

**Parish Structures:** Know the organization of your own parish in detail

**Personnel:**

- Pastor or Administrator or PLD; Associate Pastors or Pastoral Associates
- Ministry Staff: DRE, AFF, Liturgy/Music, Social Service, etc.
- Support Staff: Business Manager, Receptionist, Maintenance, etc.
- Parish Volunteers: Parish Council, Catechists, Liturgical Ministers, etc.
- Parish School(?): staff, children, stability, facilities, parish interface
- Active Parishioners: number registered, attendees (weekly, annual), visitors
- Social Description: age range, ethnic makeup, economic levels, etc.

**Ministries:**

- Liturgy: Sundays & Weekdays
- Sacraments & Sacramental Preparation
- Religious Education for Children
- Adult Faith Formation (RCIA, more?)
- Social Groups; Service Outreach/Projects
- Other?

**Facilities:**

- Church, Hall, Classrooms, Meeting Rooms
- Restrooms, Keys, Lights, Heater/AC, Audio-Visual, Parking
- Kitchen, Storage Rooms, Tables, Chairs, etc.

**Event Logistics:** Know how to organize and run things well

**Planning:**

- Think of all the basics: Who, what, where, when, how, why?
- Permissions & scheduling: avoid major conflicts/overlaps
- Teamwork, Collaboration, Partnership, Community!
- Communication, Communication, Communication!

**Publicity:**

- Bulletin, flyers, pulpit announcements
- Work with/through existing groups
- Personal invitation is always best

**Set-up:**

- Furniture: type & arrangement (seats? tables? community atmosphere?)
- Refreshments (warm and/or cold, liquid and/or solid? before, during, after?)
- “Sacred Space” (separate or integrated? candles? icons/images/symbols?)
- “Resource Table” (books, pamphlets, flyers; free, to borrow, for sale?)

**Program:**

- Stick to your schedule! Stick to your topic!
- But also: Be flexible! Be adaptable!
- Roles of facilitators & participants

**Lectionary for Mass:** Know the structure of the liturgical year and the scripture readings

**Official “Introduction” to the Lectionary (2<sup>nd</sup> edition, 1981):**

- Chap. 5 explains rationale for selections of readings for each liturgical season
- Available online at <http://catholic-resources.org/Lectionary>

**Overall Structure of the Lectionary (USA edition, 1998/2002):**

- Vol. 1: Sundays (and major feasts, arranged by liturgical season)
- Vols. 2-3: Weekdays (Years I & II) and Sanctoral cycle (propers)
- Vol. 4: Commons, Rituals, Votives, Various Needs and Occasions

**Biblical Resources:**

- Study Bibles, Commentaries, Dictionaries, Atlases, Concordances, etc.
- Lectionary-based guides, seasonal reflections, preaching aides, etc.