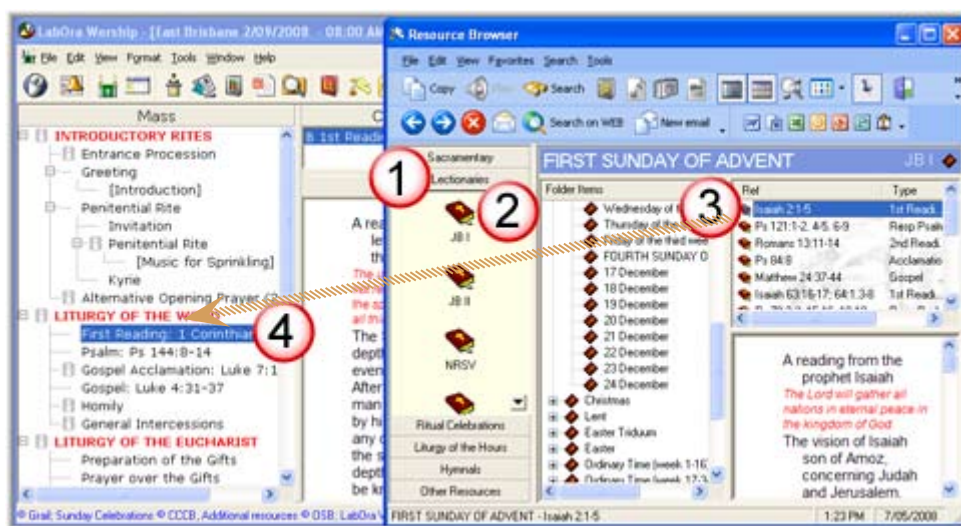
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CHOOSE OTHER READINGS

In Masses with special groups, texts more suited to the particular celebration may be chosen, provided they are taken from the texts of an approved Lectionary. GIRM 358.

Other readings will need to be located in the **Resource Browser** and dragged and dropped to replace the assigned readings in the **Detail plan** window. In order to do this both the **Detail plan** window and the **Resource Browser** window will need to be opened and positioned as below.

- 1 Click on **Lectionaries** folder,
- 2 then on **JB I** icon.
- 3 Locate the reading to replace the First Reading, I Corinthians 2:10-16
- 4 Drag and drop it over the heading in the Mass outline frame
Repeat the process for other readings.



If readings other than the *Jerusalem Bible* readings are needed, click on the **NRSV** or **CEV** icon instead of the **JB I** icon.

For bible verses not included in the Lectionaries use **Bible Explorer**. [See page 11](#)

Bible Explorer

Bible Explorer is a free bible software program that comes with LabOra. It enables easy access to 3 entire bibles, *New Jerusalem Bible*, *New Revised Standard Version* and *Contemporary English Version*.

[For more information and videos click here.](#)

[View Video](#)

CHOOSE READINGS WITH A PARTICULAR FOCUS OR THEME

The most convenient ways to identify readings on a particular theme or focus are:

1. Search the **Resource Browser** for words, phrases or scripture references.
2. Use the **Lectionary for Masses with Children** index to locate collections of sixty of the most commonly used themes.
3. Use **Bible Explorer**.

I. Search the Resource Browser for words, phrases or scripture references

- 1 Click on **Lectionaries** folder,
- 2 then on **JB I** icon, or the **NRSV** icon, or the **CEV** icon depending on what scripture version is needed.
- 3 Click the **Search** icon
- 4 Type the search word.
- 5 Click **Find**.
- 6 The readings that include the word or phrase are displayed and the word is highlighted.

LabOra performs a word search only. To search for categories rather than words use **Bible Explorer** on [page 11](#).

- 4 To search for a scripture reference type the bible book in full then only the Chapter number (e.g. Matthew 1)

Be sure to click the **Search for Bible Reference** box, then **Find**.



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The reason for typing only the book and chapter number rather than the complete reference (e.g. Matthew 1:19) is that only actual selections that are in the Lectionary are displayed. Searching for Matthew 1:19 would return no results since there is no selection with just verse 19. Searching for Matthew 1 would find Matthew 1:16-20 that included verse 19.

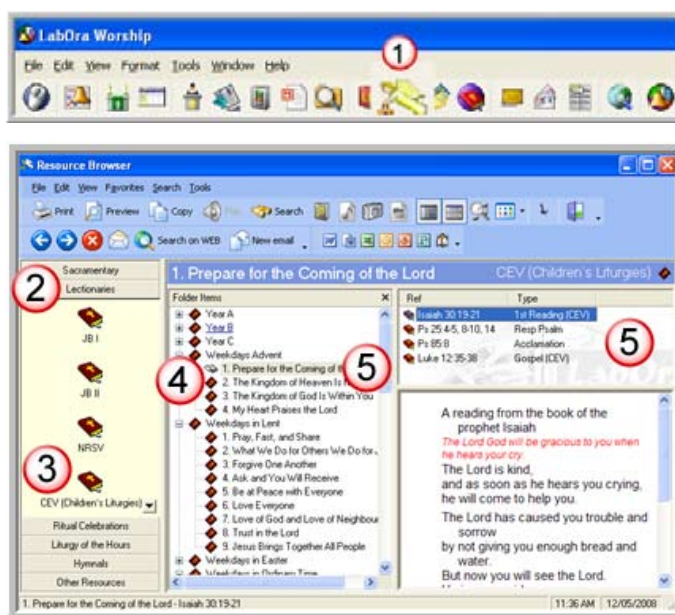
CHOOSE READINGS WITH A PARTICULAR FOCUS OR THEME CONT

2. Use the Lectionary for Masses with Children index

The *Lectionary for Masses with Children* does not allocate individual readings to every week day. Instead it has indexed collections of readings appropriate to the seasons, sacraments, various needs and occasions.

