

Music Plans for Mass																																																					
Preparation Resources	<p>Music schedules posted on the website (prepared by the Music Selection Cmte Music Schedules - St. Theodore Catholic Church - Albert Lea, MN)</p> <ul style="list-style-type: none"> • Cantor/Accompanist Schedule • Music Selections 																																																				
People Resource	<p>Volunteer prepares the Music Plans and posts to the website by date for access by accompanists and cantors</p> <p>Office Coordinator prints copies for choir and makes available in church prior to each service.</p>																																																				
Frequency	<p>Weekly – a music plan is needed for each Mass/Service where music is part of the liturgy. Generally music plans will be needed for weekend Masses and holyday Masses. Music plans can be prepared and posted to the website 3 -4 weeks ahead of the service if all the information is available</p> <p>Weekly - Parish Office Coordinator prints the plan for the weekend and places on the organ for the upcoming service(s).</p>																																																				
Template	<ul style="list-style-type: none"> • Prepare document in WORD format. <p>Example:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center; border: none;">1st Sunday of Lent – February 17/18, 2018</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; border: none;">Accompanist</td> <td style="border: none;">Ada Theusch</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="text-align: center; border: none;">Cantor</td> <td style="border: none;">Adult Choir</td> <td style="text-align: center; border: none;">February 17, 2018</td> <td style="text-align: center; border: none;">5:15 pm</td> </tr> <tr> <td style="text-align: center; border: none;">Accompanist</td> <td style="border: none;">Ada Theusch</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="text-align: center; border: none;">Cantor</td> <td style="border: none;">Michael Blong</td> <td style="text-align: center; border: none;">February 18, 2018</td> <td style="text-align: center; border: none;">9:00 am</td> </tr> <tr> <td style="text-align: center; border: none;">ENTRANCE</td> <td style="border: none;">Led By the Spirit BB 1-2-4 CP 249</td> <td style="border: none;"></td> <td style="border: none;">Lector will read an opening prayer and invite everyone to welcome those around them. 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(or something similar)</td> </tr> <tr> <td style="text-align: center; border: none;">MEMORIAL ACCLAMATION</td> <td style="border: none;">Save Us, Savior BB 6-7-2</td> <td style="border: none;"></td> <td style="border: none;">Father will genuflect after raising the cup and say: "The mystery of faith:"</td> </tr> </tbody> </table> <p>The content varies slightly from season to season and should be specified by the Music Selection Cmte</p> <ul style="list-style-type: none"> - For example: <ul style="list-style-type: none"> ^ No <i>Gloria</i> during Advent or Lent ^ Memorial acclamation changes dependent upon the season – the Music Selection Cmte should specify these changes. ^ Mass parts (Holy Holy, etc) • Save the document as a PDF. 	1 st Sunday of Lent – February 17/18, 2018				Accompanist	Ada Theusch			Cantor	Adult Choir	February 17, 2018	5:15 pm	Accompanist	Ada Theusch			Cantor	Michael Blong	February 18, 2018	9:00 am	ENTRANCE	Led By the Spirit BB 1-2-4 CP 249		Lector will read an opening prayer and invite everyone to welcome those around them. 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Publishing the music plans	<p>Publish the PDF version to the website at least 2 weeks in advance of the service where it will be used.</p> <p>weekly-mass-plans</p> <p>Office Coordinator can assist with posting to the website.</p> <p>Office Coordinator makes paper copies and places on the organ in Church for the upcoming weekend liturgy.</p>																																																				
Estimated Time Commitment	<p>Prep time per Music Liturgy Plan: 1/4 to 1/2 hr for each Liturgy Plan</p> <p>Plans should be prepared 2 weeks in advance of the actual service.</p> <p>Total estimated time per week: ¼ to ½ hr</p>																																																				

