

Twelve-Month Planning Calendar For Leadership and Ministries

	General Suggestions	Specific Suggestions
January-March 2011	<ul style="list-style-type: none"> ✧ Identify parish ministries and pastoral councils to include in parish planning. ✧ Study background materials provided by the USCCB Committee on Divine Worship, and then develop a parish Action Plan. 	<ul style="list-style-type: none"> ✧ Schedule your staff retreat for six to twelve months before the implementation date. ✧ Create a calendar of the many liturgical ministry training opportunities that will be available at the diocesan, regional, and national levels. ✧ Identify online training or learning opportunities for liturgical ministers, including those from publishers and organizations listed in Appendix F and at the <i>Roman Missal</i> Web site (www.usccb.org/romanmissal). ✧ Use (or create) your pastor's column—in the parish bulletin, at the parish Web site, or in regular parish e-mails—to focus on the revised translation. Address the history of the translation, the relationship of the newly translated texts to Scripture, and the additions made because of the canonization of new saints since the last translation.
April-June 2011	<ul style="list-style-type: none"> ✧ Form necessary work groups, and identify specific tasks and responsibilities. ✧ Identify, purchase, and gather resources such as first-use service music, catechetical lessons, and worship aids. ✧ Distribute resources to appropriate work groups so they can begin planning and preparations for the fall and first implementation date in Advent. 	<ul style="list-style-type: none"> ✧ Talk with your religion textbook sales representative to find out how the publisher will be handling the text revisions, how it will make sure you have the right quantity of the right version, and how it will handle returns of the unrevised editions. ✧ Find out what online resources your textbook publisher will make available to support the transition to the revised texts. ✧ Identify what print resource(s) you will use to provide the text of the revised translation. Check to see how your worship aid publisher will be implementing the changes. ✧ Working with your director of religious education or faith formation, decide how liturgy and music staff can help support the implementation of the revised translation during sacramental preparation. ✧ Distribute new Mass settings to musicians and choir leaders so they can begin to learn and practice new music. ✧ In an e-mail to all musicians, cantors, and choir members, send Web links to MP3s of music or graphic files of sheet music of Mass settings that will be used in the parish.
July-September 2011	<ul style="list-style-type: none"> ✧ Introduce resource materials to musicians, catechists, teachers, lectors, and other ministers. ✧ Train ministers for specific responsibilities. ✧ Practice new music. ✧ Complete all ministerial/ leadership preparatory work and begin to focus on catechesis and preparation with parishioners. 	<ul style="list-style-type: none"> ✧ Invite a locally or nationally known liturgical composer to lead an evening of reflection and music for your parish volunteers. Include all those involved in catechizing about the <i>Roman Missal</i> in the blessing of catechists on Catechetical Sunday. ✧ Host a training session for all extraordinary ministers of the Eucharist—including those who do home, hospital, and prison visits—to go over changes in the prayers. Also, provide them with print or online resources so that they can answer any questions about the changes that may arise during their visits.

Twelve-Month Planning Calendar For Parishioners

	General Suggestions	Specific Suggestions
September 2011	<ul style="list-style-type: none"> ✧ Begin to include bulletin announcements alerting parishioners to the road map—what is coming and when, including adult faith formation, parish and school catechetical programs, and new music. ✧ Launch faith formation element on Catechetical Sunday. ✧ Prepare and deliver homilies on liturgical life and prayer. 	<ul style="list-style-type: none"> ✧ Pray the “Novena for a Fuller Participation in the Sacrament of the Eucharist” on a weekly basis, starting the week of September 25. ✧ Feature a quote from the newly translated Mass, accompanied by the bishop’s or pastor’s reflection on the quote, in the parish bulletin, on the parish Web site, or in parish e-mails. ✧ Include copies of bulletin inserts on the <i>Roman Missal, Third Edition</i>, in your parish bulletin, starting at least three months before the implementation date. Downloadable, print-ready inserts are available at www.usccb.org/romanmissal. ✧ Post a link to the USCCB’s <i>Roman Missal</i> Web site (www.usccb.org/romanmissal) on the parish’s home page. Include or embed links to audio or video relevant to the newly translated texts. ✧ Identify opportunities in the Lectionary to preach on or make connections to the newly translated texts.
October 2011	<ul style="list-style-type: none"> ✧ Begin holding catechetical sessions for children, youth, and adults. ✧ Host the parish ministry fair, and highlight your training and catechetical schedule. ✧ Finalize musicians’ familiarity with new service music. ✧ Prepare and deliver homilies on scriptural and patristic elements of the revised translation. 	<ul style="list-style-type: none"> ✧ Encourage small Christian communities, faith-sharing groups, and prayer groups to focus a series of meetings on the revised translation of the Mass. Direct them to resources such as those available at the <i>Roman Missal</i> Web site (www.usccb.org/romanmissal) and in Appendix D of this guide. ✧ Host youth group sessions on the Mass, inviting youth leaders to prepare and lead the sessions.
November 2011	<ul style="list-style-type: none"> ✧ Begin practicing new service music with parishioners. ✧ Review revised people’s text before Mass. ✧ Prepare and deliver homilies on revised text for people’s and priest’s parts. ✧ On the First Sunday of Advent, use the revised texts for the first time. 	<ul style="list-style-type: none"> ✧ Set aside specific class sessions in the parish school or religious education program to review and practice the people’s parts. ✧ Promote the revised Mass setting to be used at the parish on the parish Web site. With appropriate copyright permission, post a link to audio files so that parishioners can listen and sing along. ✧ Observe National Bible Week with a Bible study about the Scriptural roots of the new translation led by the pastor or parish leader on different evenings during the week.
December 2011	<ul style="list-style-type: none"> ✧ Reinforce the value of the Mass through homilies, catechesis, and other parish ministries. ✧ Begin effort to welcome people back to church. 	<ul style="list-style-type: none"> ✧ Have a hot chocolate and cookie social after the Sunday Masses or on a weeknight, as an opportunity for parishioners to ask questions about the changes in the Liturgy. ✧ Prepare a special bulletin insert or handout about the changes to distribute at the Christmas Masses. ✧ Before Christmas, have a special meeting with the ushers and ministers of hospitality to discuss the changes and to prepare them to answer questions from people who may be new to the parish or returning to the practice of the faith.