Open the **Resource Browser** to access the index.

- 1 In the main LabOra window click on the angle icon to open the **Resource Browser**.
- 2 In the Resource Browser click on **Lectionaries** folder,
- 3 then on the **CEV** icon.
- 4 Click on the plus sign to expand the folders.
- 5 Click on the theme to display readings appropriate for that theme.



[View Video](#)

Here is the complete list of theme collections:

<p>Folder Items</p> <ul style="list-style-type: none"> Year A Year B Year C Weekdays Advent <ul style="list-style-type: none"> 1. Prepare for the Coming of the Lord 2. The Kingdom of Heaven Is Near 3. The Kingdom of God Is Within You 4. My Heart Praises the Lord Weekdays in Lent <ul style="list-style-type: none"> 1. Pray, Fast, and Share 2. What We Do for Others We Do for Jes 3. Forgive One Another 4. Ask and You Will Receive 5. Be at Peace with Everyone 6. Love Everyone 7. Love of God and Love of Neighbour 8. Trust in the Lord 9. Jesus Brings Together All People Weekdays in Easter <ul style="list-style-type: none"> 1. Witnesses of the Resurrection 2. The Power of Jesus' Name 3. One in Christ Jesus 4. Followers of Jesus 5. Obedience to God 6. There Are Other Sheep Who Belong to 7. Believe in Jesus 8. Preaching About Jesus 	<ul style="list-style-type: none"> Weekdays in Ordinary Time <ul style="list-style-type: none"> 1. Light for the World 2. Love Everyone 3. This Is How You Should Pray 4. Store Up Riches in Heaven 5. I Will Take Care of You 6. Forgive as the Lord Has Forgiven You 7. My Burden is Light 8. Treasures of Heaven 9. Trust in the Lord 10. Gifts Received from God 11. The Word That I Speak 12. I Will Help You 13. The Lord Will Help You 14. We Are Called God's Children 15. Jesus Blessed the Children 16. I Want to See Again 17. They Were Extremely Generous 18. Kind Is the Lord 19. I Will Save You 20. God Is Love 21. Sent to Preach the Kingdom of God 22. Who Is My Neighbour 23. Ask and You Will Receive 24. Become Stronger in Your Faith 25. Show Faith by Actions 26. The Good Shepherd 27. Give Thanks to God 	<ul style="list-style-type: none"> 28. Pray Always 29. God Loves Us 30. We Are the People of God 31. The Spirit Has Given Us Life 32. Peace I Leave with You 33. One with Jesus 34. May Your Joy Be Complete 35. You Are My Friends 36. Entering the Kingdom of Heaven 37. The Banquet of the Kingdom 38. The Lord Is Coming Soon 39. The Kingdom of God Is Among You Commons Sacraments Various Needs and Occasions <ul style="list-style-type: none"> Beginning of the School Year End of the School Year In Thanksgiving For Vocations For Unity of Christians For Peace and Justice For Productive Land and After the Harve- For Refugees and Exiles For the Sick For the Dead Common Responsorial Psalms Saints
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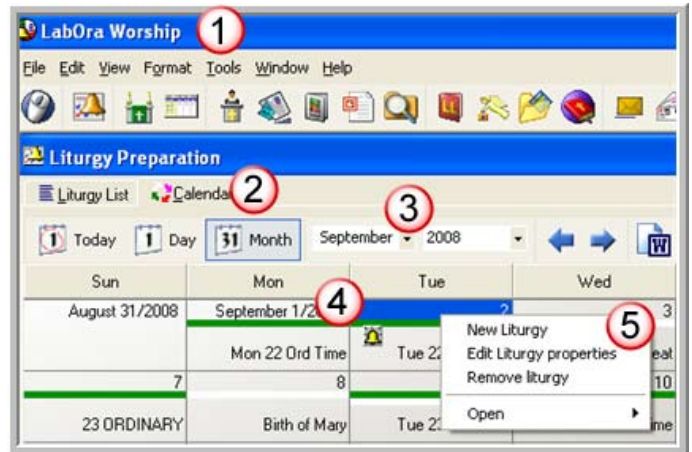
CHOOSE READINGS WITH A PARTICULAR FOCUS OR THEME CONT

2. Use the Lectionary for Masses with Children

Readings from the *Lectionary for Masses with Children* are automatically displayed when the liturgy outline **Mass with Children** is used.

