

# Bruce Deaton

## MEMO TO TEACHERS/SMALL GROUP LEADERS REGARDING PARTICIPATION IN

### LITURGY PREPARATION GROUPS

The retreat day or conference with Bruce builds to a climax in a Liturgical Celebration with active youth participation. This concept was originally designed by Tria Thompson. The students will be divided into the following Liturgy Preparation groups.

GROUP #1: Drama Group 1. Bruce will coordinate a dramatic presentation of a scripture reading with a group of up to (15-30) youth. Bruce will determine the exact number of students necessary.

GROUP #2: Drama Group 2. **Another person (adult or group leader)** will need to coordinate a second dramatic presentation of a scripture reading with a group of up to (15-30) youth. Bruce will determine the exact number of students necessary.

GROUP #3: Choir and Musicians. Bruce will work with youth who like to sing and those who play musical instruments. Up to forty (40) musicians and choir members can participate, more if an established band or choir wishes to participate.

**NOTE:** It is helpful to have one adult assist Bruce in the supervision of the above groups.

The following groups will be led by adults who should receive written instructions at least a week ahead of time.

GROUP #4: Entrance and Recessional Processions. Up to thirteen (13) youth can participate in this group. Students will process with special kites provided by Bruce. Two adults are needed to coordinate this activity.

GROUP #5: The Table Setting. Up to ten (10) students can participate in this festive table setting. Two teachers are needed to coordinate this activity. If the day concludes with a Non-Eucharistic Liturgy this group may not meet.

GROUP #6: Prayers of the Faithful. Up to fifteen (15) youth are needed to write and recite the Prayers of the Faithful for the Liturgy. One adult is needed to coordinate this activity.

GROUP #7: Poster Art: The remaining youth/students will participate in a poster art project which synthesizes the retreat/conference experience through a visual medium. These posters will be hung in the Main Assembly Hall. Several adults/teachers will be needed to coordinate this art project. (**Note:** One adult/teacher per 30 students should be adequate.)

**NOTE:** EUCHARISTIC MINISTERS WILL ALSO BE NEEDED FOR AN EUCHARISTIC LITURGY.

# Bruce Deaton

## HELP WANTED

(Please give Bruce a copy of this filled in page)

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Total Number of Students/Participants/Attendees: \_\_\_\_\_

STUDENTS AND ADULTS NEEDED FOR SET-UP: 3 Volunteers are needed for one/two hours, usually the evening before the retreat/conference/rally.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

STUDENTS AND ADULTS NEEDED FOR BREAK-DOWN: 3 Volunteers are needed for one hour immediately after the retreat/conference/rally.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

COORDINATOR OF LIGHTS: I will need a student or an adult to turn the gym/theatre lights on and off during the day. I would like to have focused stage lighting where possible.

The Lighting Coordinator is: \_\_\_\_\_

Additional help (if needed): \_\_\_\_\_

TEACHERS FOR OIL RITUAL: 1 teacher for every 50 students (not to exceed 12), plus 3 ushers are need for this ritual. This ritual will require these teachers to simply hold an oil cup while students bless one another. This will be explained in detail at the teacher's meeting held the morning of the retreat.

1. \_\_\_\_\_ 7. \_\_\_\_\_  
2. \_\_\_\_\_ 8. \_\_\_\_\_  
3. \_\_\_\_\_ 9. \_\_\_\_\_  
4. \_\_\_\_\_ 10. \_\_\_\_\_  
5. \_\_\_\_\_ 11. \_\_\_\_\_  
6. \_\_\_\_\_ 12. \_\_\_\_\_

USHERS:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

OPTIONAL: PLEASE CHECK WITH BRUCE TO SEE IF A SPRINKLING RITE WILL BE DONE. IF SO, FOUR STUDENTS WILL NEED TO MEET WITH BRUCE DURING HOMEROOM, BEFORE THE RETREAT, OR FIFTEEN MINUTES BEFORE MASS OR LITURGY.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**HELP WANTED page 2**

**A VARIETY OF TEACHERS/ADULTS WILL BE NEED TO HELP WITH THE LITURGY PREPARATION GROUPS:**

**GROUP #1: DRAMA GROUP #1:** Coordinated by Bruce or by a teacher/adult. Depending on which drama I use, from 15-30 students may participate. (I will tell you exactly how many are needed.) The exact number of students is: \_\_\_\_\_.  
They will meet in room \_\_\_\_\_.  
The teacher/adult who will assist in supervision is: \_\_\_\_\_

