“Sometimes a step forward begins with a Retreat”

A Guide to Planning the Staff Day of Reflection / Retreat
A Guide to Planning the Staff Day of Reflection / Retreat

This Planning Guide is dedicated to:

all those who value and cherish growth in the spiritual life
those who desire to dedicate themselves to ‘Soul Work’
those who believe in the power of prayer and reflection to strengthen a faith community

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B. Rodrigues, Director of Education
A. Andrachuk, Chair of the Board
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Introduction / Purpose:

Sometimes a step forward begins with a Retreat.

**Biblical Tradition**

The Mission and Ministry of Jesus is punctuated with “Retreat” experiences.

- After his Baptism in the Jordan River (Mark1: 9-12), Jesus moves into a major desert experience. For forty days and forty nights, Jesus is in “retreat mode”. He requires this time to reflect on the meaning of his Baptism and the difference it will make in his life.

- While teaching and healing, Jesus realizes that all the comings and goings have left him and his community of disciples fatigued and disconnected. He invites his followers to retreat with him to a deserted place where they can be by themselves (Mark 6: 30-31.)

- On the night before he dies, Jesus once again felt the gravity of life overwhelming him. He asks his disciples to retreat with him to the Garden of Gethsemane to pray and to gain strength for what was awaiting him (Mark 14: 32-42; Matthew 26: 36-46; Luke 22: 39-46.)

**The Church Tradition**

In the history of the Roman Catholic Church, the tradition of the spiritual retreat has held a prominent place. All Religious Communities set aside time each year for the refreshment and renewal that a spiritual retreat can offer. Whether it is a day, a week or a month, the retreat experience is intended not only for the good of the individual but for the mutual benefit of the community. Since the time of the sweeping changes in the Church ushered in by Vatican Council II, the Retreat Movements in the church have appealed to the growing numbers of lay people who have identified the need and the desire to grow spiritually.

**The TCDSB Tradition**

The annual Staff Retreat / Day of Reflection has been part of the MSSB / TCDSB tradition for over fifty years. The establishment of the Catholic Teachers’ Centre marked a formal commitment to the planning and facilitating of Retreats and Days of Reflection. This vision was born of an identified need for local school communities and CEC Departments to

- Build and strengthen the bonds of community
- Come together around a spiritual topic
- Grow in faith
The Challenge to Grow Spiritually

In his book, Catholic Education: the Future is Now, Fr. Jim Mulligan reminds us that teachers in Catholic Schools (and by extension all employee groups in Catholic Education), may not be preaching from pulpits but can certainly minister from the sacred places of their classrooms (and workplaces). The teacher’s spiritual life and the student’s fundamental hunger for God make the community a sacred place. When the teachers have no inner life, or when they fear tending the life of the spirit, there is little chance that the Gospel will be communicated effectively.” (Mulligan, page 138)

Adult faith formation is crucial for the community of Catholic Education. Retreat experiences invite the community to nurture the spirit within so that the spirit of the community may more credibly radiate the presence of the One in whose name we exist.

Possible Audiences for this Guide

- Department Coordinators at the CEC
- Elementary and Secondary School Administrators
- Elementary Religion Reps.
- Local Liturgical Committees
- Local Staff Retreat Planning Committees
- Secondary School Chaplaincy Team Leaders and Members
- Special Services Teams
- Superintendents of Education
1. Location

It is preferable to have the day outside of the school location.

Please see Appendix A for some suggestions. Be sure to contact your local parish or neighbouring parishes for the use of a room for the day. The retreat setting is important. When possible try to choose a location that is conducive to prayer and reflection for your own community.

2. Planning the Retreat: a “to do” list

Before you begin your planning, it is important to remember:

- Not to be a committee of ONE
- Don’t leave things too late
- Wisdom is in the group

When you start your planning process consider the following:

- **Spring before the Retreat**
  - Select a date for your retreat / Day of Reflection
  - Create a Local Planning Committee comprised of members of your community’s Liturgical Committee or Chaplaincy Team or other interested staff
  - Discuss Retreat Theme
  - Discuss and establish roles and responsibilities
  - Establish a time line for planning purposes
  - Establish planning meeting dates
  - Determine budget:
    - costs for rental of facility,
    - honoraria for facilitator
    - other costs associated with ambiance and mementos
  - Share names of possible Facilitators
  - Contact / confirm selected Facilitator and establish a meeting date
  - Identify possible locations
    - See Appendix A for some suggestions
    - Contact / confirm location and consider lunch arrangements and costs
    - Create a template for planning
    - Determine a budget
Two months before your retreat