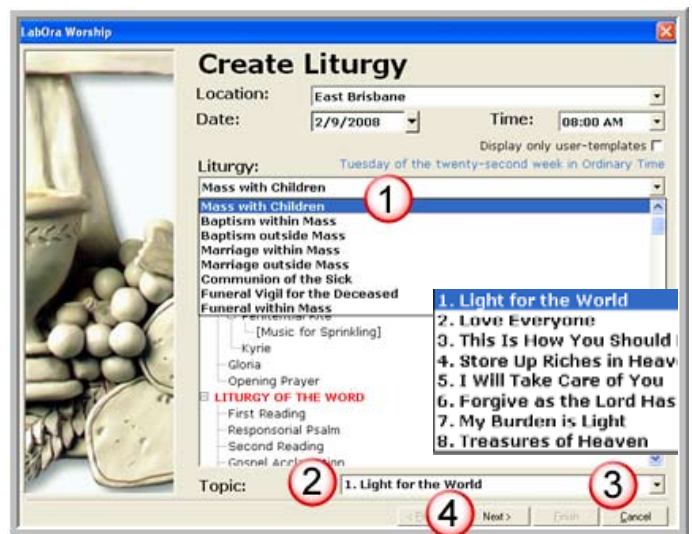
To create a liturgy for 2 September 2008, using the **Mass with Children** outline:

- 1 In the main **LabOra** window
 - 2 Click on the **Calendar** tab to open the Calendar. Maximise the window.
 - 3 Use the drop down menu for **Month** to move to September 2008.
 - 4 Highlight **2 September**, in the calendar.
 - 5 Right click and choose **New Liturgy**.
- The **Create Liturgy** Window will open.

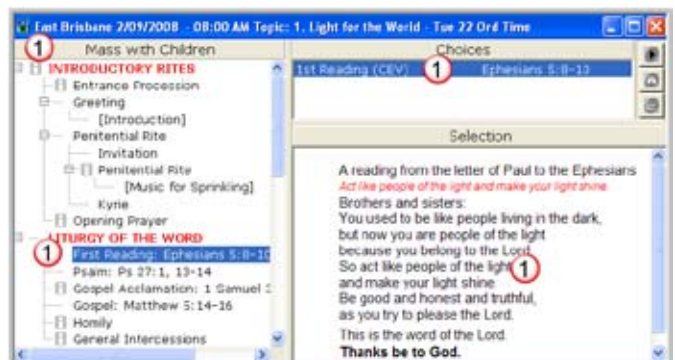


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- 1 In the **Create Liturgy** window, Choose **Mass with Children** from the Liturgy drop-down menu.
- 2 Choose the theme for the readings from the **Topic** drop down menu.
The **Topics** menu will display only topics associated with weekdays in that season. If other topics are wanted choose any topic for now and replace the readings with others from the Resource Browser in the **Detail Plan** window.
- 4 Choose **Next**, then **Finish** in the next window.
- 5 The **Detail plan** window will open.



- 1 The **Detail Plan** for **Masses with Children** is the same as for the **Mass** outline except that the readings are from the Children's Lectionary.



CHOOSE READINGS WITH A PARTICULAR FOCUS OR THEME CONT

3. Use Bible Explorer

Bible Explorer is the easiest to use bible software available and comes free of charge with LabOra. Bible Explorer must be installed separately from the disk provided. Once installed, the bibles must be unlocked. You will need to be connected to the internet to unlock the bibles. If you cannot connect to the internet contact the Liturgical Commission for a special CD.

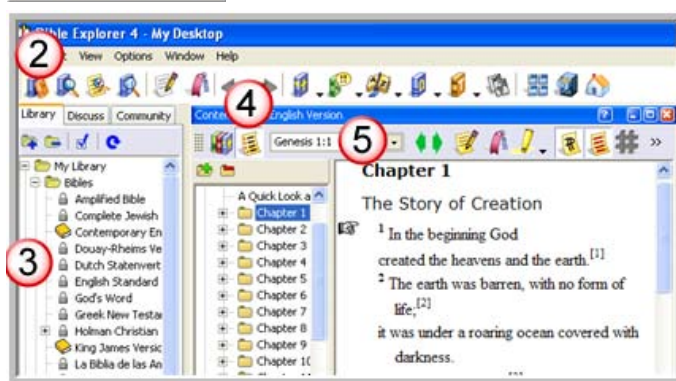
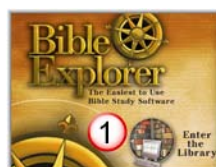


Three complete bibles are included:

- New Jerusalem Bible (NJB)
- New Revised Standard Version (NRSV)
- Contemporary English Bible (CEV) used in children's liturgies

To search for a scripture reference

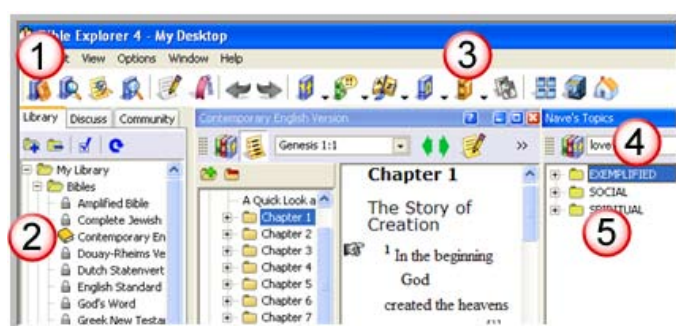
- 1 In the main **Bible Explorer** window click **Enter the Library** to open Bible Explorer.
- 2 Click the **Show/Hide Library** icon
- 3 Click the bible(s) needed. The bible will open at Genesis 1:1
- 4 Click **Show Table of Contents** icon. Navigate to the text needed or
- 5 enter the text reference, and press **Enter**. The text will be displayed.



[View Video](#)

To search for a topic

- 1 Click the **Show/Hide Library** icon
- 2 Click the bible(s) needed.
- 3 Click on the **Nave's topics** icon.
- 4 Enter the topic.
- 5 Choose the sub-folder you need. Click on the scripture reference to the text.



To access tutorial videos from within BibleExplorer use the Help drop-down menu <Video Tutorials.

