

Timeline

***R = rector responsibility**

***L/S = Liturgical Commissioner/Sacristan responsibility – or delegate of rector**

July

(R) New rectors meet with CM staff

(R) New rectors confirm presider schedule for Fall semester

August (R)

(R) Meet with CM staff

(R) Confirm presider schedule for Fall semester

(R) Check sacristy for supplies; contact Mary Froning (mfroning@nd.edu) with any needs or questions

(R) Email or otherwise contact Liturgical Commissioner for basic planning of first Mass of semester

(L/S) Schedule ministers for hall semester and send to residents

(R) Schedule any training you'd like to have in your hall or with small groups of other halls for liturgical and/or music ministers (contact Kate Barrett at kbarrett@nd.edu or Andrew McShane at Andrew.J.McShane.1@nd.edu to schedule)

September

(R) Contact presiders for Spring semester liturgies

(R) Enter spring schedule on Google Doc (will be provided by Kate Barrett)

October

(R, L/S) Begin Advent planning – especially chapel environment

January

(R, L/S) Begin Lent/Easter planning, including special events for Lent (prayer service, stations of the cross, reconciliation service)

February

(R, L/S) Wrap-up Lent/Easter planning, especially the details of any special events

March

(R) Schedule presiders for Fall semester liturgies on Google Doc (will be provided by Kate Barrett)

(R, L/S) Begin planning for next year's ministers: liturgy and music commissioners, sacristans, others as appropriate in your hall

April

(R, L/S) Plan end of the year Mass as appropriate for your hall tradition

May

(R) Check your sacristy for any long-term projects which could be completed over the summer: repair of linens or other supplies or repairs to the chapel itself