**GROUP #2: DRAMA GROUP #2:** Coordinated by teacher-staff person/adult. Depending on which drama I use, from 15-30 students may participate. (I will tell you exactly how many are needed.) The exact number of students is: \_\_\_\_\_.  
They will meet in room \_\_\_\_\_.  
The teacher/adult who will assist in supervision is: \_\_\_\_\_

**GROUP #3: CHOIR AND MUSICIANS:** Coordinated by Bruce. Up to 40 students may participate (or more is your band and/or choral group is involved.)  
The exact number of musician is: \_\_\_\_\_ They meet in room: \_\_\_\_\_  
The teacher who will assist in preparation is: \_\_\_\_\_

**GROUP #4: ENTRANCE AND RECESSIONAL PROCESSION:** Up to 15 students may participate. The exact # of students is: \_\_\_\_\_. They will practice in the main assembly hall. Two teachers/adults are needed to coordinate this activity. They are \_\_\_\_\_ and \_\_\_\_\_.

**GROUP #5: TABLE SETTING (PREPARATION OF THE GIFTS):** Up to 10 students may participate. (Please note: if the day does not conclude with Eucharist, but a prayer service, this group may not be needed. Check with Bruce.) The exact # of students is: \_\_\_\_\_. They will practice in the main assembly hall. Two teachers/adults are needed to coordinate this activity. They are \_\_\_\_\_ and \_\_\_\_\_.

**PRAYERS OF THE FAITHFUL:** Up to 15 students may participate. The exact number of students is: \_\_\_\_\_.  
They will meet in room \_\_\_\_\_.  
The teacher/adult who will assist in supervision is: \_\_\_\_\_

**GROUP #7: BANNER/POSTER ART:** As many students as are left over will participate in this activity. The exact # of students is: \_\_\_\_\_. They will meet in rooms: \_\_\_\_\_.  
The teachers coordinating this activity are:

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**HELP WANTED page 3**

**THE CLOSING LITURGY**

If you conclude with an Eucharistic Liturgy:

The Presider is : \_\_\_\_\_.

Concelebrants are welcome, but not necessary. The concelebrants are:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Is Communion to be under both species? Yes\_\_\_\_ No\_\_\_\_

If Communion is to be under both species, determine the exact number of Eucharistic Ministers of the bread and the cup that you will need. I would be helped of one member of your staff/faculty would coordinate this ministry.

THE COORDINATOR FOR THE EUCHARISTIC MINISTERS IS:\_\_\_\_\_.

**MINISTERS OF THE CUP**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**MINISTERS OF THE EUCHARIST**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Eucharistic Ministers should gather immediately before the Liturgy to final instructions from the local coordinator.

**SACRISTAN:** One person will need to be responsible for gathering items for the Liturgy and other ritual elements used throughout the day. This person is: \_\_\_\_\_.

# Bruce Deaton

## **ENTRANCE AND RECESSIONAL PROCESSIONS**

**Thank you for assisting us with preparation of our Liturgy!**

You and your team will be responsible for organizing the youth who will take part in the Entrance and Recessional Processions. They will process with the Lectionary, the Cross and a variety of Kites "flown" from poles.

It will be your task to assist the youth in learning to properly fly the kites and to choreograph their movement. The following notes are intended to help you lead this group; however, we recognize that some of this will not make sense until you actually work with these kites.

1. Encourage the youth to walk at least 10 feet apart. This distance should lessen the chances for entangling the kites.
2. The easiest way to fly the kites is in a wide "figure eight". Some youth prefer to fly them two or three circles in one direction and then reverse directions. Let the youth experiment - just watch so that the kites do not tangle on the poles.
3. If the youth are traveling in pairs in the same direction, one kite should lean to the right and the other to the left.
4. When two kites are traveling down the same aisle in opposite direction, all youth should walk to the right, and tilt the kite to the right to avoid tangling with an oncoming kite.
5. When two kites become tangled, the youth should immediately lower their kites but continue walking until they get to the back side of the hall, allowing the procession to continue. Only then should they attempt to entangle the kites. (Note: if the students pull on the kites that are tangled they will rip.)
6. The kites should be held high over head since the assembly will be standing.
7. Please stress this safety factor with the youth: avoid the possibility of hitting anyone with the kites or the kite poles (especially in the face or head).