- Arrange a meeting with the Facilitator and the Planning Committee to:
  - determine schedule for your retreat/ Day of Reflection
  - review details concerning location
  - review details about meals/ snacks, contact caterer if needed
  - visit the Retreat Facility if you are not familiar with it to determine the set up
  - depending upon the liturgical celebrations chosen for the day,
    - you may need to make arrangements for a priest to preside at a Eucharistic Liturgy
    - determine an honoraria for Presider
    - determine who will be involved with the music ministry
    - select scripture readings

One month before your retreat

- At your Retreat Planning Committee meeting, review the final details for the day including meals and snack arrangements (with caterer)
  - Review roles and responsibilities: be sure to include
  - who is going to introduce the facilitator
  - thank the facilitator
  - arrange honoraria if necessary
  - welcome staff to the day
  - thank staff for their participation
  - who is going to be involved with creating your retreat ambiance and welcoming environment
- Contact Facilitator to confirm details, verify any AV needs and ask for a short biography if necessary for their introduction on the day
- If having a Eucharistic Liturgy, contact the Presider to go over the readings and music
- Invite all members of the staff to participate in the day. Include the theme for the day in your invitations. Possible ways of promoting your retreat include
  - Personal invitations
  - A series of announcements
  - Flyers in the staffroom / building

One to two weeks before your retreat

- Finalize the roles and responsibilities for the day
- Arrange car pooling if necessary
- Create maps or directions to the retreat location
- Confirm final numbers with caterer for lunch / snacks
- Select the readers or scripture, prayers of the faithful and if having a Eucharistic Liturgy who will be the Eucharistic Ministers
- Ensure the honoraria are finalized, cheques should be made out if necessary and determine if an invoice is need from the facilitator
On the day of your retreat

- Retreat Planning Committee members should arrive early to oversee the set up for the day including any AV resources, seating arrangements, ambiance and room set up
- Review each of the roles and responsibilities for the day
- See to the smooth running of all aspects of the day
- Be sure to have someone
  - welcome the facilitator upon their arrival at the location
  - welcome staff upon their arrival
  - introduce and thank the facilitator at the start and end of your retreat

After the Day:

- Evaluation of the Retreat
- Creation of a file for planning next years’ Retreat
- Debriefing for committee

3. Facilitators

The staff of the Catholic Teachers’ Centre are available to facilitate Staff Retreats. Please contact them at the Catholic Education Centre to determine their availability. The CTC staff may also have some suggestions of other facilitators in the event that they are unable to assist with a retreat.

Joan Daly Martin 416-222-8282 X 2362
joan.daly-martin@tcdsb.org

Steve Carey 416-222-8282 X 2557
stephen.carey@tcdsb.org

Michael Lehman CSB 416-222-8282 X2371
michael.lehman@tcdsb.org

Ralph Peter 416-222-8282 X 2169
ralph.peter@tcdsb.org

Please remember that if you are using non TCDSB facilitators, that an honoraria is required. This should be determined in the initial stages of planning so that there is no misunderstanding.
4. Selecting a Theme

A retreat theme is selected based on the needs of the community. The Planning Committee should consult with the staff to get a sense of what most interests the community before determining the theme for the day. Part of the process of selecting a theme should include consultation with the facilitator to ensure that the facilitator is comfortable with the topic.

Some current themes include,

- “Be still and know that I am God”
- Affirmation
- Balance
- Care of the Soul
- Community
- Current theme of Catholic Education Week
- Hope
- Interior Decorating for the Soul
- Journey “Roads Traveled, Roads Ahead”
- Journey to Wholeness / Personality Profile
- Joy
- Liturgical Seasons
- Prayer
- Sabbath
- Sanctuary
- Spiritual Side of Wellness
- Stress and Spirituality
- Tending the Spiritual Garden
- Vocation
- Women in Scriptures: Ancestors in Faith

The retreat should not be a corrective to a conflict that may be an existing issue in the staff / department. Likewise, the retreat should not be seen as being a band-aid to solve the problem, although it may challenge the community to respond.

