



JDA PLAYBOOK 2017

BY CLASS OF 2017

Spring Semester

Liturgical Ensemble

Practice Schedule:

- ❖ Tuesday afternoons @ 3:35 (unless otherwise noted)
- ❖ Wednesday mornings @ 9:15 (unless otherwise noted)

Note: Missing more than TWO consecutive weekly practices with no notice or excuse could mean you will be dropped from Liturgical Ensemble

Rehearsal Expectations:

- ❖ **Be on Time** for Practice and for Mass
- ❖ **Be Prepared** with all of your Music LEARNED and a Pencil
- ❖ **Be Ready** to Work

Musical Parts of the Mass

- ❖ Entrance Hymn
- ❖ Gloria (Solemnities and Major Feasts)
- ❖ Responsorial Psalm
- ❖ Preparation of the Gifts (Can be Instrumental)
- ❖ Eucharistic Prayer Acclamations
- ❖ Communion Procession
- ❖ Closing

Cantor(s) - lead the Mass by singing the responsorial psalm or at other parts of the Mass

Instrumentalist - Guitar, Cajon, Bass, Violin, Flute, and Piano

Current JDA Liturgical Ensemble Repertoire:

- ❖ Entrance Hymn
 - Gather Us In
 - We Are Called
 - Bring Forth the Kingdom

- Table of Plenty
- You are the Voice
- ❖ Gloria (Solemnities and Major Feasts)
 - Mass of Remembrance
- ❖ Responsorial Psalm
 - **Advent:** Psalm 25 (To You, O Lord)
 - **Lent:** Psalm 91 (Be With Me Lord)
 - **Easter:** Psalm 118 (This is the Day)
 - **Ordinary Time:**
 - Psalm 95 (If Today You Hear His Voice)
 - Psalm 122 (Let Us Go Rejoicing)
 - Psalm 19 (Lord You Have the Words)
 - Psalm 100 (We are His People)

Psalm 23 (Shepherd Me, O God) may be used for special solemn occasions, or when the actual psalm of the day is this psalm. It may also be used for preparation of the gifts, or as a meditation after communion.

- ❖ Preparation of the Gifts (Can be instrumental)
 - God I Need You
 - Oceans
 - Seek Ye First
- ❖ Parts of the Mass
 - Sanctus
 - Mystery of Faith
 - Amen
 - Agnus Dei
- ❖ Communion Procession
 - Come Into My House
 - One Bread, One Body
 - Eat this Bread, Drink this Cup
 - Now We Remain
- ❖ Closing
 - Lord I Lift Your Name on High
 - The aforementioned Entrance Hymns
- ❖ Seasonal
 - **Advent:** Oh Come, Oh Come Emmanuel
 - **Lent:** Tree of Life
 - **Easter:** This is the Day

Advent: O Come, O Come Emmanuel

December 9 or 12 Mass for St. Juan Diego/Our Lady of Guadalupe: La Guadalupana/ Las Mananitas

Christmas Season: Carols may be used for opening, preparation of the gifts, communion, closing

Lent: Tree of Life/Adoramus te Christi

Easter: This is the Day (Marty Haugen)

Your Task(s):

❖ Tuesday:

- Attend every practice unless otherwise instructed.
- Consult with Mr. Henry/Mr. Schmidt.
- Type out the lyrics for the songs that will be sung during mass.
- Include a date slide and celebrant slide.

❖ Wednesday:

- Have the lyric slides prepared and ready to go.
- Click the arrow key to the next slide so the choir and congregation can sing along and praise God.

Reminder that we do not own the music, you must include the OneLicense church copyright permission line on the bottom of most of the music. You do not need to include it on christmas music because it is generally sung music

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Needs to be placed in bottom right hand corner of each lyric slide for Masses/Prayer Services

Morning Prayer

- ❖ Arrive to the chapel by 8:05 AM.
- ❖ Turn sound system on at the sacristy.
- ❖ Make sure the microphone works (turn it on and off).
- ❖ Get the Daily Prayer book from sacristy, search for the day's page, and place it on the ambo.

- ❖ Light the candles beside the ambo.
- ❖ Turn on the lights at the back of the chapel, to light the statue of Juan Diego.
- ❖ Turn on the lights at the front of the chapel to illuminate the sanctuary.
- ❖ Turn the TV on (controller is to the right of the laptop).
- ❖ Use the link for the presentation (Google Chrome Logo).
- ❖ Play music from playlist at 8:15 AM (keep TV Volume at 12).
- ❖ At 8:20 slowly lower the music until it is turned off.
- ❖ Select the slide that is most adequate for the day (to help whomever is giving the daily announcements to have a visual aid). If a saint's day is being celebrated, that slide should be up during Morning Prayer and when prayer is concluded.

Immediately Following Morning Prayer...