To access the tutorials from the web: <http://www.bible-explorer.com/tutorials.php>

CHOOSE OR PREPARE OTHER TEXTS

In addition to choosing readings and music, other texts may be chosen or prepared. These include the Prayer of the Faithful, Introductory Comments, Penitential Rite, Opening Prayer, Eucharistic Prayer, Preface.

I. Prayer of the Faithful

LabOra has sample General Intercession for every Sunday. These will need to be adapted to the worshipping community.

The *General Instruction of the Roman Missal* describes the Prayer of the Faithful:

69. In the General Intercessions or the Prayer of the Faithful, the people respond in a certain way to the word of God which they have welcomed in faith and, exercising the office of their baptismal priesthood, offer prayers to God for the salvation of all.

70. As a rule, the series of intentions is to be:

1. for the needs of the Church;
2. or public authorities and the salvation of the whole world;
3. for those burdened by any kind of difficulty;
4. for the local community.

Intentions are not prayers

The intentions to be prayed for are simply announced. They are not prayers. It is the assembly that prays, in silence, and/or by a common response such as 'Lord, hear our prayer'.

The usual format is one of the following:

Let us pray for ...	(pause)	Lord, hear us.
We pray for ...	(pause)	Lord, hear us.
We pray that ...	(pause)	Lord, hear us.
For ... that ...	(pause)	Lord, hear us.

A Sample

For the needs of the Church
 We pray that the leaders of our Church will work together for peace in the world. (pause)
 Lord, hear us.
 Lord, hear our prayer.

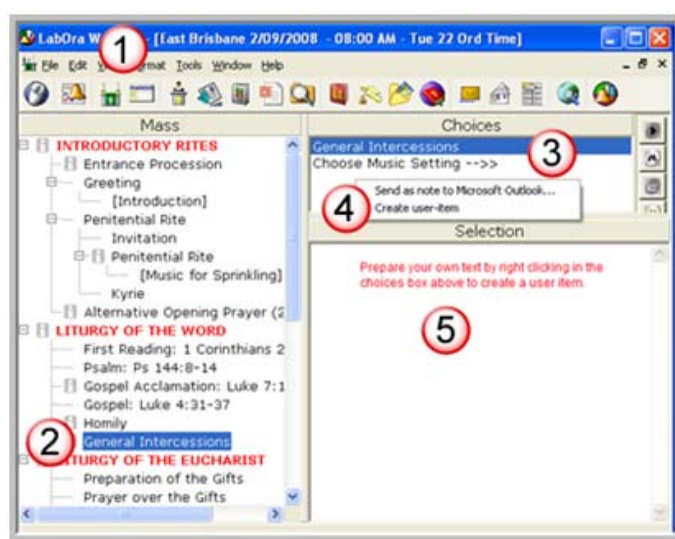
For the needs of the world
 We pray for countries where there is war. (pause)
 Lord, hear us.
 Lord, hear our prayer.

For those in need
 We pray for people who are sick. Lord, (pause)
 Lord, hear us.
 Lord, hear our prayer.

For the needs of the local community
 We pray that God will send the rain we need. (pause)
 Lord, hear us.
 Lord, hear our prayer.

To Prepare General Intercessions

- 1 Open the **Detail plan** window by clicking its bell icon on 2 September in the **Calendar**.
- 2 Click on General Intercessions in the **Mass** outline frame.
- 3 Right click anywhere in the **Choices** frame.
- 4 Choose **Create user-item**.
- 5 Type in the **Selection** frame.



[View Video](#)

CHOOSE OR PREPARE OTHER TEXTS

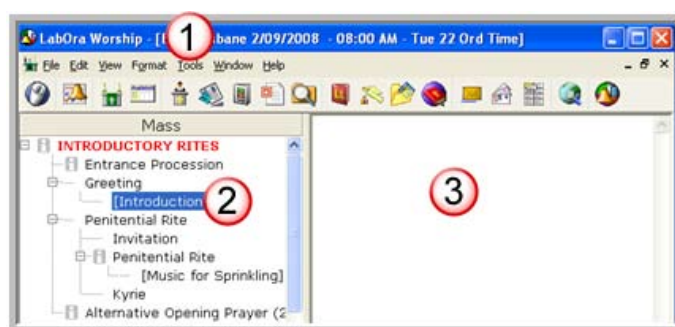
2. Introductory Comments

After the Greeting the priest or a lay minister may very briefly introduce the Mass of the day. GIRM 49

This may take its inspiration from the readings, the feast of the day, from the Entrance antiphon, or from what is happening in the group.

To prepare Introductory Comments

- 1 Open the **Detail plan** window by clicking its bell icon on 2 September in the **Calendar**.
- 2 Click on **[Introduction]** in the Mass outline frame.
- 3 Type in the right frame.



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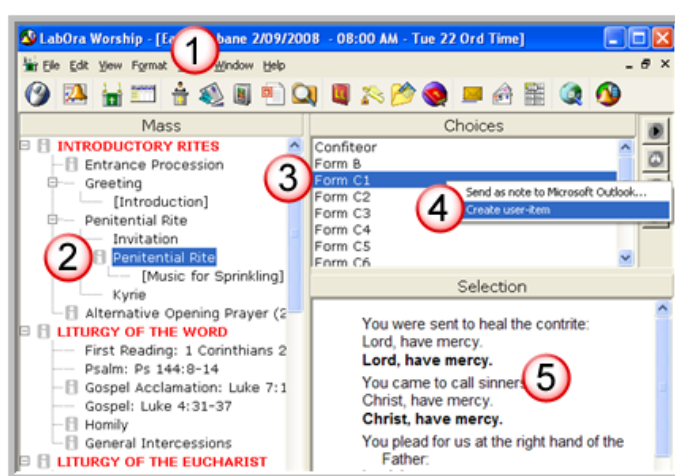
3. Penitential Rite

There are three forms of the Penitential Rite: the Confiteor ('I confess'); Form B and Form C.