5. Suggestions for the Format of your Retreat

In determining the format of your retreat, the committee needs to

- ensure that there is enough time for travel to and from off-site facilities at the beginning and end of your retreat
- Schedule some joyful activities into the day
• Provide some time for the staff just “to be”
  • Outdoor time
  • Walking in nature
  • Conversation with colleagues
  • Personal quiet time
  • Spiritual Reading

**Some suggestions for the Format of the Day**
Please feel free to create your own based on the particular needs of your community and the facility that you have chosen.

**Option One**
- Hospitality and Welcome
- Icebreaker / Opening Prayer
- Session One
- Break
- Session Two
- Table Blessing and Lunch
- Session Three
- Closing Prayer / Thank You / Good byes

**Option Two**
- Hospitality and Welcome
- Icebreaker / Opening Prayer
- Session One
- Break
- Session Two
- Table Blessing and Lunch
- Session Three
- Session Four Eucharistic Liturgy
- Thank You / Good byes

**Option Three**
- Hospitality and Welcome
- Icebreaker / Opening Prayer
- Session One
- Break
- Session Two
- Break
- Session Three
- Closing Prayer / Thank You
- Table Blessing and Lunch / Good byes
6. Arrangements for Snacks and Meals

Hospitality is a key component to a successful retreat. Be sure to have enough opportunities for healthy refreshments. You may wish to consider having a light breakfast upon the staff’s arrival, nourishment at break times and something for lunch. There are numerous possibilities as to how this can happen including Potlucks, caterers, purchasing your own food or going out to a restaurant at the end of the day.

7. Liturgical Considerations

- Liturgical Seasons
  In the planning of your retreat, be attentive to the current liturgical season. The season may prompt a topic for the day as well as suggest the ambiance.

- Liturgical Ambiance
  It is important that the gathering space for retreat be warm and welcoming. It is important that the participants feel that the retreat setting has been created for them. It is a special day and efforts should be made to make that visible. The use of large plants, banners, posters, etc, help to transform the space.

  The Prayer Table should be the focal point for the day. Central to all retreat days, there should be
  - tablecloth reflecting the liturgical season,
  - a copy of Scripture,
  - a Christ Candle and
  - a live plant or fresh flowers.
In addition you may include other symbols to reflect the particular theme for the day as well as of your particular school community (school colours, motto, coat of arms etc). Be careful not to clutter the prayer table with too many items.

<table>
<thead>
<tr>
<th>Season</th>
<th>Liturgical Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advent</td>
<td>Purple</td>
</tr>
<tr>
<td>Christmas</td>
<td>White / Gold</td>
</tr>
<tr>
<td>Ordinary Time</td>
<td>Green</td>
</tr>
<tr>
<td>Lent</td>
<td>Purple</td>
</tr>
<tr>
<td>Easter</td>
<td>White / Gold</td>
</tr>
</tbody>
</table>

If you are using tables and chairs, you may wish to have something on each to serve as a centerpiece. Fresh plants or flowers add a nice touch of creation to the room. These may later be offered as gifts to some of the participants.

- **Liturgy**

The Retreat Day may include either a Eucharistic Liturgy or a Liturgy of the Word as well as a Gathering Prayer for the day. For more information see the following appendices that are for you to photocopy and use.

- Preparing the Elements of a Eucharistic Liturgy or Liturgy of the Word *(Appendix B)*
- Roles for Planning a Liturgy of the Word or Eucharistic Liturgy *(Appendix C)*
- Eucharistic Liturgy Preparation Guide *(Appendix D)*
- Preparing a “Liturgy of the Word” Worksheet *(Appendix E)*
- Preparing the Prayers of the Faithful / General Intercessions *(Appendix F)*
- The Prayers of the Faithful Worksheet *(Appendix G)*

- **Prayers**

Ideally, prayer should be included at three different times during your retreat:

  - Opening
  - At meal time and
  - Closing.
The format of the prayer will vary depending upon your decision to include a Eucharistic Celebration. Please see Appendix H for some electronic resources on scripture.

8. Retreats in Other Locations

Some staffs may wish to plan their retreat / day of reflection with a different focus. A specific “Catholic Social Justice Outreach” focus to the community can be achieved by arranging your day at various locations around the city. You may also want to reflect on our own Faith Tradition by visiting other “Places of Worship.”