- ❖ Blow the candles out.
- ❖ Turn the TV and the laptop off.
- ❖ Turn the microphone and the sound system off.
- ❖ Turn the lights/fan(s) off.
- ❖ Place the Daily Prayer book back on the counter in the sacristy.

Afternoon Prayer:

- ❖ Find the designated prayer for the time of year (listed below), under the Prayers tab in the Spiritual Life section of the JDA website.
- ❖ Be ready at 3:25, by a school phone, when Mr. Schmidt ends the daily announcements.
- ❖ ENTER THE CODE **8030** and read the prayer. When you are finished hang up the phone.
- ❖ Inform the reader with plenty of time what the prayer will be:

Student council treasurer/secretary (Jan).

Senior president/vice president (Feb).

Junior president/vice president (March).

Sophomore president/vice president (April).

Freshmen president/vice president (May and June).

Schedule: Spring Semester 2017

January	A day B day Ray Nathaniel	Afternoon prayer inspired by St. Juan Diego
February	A day B day Marco Mark Marcos	Afternoon prayer inspired by St. Juan Diego
March	A day B day Johnny I. Klarissa F.	Lenten prayer starts March 1
April	A day B day Kayla G. Joseph S.	Lenten prayer ends Thursday, April 13 Easter prayer starts Tuesday, April 18
May and June	A day B day Anna Spratte Ryleigh E.	Easter Prayer

THE MINISTRY OF LECTOR

Objective: The main goal of a lector is to proclaim the word of God with reverence and dignity to the faithful and the weary.¹When the sacred Scripture is read at church, God himself is speaks to his people, and Christ, present his word, proclaims the Gospel. In doing this you shall fulfill the vision of Juan Diego Academy which is, “[that is] forming young men and women to answer the call to lead and be active participants in their Church and community”.²

Procedure: One lector will be assigned to read the First Reading and the second lector will have the Prayers of the Faithful. A reminder will be sent out to inform if he/she are assigned to serve the day before mass. The same two lectors are also required to read for morning prayer on their scheduled week.

¹ Note. From *Missale Romanum*. Editio typical tertia. Vatican City: Vatican Press, 2002. Pg 13 .

² Note. From Vision, Mission, & Philosophy. Juan Diego Academy. website.

Procedures for First Lector at Mass:

- ❖ After the priest is done reciting the opening prayer, the first lector will wait for the worshippers to settle in their seats, and then walk to the front of the altar and gracefully bow in front of the sanctuary. Next, the lector will walk up to the sanctuary around the ambo and read the first reading from the lectionary for that day's mass.
- ❖ After the lector is done reading, he/she will close the book and store it back in the ambo. Then the lector will take out the choir book for the Responsorial Psalm. ***make sure to leave the microphone on! ***
- ❖ Next, the lector will walk off the sanctuary and wait in front of the altar for the cantor. Then both lector and cantor will bow together, and the first lector will then proceed back to his/her seat.

Procedures for Second Lector at Mass:

- ❖ Once the priest is done with his homily, the second lector will walk down and reverently bow at the altar.
- ❖ Next he/she will go around the ambo and wait for the priest's queue to start the Prayers of the Faithful.
- ❖ After the lector is done reading, he/she will put the binder back in the ambo, turn off the microphone, and wait in front of the altar for the altar servers to arrive. Then all three will bow together and the second lector will return to his/her seat.

Procedures for Morning Prayer:

Look at Morning Prayer section of playbook for reference

Useful Tips:

- ❖ When reading at the ambo, make **eye contact** with the assembly so they can be engaged and connected with what you're proclaiming.
- ❖ **Take your time** when reading and **enunciate every word** to the best of your ability.
- ❖ **Good posture** and **body language** are important when it comes to reading because it sends an image of your mindset at that moment. Even though you are mentally reverent, your body might be sending signals that are otherwise.
- ❖ The end of the First Reading always ends with these five words: ***The Word of the Lord***. When reciting *The Word of the Lord*, make sure to remember the significance of that message. Say it **loud** and **clear**.
- ❖ Remember to **prepare** before you read, even in morning prayer if there is a confusing word in the readings.
- ❖ Lastly, have **fun**, open your **heart** to the **Lord**, and **feel the Holy Spirit** in the ministry!

Extraordinary Ministers of Holy Communion

What is an EMHC?

- ❖ The Extraordinary Ministers of Holy Communion are entrusted with the Precious Blood of Christ. It is their duty to serve the Precious Blood to the assembly during the celebration of the Eucharist.

