

## 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](mailto: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](mailto: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