➢ A Day of Service

Spend your Retreat by putting your “Faith Into Action” by providing service to various agencies that assist the marginalized in our community and around the world. You may wish to divide up your staff into smaller groups and send them out around the city and then gather for debriefing and a Liturgy and lunch. Please contact the Catholic Teacher Centre if you need any further assistance.

• Canadian Food for Children (warehouse)
  40 King Georges Road
  Toronto, ON M8X 1L3
  416-231-2817

• Covenant House
  20 Gerrard St East
  Toronto, ON M5B 2P3
  416-598-4898

• Daily Bread Food Bank
  191 New Toronto Street
  Etobicoke, M8V 2E7
  416- 203-0050

• Good Shepherd Centre
  412 Queen Street
  Toronto ON M5A 1T3
  416-869-3619

• Habitat for Humanity
  1607 – 33 Bloor St. East
  Toronto, ON
  416-755-7353
• L’Arche Daybreak  
   11339 Yonge Street, Richmond Hill  
   905-884-3454  
   contact Dayspring Co-ordinator

• Local Nursing Homes  
   Please check those close to your school community.

• Mary Home  
   70 Gerrard St E.  
   Toronto, ON  M5B 1G6  
   416) 595-1578

• Mustard Seed  
   791 Queen Street  
   Toronto, ON  
   416-465-6069

• Providence Centre  
   3276 St Clair Ave E.  
   Toronto, ON  
   416-759-9321

• Scott Mission  
   502 Spadina Ave  
   Toronto, ON  M5S 2H1  
   416-923-1067

• St Felix Centre  
   25 Augusta Avenue,  
   Toronto, ON  
   416- 203-1624

• St Francis Table  
   1322 Queen Street West  
   Toronto, ON  
   416-532-4172

It is important to “book end” the day in prayer and to select a lunch option in keeping with the nature of the day.
Places of Worship Experience.

You may also wish to consider having your retreat explore various other faith traditions. This should be done in the context of prayerful reflection. Please contact the staff of the Catholic Teachers’ Centre to help set this up. The planning for such an experience requires a considerable amount of time beforehand.

The Last Word belongs to you . . .

We hope this Retreat Planning Guide supports your community in the celebration of the Community Day of Reflection / Retreat. It is meant only as a tool. Your own local creativity will bring life and relevance to the Retreat.

In your planning be attentive to

   Location
   Theme
   Scheduling
   Liturgies
   Joyful Atmosphere
   Good Food

   Wherever Catholic sun doth shine,
   There’s music, laughter and good red wine
   and because I believe it so,
   Benedicamos Domino