Form C is a litany of praise of God's mercy. There are eight examples and we may adapt them to relate to the readings of the day, the feast, or the needs of the group.

To adapt the Penitential Rite

- 1 Open the **Detail plan** window by clicking its bell icon on 2 September in the **Calendar**.
- 2 Click on **Penitential Rite** in the Mass outline frame.
- 3 Click on **Form C1** or whichever form to use as the starting point for editing.
- 4 Right click anywhere in the Choices frame. Choose **Create user-item**.
- 5 Edit the text in the **Selections** frame as needed.



CHOOSE OR PREPARE OTHER TEXTS CONT

2. Opening Prayer

The Opening Prayer or Collect concludes the Introductory Rites. After the invitation to pray we observe a brief period of silence so that we may be conscious that we are in God's presence and formulate our own petitions. The priest then 'collects' the petitions and addressed them to God. We make the prayer our own by answering 'Amen'.

GIRM 54

During the weekdays of Ordinary Time either the Opening Prayer from the preceding Sunday or the Opening Prayer from another Sunday in Ordinary Time, or one of the Opening Prayers for various needs and occasions, may be used. GIRM 363

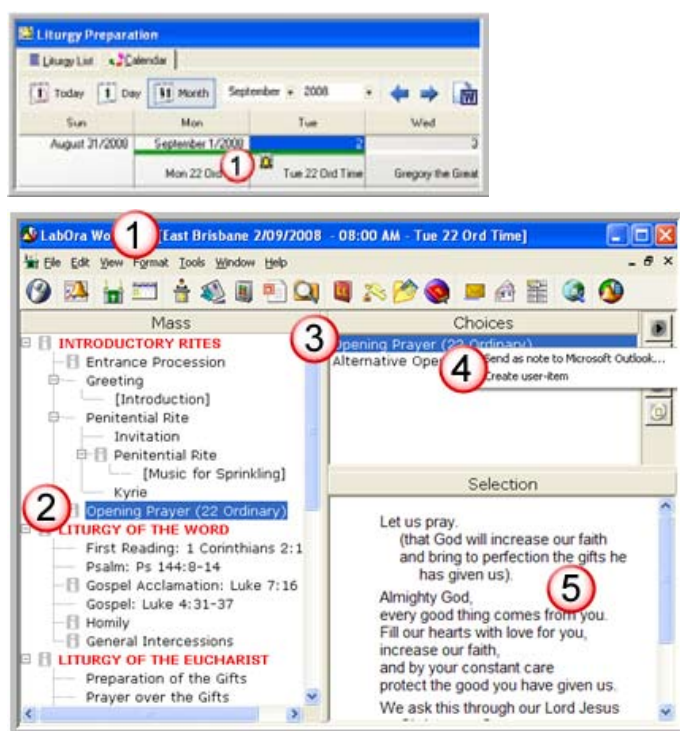
Adapting the Introductory Rites for Primary School Masses

A much broader choice of elements in the Introductory Rites is allowed when celebrating Mass with primary school aged children. These are outlined in the *Directory for Masses with Children*, Chapter III.

- 40. It is sometimes proper to omit one or other element of the introductory rite or perhaps to expand one of the elements. There should always be at least some introductory element, which is completed by the opening prayer. In choosing individual elements, care should be taken that each one be used from time to time and that none be entirely neglected.
- 50. The priest is permitted to choose from the Roman Missal texts of presidential prayers more suited to children, keeping in mind the liturgical season, so that he may truly associate the children with himself.
- 51. Since these prayers were composed for adult Christians, however, the principle simply of choosing from among them does not serve the purpose of having the children regard the prayers as an expression of their own life and religious experience. If this is the case, the text of prayers of the Roman Missal may be adapted to the needs of children, but this should be done in such a way that, preserving the purpose of the prayer and to some extent its substance as well, the priest avoids anything that is foreign to the literary genre of a presidential prayer, such as moral exhortations or a childish manner of speech.

To Adapt an Opening Prayer

- 1 Open the **Detail plan** window by clicking its bell icon on 2 September in the **Calendar**.
- 2 Click on **Opening Prayer** in the Mass outline frame.
- 3 Highlight the Opening Prayer to be adapted.
- 4 Right click, Choose **Create user-item**.
- 5 Edit the text in the Selections (bottom right).



[View Video](#)

CHOOSE MUSIC

Once the readings for Mass have been identified or chosen, the next step is to choose appropriate music for the celebration. To do this we will need to read the readings beginning with the Gospel and ask:

- What are their key words or phrases?
- What are the readings saying?
- What do they mean?
- What do they ask of us?

- Is the music appropriate for this group?
- Does it respect the structure of the Mass and the nature of the individual liturgical action?
- Is it good music, technically, aesthetically and expressively?

We are then in a position to know what to look for when choosing appropriate music or songs.

We also need to keep in mind the liturgical season since seasonal hymns are also appropriate.

Choose an Entrance Song

Open the **Detail plan** window by clicking its bell icon in the **Calendar** on 2 September.

- 1 Click on the heading **Entrance Procession** in the Mass outline frame.

