Timeline

*R = Rector responsibility
*L/S = Liturgical Leader/Sacristan (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 Campus Ministry/Liturgy Team staff
(R) Confirm presider schedule for Fall semester and enter into Google doc (shared by Allie Greene)
(R) Check sacristy for supplies; contact Mary Froning (mfroning@nd.edu) with any needs or questions
(R) 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 team up with other halls) for liturgical and/or music ministers. Contact Allie Greene at agreene4@nd.edu to schedule.

September
(R) Contact presiders for Spring semester liturgies
(R) Enter spring schedule on Hall Presider Google doc

October
(R, L/S) Begin Advent planning — chapel environment, service projects, etc. Not much time for new music; we’re only on campus for two Sundays of Advent. Remember: not Christmas yet!

January
(R, L/S) Begin Lent/Easter planning, including special events for Lent (Stations of the Cross, evening prayer, etc.)

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 and Senior Celebration as appropriate for your hall tradition

May
(R) Check your sacristy for any long-term projects for the summer: cleaning, repair of linens or other supplies, or chapel updates and repairs

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