   Hillaire Belloc
## Retreat Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Day / Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Parish / Church Hall</td>
<td>5 Shoreham Drive</td>
<td>Day</td>
</tr>
<tr>
<td>Black Creek Pioneer Village</td>
<td>5 Shoreham Drive Toronto, ON M3N 1S4 416 661-6898</td>
<td></td>
</tr>
<tr>
<td>Cardinal Carter Centre for Leadership</td>
<td>St John’s Side Road East Aurora, ON L4G 3G8 905-726-8488</td>
<td>Day / Overnight</td>
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<tr>
<td>Childrens’ Peace Theatre</td>
<td>305 Dawes Road, East York, M4B 2E2 416- 755-2131</td>
<td>Day</td>
</tr>
<tr>
<td>Consolata Missionaries</td>
<td>2671 Islington Ave Etobicoke, ON 416-749-8907</td>
<td>Day</td>
</tr>
<tr>
<td>Columbus Centre</td>
<td>901 Lawrence Ave West Toronto, ON M6A 1C3 416-789-7011</td>
<td>Day</td>
</tr>
<tr>
<td>Estates of Sunnybrook</td>
<td>2075 Bayview Avenue Toronto, ON M4N 3M5 416-487-3841</td>
<td>Day</td>
</tr>
<tr>
<td>Humber College Arboretum</td>
<td>205 Humber College Blvd. Toronto, ON M9W 5L7 416-675-5009</td>
<td>Day</td>
</tr>
<tr>
<td>Japanese Cultural Centre</td>
<td>6 Garamond Court, North York, ON (416) 441-2345 <a href="http://www.jccc.on.ca">www.jccc.on.ca</a></td>
<td>Day</td>
</tr>
<tr>
<td>Loretto College University of Toronto</td>
<td>70 St. Mary Street Toronto M5S 1J3 416-925-2833</td>
<td>Day</td>
</tr>
<tr>
<td>Loyola House, Guelph Centre of Spirituality</td>
<td>Box 245, Guelph, ON N1H 6J9 519-824-1250 <a href="http://www.jesuits.ca/guelph">www.jesuits.ca/guelph</a></td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Manressa Retreat Centre</td>
<td>2325 Liverpool Rd. Pickering, ON 905-839-2864</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Retreat Centre</td>
<td>Address</td>
<td>Phone Numbers/Emails</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------</td>
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<tr>
<td>Maryholme (Loretto Sisters)</td>
<td>379A Bouchier Street, Box 1131 Roche Point, ON L0E 1P0 905-476-4013 (Lake Simcoe)</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Marylake Retreat Centre</td>
<td>Box 550, 13760 Keele St. North, King City, L7B 1A7 905- 833-5368</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>McMichael Canadian Art Collection</td>
<td>10365 Islington Ave Kleinburg, ON LOJ 1CO 905-893-1121</td>
<td>Day</td>
</tr>
<tr>
<td>Mount Carmel Retreat Centre</td>
<td>7120 Stanley Ave. Niagara Falls, ON 905- 356-4113</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Mount Mary Immaculate Retreat Centre</td>
<td>437 Wilson Street East Ancaster, Ontario L9G 3K4 905-648-4485 <a href="mailto:mt-mary@sympatico.ca">mt-mary@sympatico.ca</a></td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Queen of the Apostles Retreat Centre</td>
<td>1617 Blythe Road Mississauga, ON 905-278-5229</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>Regina Mundi</td>
<td>19309 Warden Avenue R.R.2, (Sharon) Queensville, Ontario L0G 1R0 905-478-4264</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>St Bernard’s Convent</td>
<td>685 Finch Ave, Toronto, ON 416-630-3298</td>
<td>Day</td>
</tr>
<tr>
<td>St Bonaventure’s Parish Hall</td>
<td>1300 Leslie Street Don Mills, Ontario, M3C 2K9 416-447-5571</td>
<td>Day</td>
</tr>
<tr>
<td>St Francis Centre</td>
<td>RR #8 Mono Mills, ON (519) 941-1747</td>
<td>Day / Overnight</td>
</tr>
<tr>
<td>St Joseph’s Convent Morrow Park</td>
<td>3377 Bayview Ave North York, ON M2M 3S4 416-222-1101</td>
<td>Day</td>
</tr>
<tr>
<td>St. John's Convent (Sisterhood of Saint John the Divine)</td>
<td>233 Cummer Avenue Toronto, ON M2M 2E8 Phone +1 (416) 226-2201, ext. 305 <a href="mailto:guesthouse@ssjd.ca">guesthouse@ssjd.ca</a></td>
<td>Day</td>
</tr>
<tr>
<td>Location Name</td>
<td>Address</td>
<td>Contact Information</td>
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<tr>
<td>Ste Marie Among the Hurons</td>
<td>Highway 12 East, Midland, Ontario L4R 4K8</td>
<td>Tel: (705) 526-7838, Fax: (705) 526-9193 <a href="http://SteMarieAmongTheHurons.on.ca">SteMarieAmongTheHurons.on.ca</a></td>
</tr>
<tr>
<td>Salvation Army Camp</td>
<td>1890 Metro Road North, Box 137, Jackson's Point, L0E 1L0</td>
<td>905-722-3501</td>
</tr>
<tr>
<td>Scarboro Missions</td>
<td>2685 Kingston Rd, Scarborough, ON M1M 1M4</td>
<td>Tel: 416-261-7135, 1-800-260-4815, Fax: 416-261-0820</td>
</tr>
<tr>
<td>Shadow Lake</td>
<td>15041 9th Line, Stouffville, Ontario L4A 7X3</td>
<td>Telephone: 905-640-6432</td>
</tr>
<tr>
<td>Teen Ranch</td>
<td>PO Box 77, Caledon Village, ON L7K 3L3</td>
<td>519-941-4501</td>
</tr>
<tr>
<td>Toronto Botanical Gardens</td>
<td>777 Lawrence Ave East, Toronto, ON M3C 1P2</td>
<td>416-397-1340</td>
</tr>
<tr>
<td>Toronto Parks and Recreation</td>
<td>Various Community Centres around the City of Toronto</td>
<td>Permit Department 416-392-8188 <a href="http://www.toronto.ca/parks/">www.toronto.ca/parks/</a></td>
</tr>
<tr>
<td>Veneto Centre</td>
<td>7465 Kipling Avenue, Woodbridge, Ont. L4L 1Y5</td>
<td>905-851-5551</td>
</tr>
<tr>
<td>Villa Columbo</td>
<td>40 Playfair, Toronto, ON M6B 2P9</td>
<td>416-789-2113</td>
</tr>
<tr>
<td>Woodland Trail Camp</td>
<td>14919 Kennedy Rd, Stouffville, Ont L4A 7X5</td>
<td>(416) 490-6364 x233</td>
</tr>
</tbody>
</table>
Appendix  B
Preparing the Elements of a Eucharistic Liturgy or Liturgy of the Word