- 2 Click on **Choose a song**.

The Resource Browser will open.

Click on its **Restore Down** button.

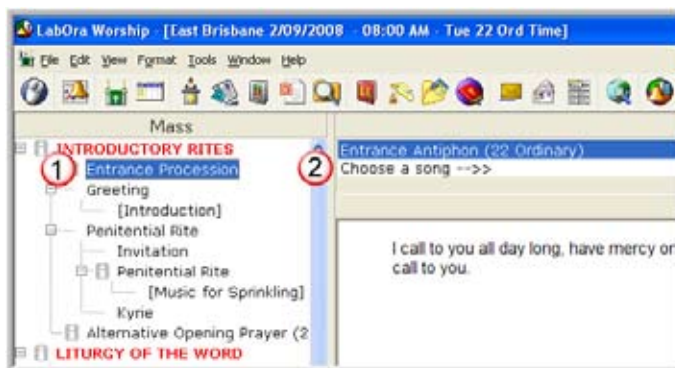
Position the Resource Browser as below.

- 3 Click on the **Hymnals** folder, then on the **hymnal icon** needed e.g. As One Voice

- 4 Locate the hymn title needed.

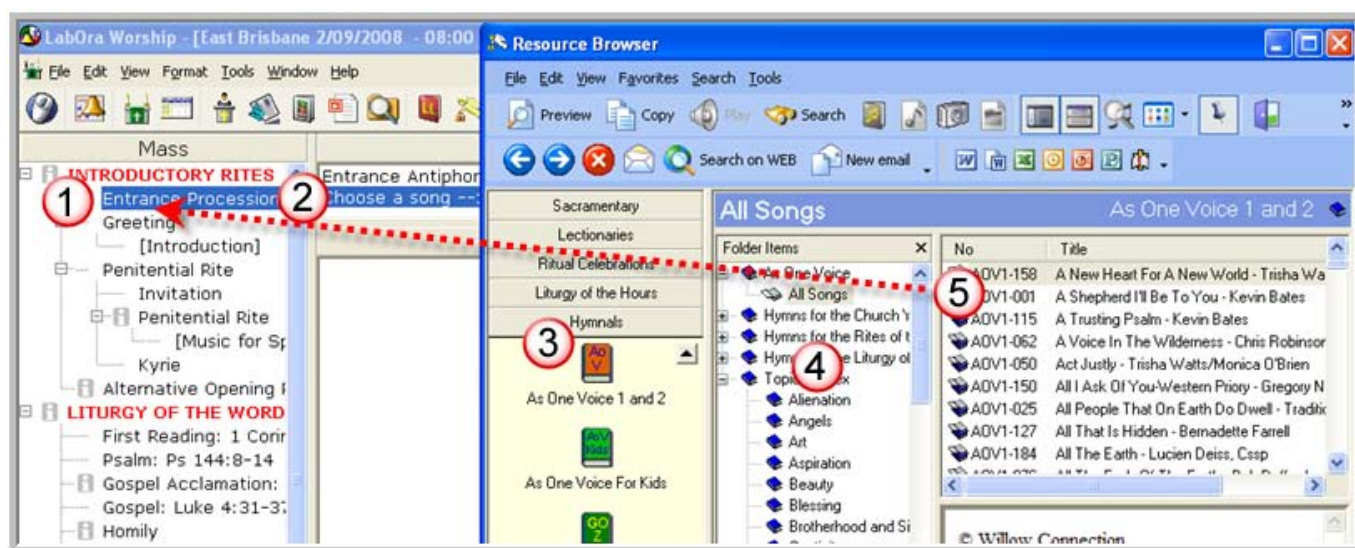
Note the extensive indexes in the **Folder Items** frame.

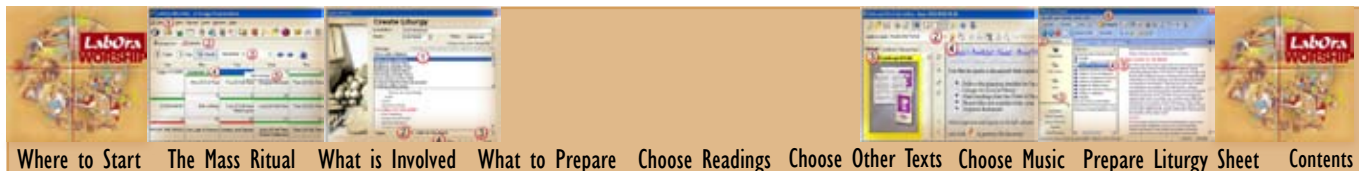
- 5 Drag and drop the selected title onto the **Entrance Procession** heading in the **Mass** outline frame. The title replaces the heading.



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Repeat the process for choosing other music as needed:
 Communion Song (Song of Praise after Communion)
 Responsorial Psalm Gospel Acclamation
 Move on to **Choose Service Music**.