Requirements:

- ❖ **Must be Confirmed in the Catholic Church**
- ❖ Know the order of the Celebration of Mass
- ❖ Be reverent at all times with the sacraments

Before Mass:

- ❖ Check-in with CTM EMHC coordinator the day before Mass to ensure you know the order of the Mass and the routine of being an Eucharistic Minister
- ❖ Collect self, body, mind, and spirit before mass in preparation for service

During Mass:

- ❖ Follow along with the order of the mass
- ❖ Reverently make your way towards the sacristy following The Sign of Peace and clean your hands with hand sanitizer
- ❖ Join your fellow sacristans and quietly line up at the edge of the second window
- ❖ Wait for the priest to consume the Body and Precious Blood of Christ
- ❖ Walk onto the sanctuary (behind the ambo), and line up on the left side of the altar
- ❖ take communion when offered by the priest.
- ❖ Accept the chalice from the priest, and drink the Precious Blood
- ❖ Hold the chalice with the cross facing outwards, clean both sides of the rim of the chalice after you drink from it, use the purificator to wipe where you have drank and turn the chalice ¼ of the way after each person consumes.
- ❖ Wait until priest begins walking down sanctuary steps then each person will go to their designated areas in front of the sanctuary
 - Station One: left front side of ambo
 - Station Two: right front side of ambo
 - Station Three: aligned with the lights on right side of altar (facing altar)
 - Station Four: in front of altar server chairs
- ❖ Raise the chalice to the parishioner and say, “The Blood of Christ” they should respond with “Amen” then slightly raise the chalice and proceed to carefully offer the chalice.

- ❖ Clean both sides of the chalice rim with your purificator every time someone drinks from it and turn it $\frac{1}{4}$ of the way each time also.
- ❖ Note: If you happen to run out of Precious Blood in your chalice, place your purificator over your chalice and your hand above that to indicate you do not have any more.
- ❖ Once priest has concluded communion, follow him up the sanctuary on left side of altar and stand in a line, similar to the beginning of the ministry.
- ❖ Place chalices on left corner of altar in a row and process down to a row in front of the altar. Note: Don't gather at the altar, but rather place your chalice on the altar and go straight down in front of the altar
- ❖ Bow together, then return to your seats without going down the main aisle.

LITURGICAL ENVIRONMENT

Chapel Cleaning Schedule:

- ❖ **TUESDAY** during homeroom.

PROCEDURES:

- ❖ Make sure sanctuary candle is always burning.
- ❖ Change the banner, and other cloths/table top linens according to the liturgical season.
 - **ADVENT:** Purple
 - **CHRISTMAS:** Green
 - **LENT:** Purple
 - **Easter:** Gold
- ❖ Be in Chapel every Wednesday by 9:30 to turn on the lights and make sure everything is in place.
- ❖ Keep the Holy Water Fonts clean every week.

NOTE: BE PREPARED TO SET AN EXTRA CHAIR WHEN TWO PRIESTS COME TO CELEBRATE MASS.

GOAL OF LITURGICAL ENVIRONMENT:

- ❖ Prepare the setting for JDA community to worship prayerfully, without distractions

SACRISTAN AND ALTAR SERVERS

BEFORE MASS

- Report to Chapel at 9:30
- Go to sacristy and pull out the following items from the cabinets:
 - 4 Chalices (cups)
 - 1 Celebratory Chalice (main cup)
 - 5 Purificators (small white clothes)
 - 2 Ciboriums (bowls)
 - 1 Corporal (large white cloth)
 - 2 Cruets (glass containers)
 - Roman Missal
 - Microphone for celebrant
 - Lavabo towel
 - Lavabo Bowl
- Setting things up
- CRESCENCE TABLE
 - Wine
 - Take bottle of wine from the mini refrigerator (see Mr. Schmidt for more) and fill the 4 chalices about a 1/3 of the way (could be more depending on importance of Mass--check with Mr. Schmidt)
 - Take the 4 chalices along with 4 purificators
 - Take the Celebratory Chalice and place a purificator on top of it. DON'T FILL IT UP WITH WINE
 - Take one of the cruets and fill it up about 1/4 of the way with wine and the other cruet with water.
 - Hosts
 - Grab a packet of hosts from the mini refrigerator and fill one of the Ciboriums up with about 90 hosts (each packet contains 100) and 1 celebratory host for the celebrant. (Take to the credence table)
 - Place lavabo bowl and towel on credence table
 - Check with Mr. Schmidt to see if holy water is needed for blessings--fill and place aspersorium and aspergillum (holy water container /sprinkler) on credence table
- ALTAR
 - Open up the corporal and lay it out on top of the altar.

- Wait for priest for further instructions on what to do with the Roman Missile
- Lastly, light candles 5 minutes before Mass starts.

AFTER MASS

- Blow out candles
- Clear everything off the Credence Table and alter and take back to the sacristy.
- Bring Lectionary and Cantor/Reader binder to sacristy and place back on shelf
- Rinse out the cruets with water from the bathroom
- Place the purificators and corporal in the small basket on the side
- Put everything back where it was.
- Do final check ups around the chapel to make sure candles, lights, fans, microphones, and sound system are off (check that switch for sound system in sacristy is off).