

Children's Liturgy

Captain's Responsibilities

- ❖ Arrive at church 15-20 minutes early for set-up.

Room set-up:

- ❖ **5:00 Captains** - get the 2 keys from the Sacristy (upper middle cabinet on the far wall) to open the Celebrate, Barron and Watson rooms (and stairwell, if necessary). If you have any problems, find a deacon or one of the priests to help.
- ❖ If not already out, get the 3 supply boxes, 2 white boards and the framed creeds out of the closet in the Celebrate room and distribute to the appropriate rooms:
 - Grades K-1 = Celebrate room (1st room on left side of LCH)
 - Grades 2-3 = Barron room (far left corner of the LCH)
 - Grades 4-5 = Watson room (middle room, far end of LCH) (has a white board)
- ❖ Each room should be set up as follows:
 - Make sure the tables/chairs are conducive to receiving the Liturgy of the Word.
 - Set out the lectern and the supply box.
 - Lay the appropriate colored cloth across the lectern (Green, purple, or white – use the calendar in the box to know which one to use!)
 - Put the lectionary on top of the cloth on the stand and open to the proper week. Starting Dec. 2008 – Dec. 2009, we are in Cycle 'B'.

After room set-up:

- ❖ Get and light our 3 candles, and grab 4 name tags from our cabinet in Sacristy (lower left cabinet on far wall), give the candles to the 3 facilitators (or place by the gifts while waiting for the facilitators.)
- ❖ If a facilitator doesn't show, consider recruiting someone, combining rooms or canceling children's liturgy.
- ❖ Consider Recruiting 2 youth helpers from the upper grades (i.e. 6th – 8th) to assist with the younger children.
- ❖ Prepare for participation in the processional:
 - Stand inside the church doors against the left wall by the gifts while waiting for the processional to begin.
 - 2 facilitators each hold a candle to take down the side isles during the processional.

- ❖ When the priest dismisses the children, the facilitators (taking the candles with them) lead the way out of the church and down the stairs to the lower church hall and to the appropriate rooms. Hopefully you will have 2 youth helpers holding doors and guiding the children.
- ❖ The captain stays at the end to make sure all the kids get to the right place.
- ❖ Check with each room to make sure the facilitators have everything they need. Take a quick headcount of each group to note on the chart in the Sacristy. This helps monitor participation at all masses.
- ❖ Update chart in Sacristy with today's attendance per group.
- ❖ When the Creed begins, leave the church and knock on the door of each room (2-minute warning). Go back into the church. When the collection is about ½ completed, return to the lower church hall to escort the children back up the stairs to the church vestibule. They need to leave at this time, even if the facilitator is not entirely finished.
- ❖ Make sure the children stay quiet. They can enter the church when you see the gift bearers are nearing the altar with the gifts.
- ❖ 10:30 mass – return the bins, white boards and framed creeds to the closet in the Celebrate room – so our stuff doesn't get lost!!!
- ❖ Make sure all rooms are locked and the keys are returned to the Sacristy.

God bless you for your commitment to this ministry!

Last updated: 09/17/2008