Readings and Prayer Tasks

• Determine who will lector and how the Scriptures will be proclaimed.
• Use the New Revised Standard Version of the Bible for your readings. You may also wish to consult a Biblical Concordance for the selection of readings related to a particular theme for the retreat.
• Compose or prepare the General Intercessions / Prayers of the Faithful and determine who will pray them.
• Prepare texts or prayers for any special blessings or rituals. (Examples: commissioning new members of your school community / administrative team, or a blessing prayer)
• be in communication with the Presider concerning the various elements of the Liturgy.

Music and Song Tasks

• It is customary to have music at four key times during a Eucharist Liturgy: Gathering, Offertory, Communion and Closing. Depending upon your own community you may wish to add music to other places in the Eucharist. You may wish to use a similar format for Liturgies of the Word as well.
• Ideally, the responsorial psalm should be sung.
• When selecting songs, choose those that fit the timing of the Eucharist first and then consider the theme for the day. It is also important to remember the needs of the particular community that is gathered. What would be a song that gathers the community for prayer? What song will send them forth?
• When choosing a song for Communion, be sure to choose one that matches this time within the liturgy. The song should connect with our action of receiving Communion. As much as possible, Communion hymns should be familiar and memorable so as to work well even when people do not have the words in front of them.
• Consider using music or songs at other times throughout the Eucharist for example: songs for the penitential rite or the sprinkling rite, the preparation of the gifts, or the blessings. Importance should be made on making connections with the time in the Mass.
• Prepare song sheets / PowerPoints / Overheads for the assembly to follow along. Secure necessary copyright permissions.
• Set up the sound equipment, music stands, and other related items.

Liturgical Ambiance Tasks for Eucharistic Liturgy

• Prepare the place of worship so that there is an altar cloth, candles, Lectionary and the Sacramentary.
• Make sure that the Presider has all of the items necessary for the Eucharist: hosts, water and wine, Communion vessels, purificators, corporals and vestments as needed.
• Decorate with appropriate liturgical art, flowers /plants, cloths, or cultural artifacts.
The only things on the altar should be the Eucharistic symbols of the bread and wine plus the Sacramentary. Other symbols should be placed beneath or beside the altar. The emphasis should be on the main Eucharistic symbols, the bread and wine.

- Determine if any liturgical movement, gestures will be used.
- Plan for how the gifts will be presented and the altar prepared at Offertory. Please note that you should just bring up the gifts of the Bread and Wine and not other symbolic gifts. (These symbolic gifts could be brought us as part of the Opening Procession) Likewise, each person who is part of the Offertory Procession does not have to have a gift in their hand. They represent that the gifts come from the community at large.
- Assign Eucharistic Ministers and plan how Holy Communion will be distributed.
- Make a plan for greeting the community before (this is the Call to Worship) and after the Eucharist, for distributing song sheets or programs, and for arranging the seating.

**Liturical Ambiance Tasks for a Liturgy of the Word**

- Prepare the place of worship so that the Prayer Table is the focal point. Include on it a cloth representative of the Liturgical Season, a candle, Scripture, a cross, an icon. You do not want to have too many things on the Prayer Table as it can come across as cluttered. Focus on a few key symbols for the Liturgy.
- Determine if any liturgical movement, gestures will be used
- Decorate with appropriate liturgical art, flowers /plants, cloths, or cultural artifacts.

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Appendix C
Roles for Planning a Liturgy of the Word or Eucharistic Liturgy

• **Planning Team Leader**
  • Is responsible for the overall process of preparing and implementing the Liturgy.
  • Makes sure everyone has the materials needed for their roles and that ministers are comfortable and confident in their roles.