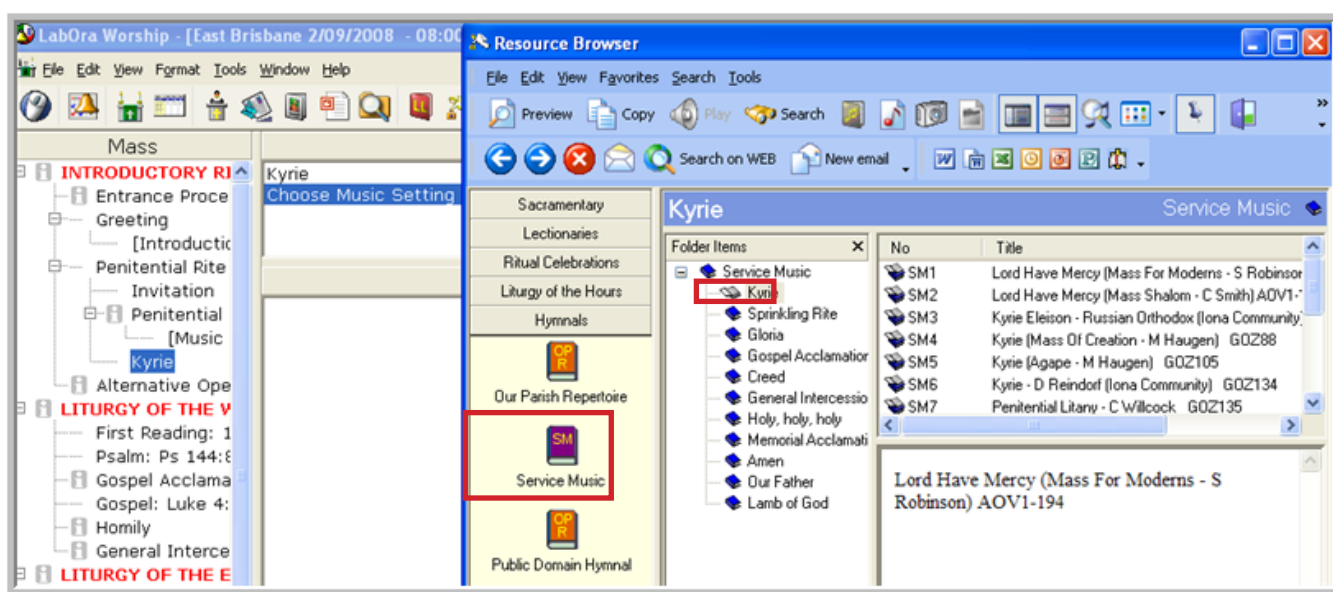


CHOOSE SERVICE MUSIC

Service Music refers to those parts of the Mass that do not change (Kyrie, Gloria, Holy, holy, Memorial Acclamation, Amen, Lamb of God, Our Father etc).

In LabOra there is a special hymnal called **Service Music**. This is a combined hymnal that lists titles from various hymnals used in Australia and New Zealand. New titles can be added and others deleted so that the remaining list displays only those titles that your community can sing. Show me how.

The process for choosing service music is the same as that for choosing other music except that the **Service Music** hymnal will be displayed. Choose another hymnal from the **Hymnals** folder if another hymnal is needed.

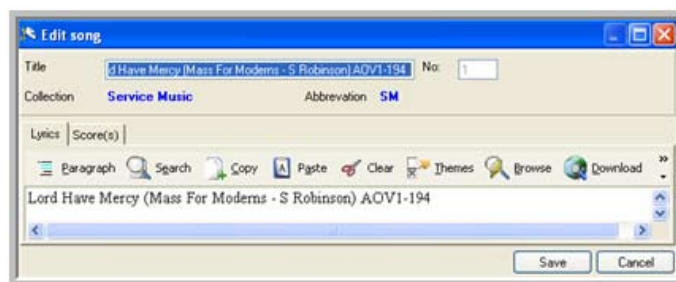
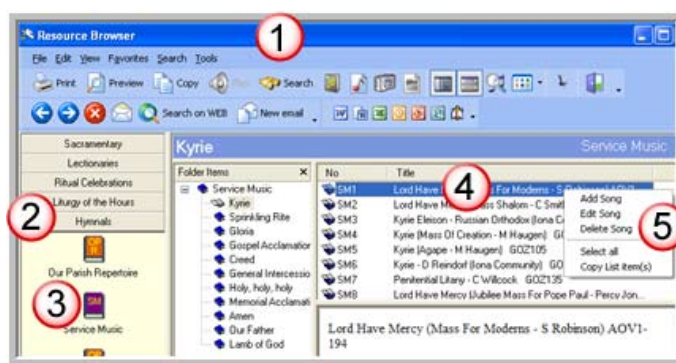


[View Video](#)

To Edit the Service Music Hymnal

- 1 Open the **Resource Browser** by clicking on the angel icon in the main LabOra window
- 2 Click on **Hymnals** folder,
- 3 then **Service Music** icon.
- 4 Right click the title to be edited.
- 5 Choose **Delete Song** to delete the title, or All Song or Edit Song to open the **Edit Song** Window.

In the **Edit song** window titles can be edited, lyrics and scores can be added. In the **Add song** window new title can be added.

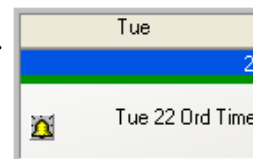


PREPARE A LITURGY SHEET OR BOOKLET

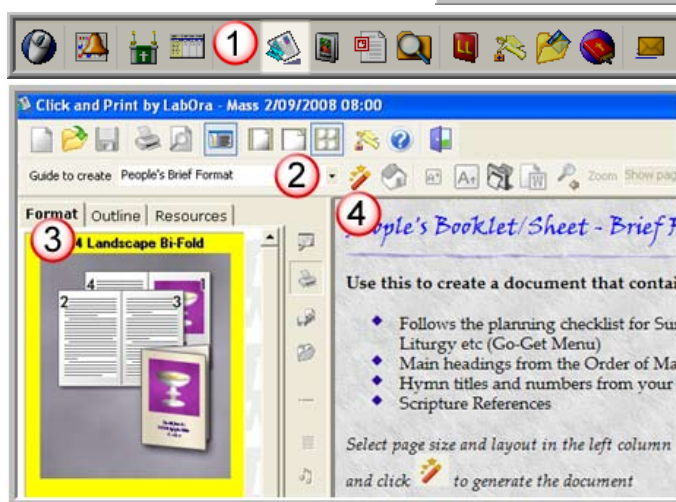
Once choices have been made or texts prepared via the **Detail Plan** window it is easy to prepare a liturgy sheet or booklet via **Click and Print**. There are a variety of possible contents and formats. Click and Print requires Word 2000 or later to be installed.