8. Tell the youth to watch for overhead obstacles as well, e.g. low ceilings, lights, etc.
9. Encourage youth to relax, smile and enjoy what they are doing during the practice. Their role is to gather the community and set a tone of festivity and celebration.

### **ORDER OF PROCESSION**

Generally, in addition to the kites you should have one of the youth carry the Lectionary. If a procession cross is available, it should be carried as well.

The following is the order for the procession:

1. Processional Cross
2. Candles
3. 4 - 8 Kites
4. Lectionary
5. Remaining Kites
6. Presider/Celebrants

### **PATH OF THE PROCESSION**

The kite procession should encircle and help gather the community. Therefore, I suggest that the youth begin in the back of the assembly hall, process to the front and then the youth should have enough time to repeat this same procession. The presider/celebrants should process at the end.

### **STORING THE KITES**

You will need to find an unobtrusive and safe place to store the kites until the recessional. This could be either in the front or the back, but definitely where they will not be disturbed by youth going to Holy Communion.

### **REGARDING THE RECESSIONAL**

When the Presider/Celebrants begins the closing prayer, the youth should quietly walk to their kites. Once the closing song begins, let them recess! Simply reverse the pattern of the Entrance Procession allowing the procession to go down the aisles, up the aisles and out.

### **AFTER THE LITURGY**

Please dismantle the kites after the Liturgy.

# Bruce Deaton

## **TABLE SETTING**

**Thank you for assisting with the preparation of our Liturgy!**

You and your partner will be responsible for working with the youth who will take part in the procession for the Table Setting. The following sheet is an attempt to save you time and clarify what needs to happen during the Table Setting. The entire procession should take approximately 4 - 6 minutes.

Pre-positioning of Gifts:

Prior to Liturgy, the items that rare to be brought up should be pre-positioned in the back of the Hall on a table. You should check with the Sacristan Coordinator to make sure that the following items are in place:

1. Candles for the Altar
2. Baskets of hosts
3. Decanter or cruet of wine
4. One chalice
5. One small cruet of water
6. Sacramentary

OPTIONAL: One or two banners from the Poster Art group may be selected to use as an frontispiece on the altar. The leaders of this group may come to you PRIOR to the Liturgy with such banners. The banners should be taped to the altar as a frontispiece BEFORE the Liturgy.

Notes:

1. Youth should be instructed to move to the back of the Hall during the Prayers of the Faithful.
2. Two or four youth will need to move to the front of the Hall to position the altar. (it will be pre-positioned on the side of the stage.) Youth should wait to approach the altar until music begins.
3. It is necessary that the altar be positioned as close as possible to the front line of the microphones to ensure that the presider can be heard. (Move a

microphone if necessary!) The youth can then go to the back of the Hall, by way of the side aisles, and take part in the actual procession of the gifts.

4. If a poster/banner has been attached to the front of the altar, the youth should be careful not to disturb the poster/banner while moving the altar into position.

### **#5 THE ACTUAL PROCESSION**

Immediately after the Prayers of the Faithful, the music begins, and the presider will invite the gifts to be brought up to the altar. The youth should be instructed to move slowly and prayerfully, about ten feet apart, with the elements held high above their heads. If some of the youth have movement ability, encourage them to be creative as they process.

When the youth reach the front of the altar they should stand behind the altar in a straight line facing their fellow youth. They should then be instructed to bow together to the altar (See #6 - Placement of Gifts), the youth will again bow together and then return to their places. However, the two youth carrying the chasuble should remain. (See #7 - Assisting the Presider/Celebrant)

### **#6 PLACEMENT OF GIFTS**

First, the candles should be placed on the ends of the altar. Then, the Sacramentary should be positioned in the middle of the altar, closest to the congregation. The bread should then be placed in the center on the altar, closest to the priest. The wine, water, and chalice are positioned on the right hand side of the altar. Any other gifts, Letters to God, etc., are positioned on the right hand side of center on the floor in front of the altar.

### **#7 ASSISTING THE PRESIDERS/CELEBRANTS**

The two youth who are carrying the chasuble will assist the presider. The presider then walk beside them. One of the youth will remove the priestly stole while the other youth places the chasuble over the priest's head and helps him position it. This positioning which is simple enough should be practiced with the youth and the presider in the back of the Hall immediately before the Liturgy happens.