• **Presider**
  • Acts as a guide to the assembly by leading the Liturgy, giving instructions, and facilitating rituals. For Eucharistic Liturgy the Presider is a priest.
  • Speaks with appropriate tone, volume, and clarity.
  • Gives instructions, leads the community to become more comfortable with gestures and models what is expected of those gathered for the Liturgy.

• **Proclaimer(s) of the Word**
  • Is responsible for helping the community hear God’s Word.
  • Rehearses with an eye and ear to the volume and clarity of their voice, as well as practices pronunciation of difficult words.
  • Is mindful of the cues indicating when it is time to move into his or her role.
  • If the proclamation will be presented in the form of a drama, preparation time is essential.

• **Minister(s) of Music and Song**
  • Works toward creating opportunity for the members of the community to participate with their voices.
  • Attends to volume, instrumentation, tempo, and arrangements of songs that encourage the community to participate and pray.
  • The energy behind the music and the encouragement of the community is part of this minister’s responsibilities.
  • May need to create and supply song sheets and / or PowerPoint for the community.
  • Alternate music sources include the use of CDs and tapes that are reflective and conducive to prayer and song using classical, contemporary and liturgical selections.

• **Minister(s) of Environment and Hospitality**
  • Helps the members of the community to be comfortable enough so they can focus on the liturgy.
  • Supports the liturgical experience in a sensory way. Help the community to see and hear all that is going on.
  • Works to create an atmosphere that immerses the community into the theme and focus of the liturgy through the selection and placement of symbols, seating arrangements,
and use of space.
• Welcomes the community in a personal way that brings a quality of openness to the liturgy.

• **Minister(s) of Ritual and Movement**
  • Sets a pace for gestures and ritual, may give instructions, and is the first to present a ritual so the members of the community can follow with understanding.
  • Practices ahead of time to determine whether gestures and rituals can be learned easily by the community and adjust them accordingly.
  • Teaches or demonstrates the movement or ritual to the community.
  • Has the appropriate materials in correct quantities needed for a ritual, creating an opportunity for full participation by the individuals gathered as community at the liturgy.

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Appendix D
Eucharistic Liturgy Preparation Guide

Date: ________________________ Time: ____________________

Name of Presider: _________________________________________

Liturgical Season __________________________________________

Focus for preparation _________________________________________________________

**Order of Liturgy**

Call to Worship / Welcome / Introduction

Entrance song __________________________________________________________

Penitential rite __________________________________________________________

Glory to God (when appropriate)

Opening prayer ____________________________________________________________

**Liturgy of the Word** Be sure to use the New Revised Standard Version of the
Bible for your readings. You may also wish to consult a Biblical concordance for the
selection of readings related to a particular theme for the retreat.

First Reading _________________________ lector ________________________

Responsorial Psalm_____________________ lector _________________________

(could be sung)

Second Reading _________________________ lector _________________________

(this reading is optional)

Gospel acclamation cantor_________________________

________________________________________________________________________

________________________________________________________________________

(If it is not sung, it should not be said. Alleluia is not proclaimed during Lent)

Gospel ________________________________ Presider ________________________

Homily
Prayers of the Faithful / General Intercessions lector:_______________________

Response: _____________________________________________________

Liturgy of the Eucharist

Preparation of gifts and table

Eucharistic Prayer ________________________________________________

Lord’s Prayer

Lamb of God

Eucharistic Ministers: _____________________________________________

__________________________________________________________________

Communion song(s)_______________________________________________

__________________________________________________________________

Communion prayer

Concluding Rite

Final Blessing

Closing song: _____________________________________________________

Notes:

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**Appendix E**

**Preparing a “Liturgy of the Word” Worksheet**

At a staff retreat where there is no Eucharistic Liturgy, you may wish to begin or conclude the day with a Liturgy of the Word.

**Liturgy of the Word at our Staff Retreat**

Date: ____________________________ Time: _________________________

Planning Team Members: _____________________________________________
_________________________________________________________________
_________________________________________________________________

Presider: ___________________________________________________________________

**Step One**

What is the context for the Liturgy of the Word?

• How many people will be present?

• What is the theme of the Retreat?

• Where will the Liturgy of the Word be held?

