

## BC Alumni Association Mass Checklist

KEY ELEMENTS	DETAILS
<b>Name of Mass:</b> (e.g., Alumni Reunion Memorial Mass, Chapter Mass, Class mass etc.)	
<b>Date:</b>	
<b>Location &amp; date:</b>	
<b>Main Celebrant:</b>	
<b>Concelebrants:</b>	
<b>Homilist:</b> <i>(In most masses, the priest who reads the Gospel gives the homily. However, in large Masses, the priest who gives the homily could be different.)</i>	
<b>Master of Ceremonies:</b> <i>(Only needed in large masses, like Laetare Sunday, or for most masses where the University President is celebrating.)</i>	
<b>Sacristan:</b>	
<b>Music Director:</b>	
<b>Greeter /Official Welcome:</b> (Head of Alumni Association, Chapter, Class, etc., gives very brief welcome to mass. Not always needed.)	
<b>Cross Bearer:</b>	
<b>Greeters/Ushers :</b>	
<b>Readings *</b> 1 <sup>st</sup> Reading: Responsorial Psalm 2 <sup>nd</sup> Reading: <i>(The Cantor usually sings the Responsorial Psalm which follows the 1<sup>st</sup> Reading).</i>	<u>List Readings &amp; Readers</u>
<b>Gospel:</b> <i>(Always read by a priest or deacon)</i>	<u>List Scripture Passage</u>
<b>Prayer of the Faithful:</b>	<u>Names of Persons Providing Prayers &amp; Reading Them</u>
<b>Gift Bearers:</b> (generally 2 people)	<u>Names</u> 1. 2.