The content of the liturgy sheet or booklet will be based on the choices already made through the **Detail plan** window.

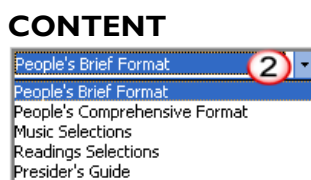
- Open the Detail plan window by double clicking on its bell in the Calendar window.
- Check that all choices have been made and new texts prepared.
- Click the Click and Print icon.
- Select the content and format for the sheet or booklet.



- 1 Open the **Detail plan** window. Click on the **Click and Print** icon.
- 2 Choose the content from the **Guide to create** drop-down menu.
- 3 Choose the format from the **Format** tab.
- 4 Click the **magic wand** icon to generate the document



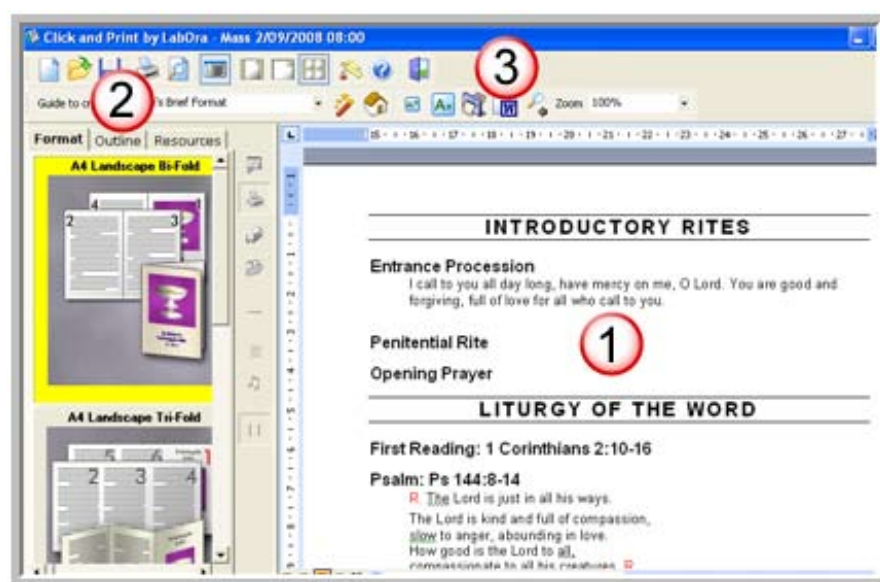
It is very likely that none of the content templates will be exactly what is needed, so they can be extensively modified for one-off use or saved as a different template for future use.



- FORMAT** [View Video](#)
- Portrait
 - Landscape
 - A4, A4 half-sheet
 - Bi-fold, tri-fold
 - 1, 2, 3, column

The document may be edited:



1. In the editing window.
2. Using the Outline tab.
3. In Microsoft Word.

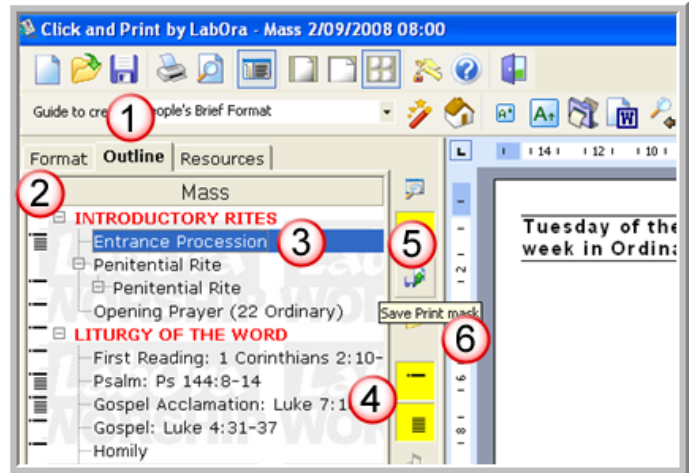


EDIT A CLICK AND PRINT DOCUMENT

If unsure what to include in a Click and Print document it may be best to use either the *People's Comprehensive Format* or the *Presider's Guide* and simply delete or edit unwanted texts and headings. If this is done via the **Outline** tab the changes can be saved as a user template for future use.

Using the Outline Tab

- 1 Click on the **Outline** tab. The contents of the outline will depend on the guide chosen.
- 2
 -  represents a **HEADING**
 -  represents **TEXT**
- 3 Highlight the item in the Outline frame to apply changes to that item.
- 4 Click the relevant yellow icon to delete that heading or text. Click again to restore text.
- 5 To save this arrangement for future use click the **Save Print Mask** icon. Name the new mask and click Save.
- 6 To load this template next time click the **Load Print Mask** icon.



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