• When will the Liturgy of the Word be held?

**Step Two**

Select a topic and a theme for the Liturgy of the Word.

• Based on the answers to the above questions, write a sentence that describes the topic and theme for the Liturgy of the Word.

**Step Three**

What elements should be part of the Liturgy of the Word?

• Environment (objects, decorative or symbolic items, room set-up, lighting, how people will be welcomed to the Liturgy of the Word)

• **Readings** (the Scriptures, other sources such as poems, stories, excerpts from books or magazines, storytelling, witness, drama or movement) Be sure to use the New Revised Standard Version of the Bible for your readings. You may also wish to consult a Biblical Concordance for the selection of readings related to a particular theme for the retreat.
• **Symbolic Ritual** (something people can do to be more involved)

• **Music** (liturgical, praise, secular; will people sing along or reflect quietly?)

• **Reflections or faith sharing** (sharing with a partner or small group, spontaneous prayer, journaling)

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**Step Four**
Put it all together.
Where do the elements selected fit into the four movements of prayer? (Note: Record the sequence of the elements of prayer, including who will be responsible for each element.

Gather

Listen

Respond

Go Forth
Step Five
Prepare and rehearse. Who will assume the following roles?

Presider

Proclaimer(s) of the Word

Ministers of music and song

Ministers of environment and hospitality

Ministers of ritual and movement

Step Six

Experience the prayer.

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Appendix F
Preparing the Prayers of the Faithful / General Intercessions

During the Prayers of the Faithful, which are also referred to as General Intercessions, the community joins in prayer for the needs of the community and all humanity. The prayer should be for all people who have a special need. It is a “we” prayer more than an “I” prayer. This means that the prayers are written to include special intentions in a way that touches many people. For instance, instead of “I pray for my Aunt Jane, who is sick,” a more appropriate form is, “We pray for Jane Smith and for all those who are sick, that they be healed and touched by God’s peace.”

The response is a way to lift our prayers to God. It is a request. We ask God to do something special. The response can be a way to reflect a special meaning in the liturgy. The response can be said or sung.

Typical responses include:
• Lord, hear our prayer.
• Christ, hear us.
• Guide us, O God.
• Be near us, God.
• Loving God, help us and guide us.
• Strengthen us, O God.

The order of the prayers follows a pattern.

We pray for the needs of the Church, including leaders and all the community.
We pray for public leaders of nations and those leaders in our community.
We pray for the salvation of the world.
We pray for special needs.
We pray for our local community.
Appendix G
The Prayers of the Faithful Worksheet

Prayer Introduction

This should be read by the Presider. The introduction and concluding prayer can be composed or chosen from the sample formulas for the General Intercessions (pages 992 to 1003 in The Sacramentary) or the Living With Christ missalette.

Prayer Response: Create a response for each of the General Intercessions. Please note that this response should be proclaimed by the community spontaneously and that there is no need to announce the word RESPONSE after each intention! This can be achieved by using a simple gesture of one’s hand to illicit the response.

Compose a prayer for each category, and repeat the response.

Prayer 1: For the Church

Response: _____________________________________________

Prayer 2: For public leaders

Response: _____________________________________________

Prayer 3: For the salvation of the world

Response: _____________________________________________
Prayer 4: For special needs

Response: ________________________________________________________

Prayer 5: For our local community

Response: ________________________________________________________

Concluding Prayer
Read by the Presider (see note in the introduction above)

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Appendix H

On Line Scripture Links

**Biblical Art on the WWW**

[www.biblical-art.com/about.htm](http://www.biblical-art.com/about.htm)

Locate a huge variety of images that relate to Bible Passages. Includes, contemporary and traditional works of art.

**NRSV Bible online**

[www.devotions.net/bible/00bible.htm](http://www.devotions.net/bible/00bible.htm)

Another link to a site with the New Revised Standard Version. It is as simple as copying and pasting.

**Museum of Biblical Art**

[www.mobia.org/](http://www.mobia.org/)

Contains various images of art related to the Bible

**Oremus Passage Search**

[bible.oremus.org/](http://bible.oremus.org/)

Find passages from various translations of the Bible. In particular, you can use the New Revised Standard Version.

**Search God’s Word**

[www.searchgodsword.org/](http://www.searchgodsword.org/)

Includes commentaries, concordances, dictionaries, passage searches by key words etc
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