These same two youth should help with the washing of the hands. After the vestments are placed on the priest/bishop, the priest/bishop presents the bread and wine to the congregation. At this time, the youth will bring the finger towel and small water bowl (located on a small table to the right of the altar) to the

priest/bishop. They should take the cruet of water from the altar and pour a small amount of water over the priest's/bishop's hands. When the priest/bishop returns the towel, they replace the water cruet, towel, and water bowl on the small table and return to their places.

# Bruce Deaton

## **PRAYERS OF THE FAITHFUL**

### **Thank you for assisting with the preparation of our Liturgy!**

You will be responsible for determining a response to the prayers (i.e. "Lord, hear our prayer" or "Lord, hear us ", or -----) as well as the prayers themselves. Let the youth be creative in coming up with an innovative response that reflects the theme of the day.

Please allow the youth to be creative but please follow the move from the Universal to the Specific Church. To the whole Church, the Father, The Local Church, Community needs, and personal needs.

When praying the prayers at the Liturgy, the youth should be directed to come right up to the microphone to speak. If time allows in the last few minutes of your preparation period, move your group to the Main Assembly Hall to practice with the microphones. (Please check with the music coordinator to make sure that the musicians have finished rehearsing before the youth use the microphones.)

Immediately after the Homily, the Presider will invite the youth who are praying the prayers to come forward. The youth should be instructed to sit fairly close to the front of the hall so that they can move quickly and efficiently to the stage area to pray the prayers.

The leader should review the youth's final petitions for appropriateness and content.

# Bruce Deaton

## **POSTER ART**

**Thank you for assisting with the preparation of our Liturgy!**

Thank you for agreeing to help coordinate this activity in preparation for our Liturgy.

The youth with whom you will be working will be involved in an art project which will allow them to synthesize some of the material of the retreat/weekend. Their work will also serve as a visual expression of the community gathered at prayer.

Please take time to explain the purpose of this activity to the youth. Words, phrases, pictures, and images that help capture the mood and theme of the retreat/weekend are to be depicted in these posters. Encourage the youth to be creative and free in their expression, and also to take the project seriously. On some rare occasions you may need to act as "censor" so that nothing distasteful or inappropriate is depicted in a banner. It's been my experience that many beautiful and creative posters have come out of this endeavor, if the youth are properly instructed.

It works most easily if groups of 5 to 10 students work on an individual banner. These banners are made on large sheets of paper. Crayons, pencils, chalk, glue, scissors, yarn, and magazine pictures should be provided for the students to work on this project.

Toward the end of your allotted time period, one or two youth from each poster group should be sent to the gym/auditorium with sufficient masking tape so that they can hang the banners. The banners should be hung on the lip of the stage or the walls of the gym/hall. Make sure that some of your colleagues move to the gym to supervise this "hanging" and positioning activity.

OPTIONAL NOTE: Sometimes one or two banners can be used to decorate the front of the altar. If one of the banners from your group seems particularly representative of the retreat/conference, send two students to attach this to the

front of the altar. BE SURE TO INFORM the teacher/adult leader doing the TABLE SETTING that you're doing this.

# Bruce Deaton

## **SACRISTAN CHECKLIST**

**Thank you for assisting with the preparation of our Liturgy!**

The following items will be needed for the day:

- Lectionary for procession
- Lectionary Stand
- Cloth or banner for lectern
- Candle (Easter if possible, any candle during Advent or Lent)
- Matches
- Small table (card size) for ritual elements
- Cloth for above table
- Plants and flowers for decoration

If this is a Eucharistic Celebration, the following item need to be positioned in the BACK of the main assembly area on a small table. Please do not put in place until just before the liturgy preparation time.

- An altar (on stage)
- Simple altar cloth
- Two candles for the main altar
- Matches
- One or two baskets filled with hosts
- Small cruet of wine (if under both species, a decanter filled with wine)
- Chalice
- Corporal
- Purificator
- Cruet of water
- Sacramentary
- Priest's Vestments

By the beginning of the Liturgy Preparation period, the following items need to be positioned on a side table in the front near the altar:

- Cloth to cover the table

- Baskets or Ciboril for Communion stations
- If Communion is under both species, Chalices and Purificators
- Finger towels and small bowl for hand washing