

BC Alumni Association Mass Checklist

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

