

# St. Theresa Catholic Church

WORSHIP AID GENERATOR — PRODUCTION WORKSHEET

NAME  
ROLE  
DATE

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2/27/26

This worksheet helps the development team understand how the worship aid is produced at St. Theresa, what staff must confirm each week, and how our practice follows or varies from Roman Rite norms for the United States. No wrong answers — if something is uncertain, note it.

## 01 WEEKLY STAFF CONFIRMATIONS

1.1 Which of the following must staff actively confirm or enter each week? Check all that apply.

- |  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> Occasion & date<br>e.g., 3rd Sunday of Lent  | <input checked="" type="checkbox"/> Entrance Hymn / Antiphon<br>title, composer, notation image | <input checked="" type="checkbox"/> Organ Prelude<br>title, composer              | <input type="checkbox"/> Entrance Antiphon<br>notation image, citation                 |
| <input checked="" type="checkbox"/> Responsorial Psalm<br>setting, image, verses | <input checked="" type="checkbox"/> Gospel Acclamation<br>notation image, verse text            | <input type="checkbox"/> Penitential Act form<br>A, B, or C                       | <input type="checkbox"/> Kyrie setting*<br>if varies                                   |
| <input type="checkbox"/> Profession of Faith*<br>Nicene or Apostles'             | <input type="checkbox"/> Mass setting (Ordinary)*<br>if varies week to week                     | <input type="checkbox"/> Eucharistic Prayer<br>I, II, III, or IV                  | <input checked="" type="checkbox"/> Offertory Anthem<br>title, composer, per Mass time |
| <input checked="" type="checkbox"/> Communion Antiphon<br>notation image         | <input checked="" type="checkbox"/> Communion Hymn<br>title, image, per Mass time               | <input checked="" type="checkbox"/> Hymn of Thanksgiving<br>title, notation image | <input checked="" type="checkbox"/> Choral Anthem(s)<br>title, per Mass time           |
| <input type="checkbox"/> Color cover used<br>occasion or season                  |   |   |  |

\*These are seasonally static, so usually held through several weeks

1.2 What else must staff confirm each week that is not listed above?

- Text of readings; Old Testament, First Reading, Psalm verses, Second Reading, Gospel
- Scripture citations for each reading

## 02 COVER DESIGN

2.1 Is a color cover image ever used, or is the cover always black and white?

- ☐ Always black and white
- ☒ Color cover used for specific seasons or occasions (list in 2.3 below)
- ☐ Color cover used every week

2.2 When a color cover is used, who selects or creates the image, and where does it come from?

Usually chosen by staff

2.3 List every occasion or liturgical season that uses a color or special cover, and describe what it looks like.

e.g., Advent (purple, candle imagery), Christmas (gold, nativity), Palm Sunday (red, palms), Easter Season (white and gold), Pentecost (red)

## SEASON OR OCCASION

## DESCRIPTION OF COVER IMAGE OR DESIGN

- Christmas Masses: 4 + 6<sup>30</sup> PM, Midnight Mass, 10 AM Christmas Morning  
 + Image is usually of the Holy family in the stable; just different to distinguish  
 - Palm Sunday: simple, palms, cross — Holy Thurs: Last Supper depiction  
 - Good Fri: Depiction of Passion — Holy Great Vigil of Easter: Lamb of God  
 - Easter AM: Empty tomb, glorified Jesus

## 03 SCRIPTURE READINGS

3.1 Where do you currently get the Scripture text for the readings each week?

- ☒ USCCB website — [usccb.org/bible/readings](http://usccb.org/bible/readings)  
☐ Planning Center Online  
☐ Workbook for Lectors or printed missalette  
☐ Other: \_\_\_\_\_

3.2 Are readings always the assigned Sunday Lectionary readings, or does the pastor substitute alternates for solemnities or special occasions? Who decides, and how much notice is given?

Readings are always assigned by Lectionary; when there is an option among the readings, the pastor decides

3.3 When a Lectionary "short form" exists for a reading, who decides which form to use — and is that decision ever driven by available page space?

Pastor decides, space is not usually a consideration

## 04 MASS STRUCTURE &amp; PARISH PRACTICE

4.1 Per GIRM 53, the Gloria is omitted during Advent and Lent and sung on all other Sundays and solemnities. Confirm or note any variation at St. Theresa.

- ☒ Confirmed — follows GIRM 53  
☐ Different practice: \_\_\_\_\_

4.2 Per GIRM 62, the Alleluia is replaced during Lent with a verse of praise. Which acclamation is used at St. Theresa?

☒ "Praise to you, Lord Jesus Christ, King of endless glory"

☒ "Glory and praise to you, Lord Jesus Christ"

☐ Other: \_\_\_\_\_

*Both have been used, chosen by music staff*

4.3 Both the Nicene and Apostles' Creed are permitted at Sunday Mass in the United States (USCCB). What is the practice at St. Theresa?

☐ Nicene Creed always

☐ Apostles' Creed always

☒ Apostles' during Lent and Easter Season, Nicene all other Sundays

☐ Other: \_\_\_\_\_

*+ Advent*

4.4 Penitential Act — which form is used, and does it vary by occasion or celebrant?

☒ Form A always — Confiteor ("I confess to almighty God...")

☐ Form B always — "Lord, we have sinned against you..."

☐ Form C (Kyrie with invocations) — always, or on specific occasions

☐ Rotates — celebrant's discretion

*If Form C is used on specific occasions, list which:*

\_\_\_\_\_

4.5 The Ordinary parts — Sanctus, Mystery of Faith, Great Amen, Agnus Dei — when does the Mass setting change, if ever?

☐ Same setting all year

☒ Changes by liturgical season, at Music Director's discretion

☐ Changes by Mass time

☐ Music Director's discretion each week

*Name the setting(s) currently in use:*

*Mass of St. Theresa, Covington*

\_\_\_\_\_

4.6 What other elements change by liturgical season at St. Theresa that the tool should know about?

ELEMENT	SEASON OR OCCASION	HOW IT CHANGES
- Entrance Hymn	Advent, Lent	Replaced w/ Entrance Antiphon
- Postlude	Lent	Removed in Lent
- Lighting of the Advent Wreath	Advent	Added after invocation, before Penitential Act



5.1 How are notation images produced, and in what file format?

☐ Finale — PNG or SVG export

☐ Sibelius — PNG or SVG export

☒ MuseScore — PNG or SVG export

☒ Screenshot from PDF score

☐ Scanned from printed sheet music

☒ Other:

occasional Mass part  
Antiphons  
PNG downloaded from online subscription (One License)

5.2 Is there a reusable image library for recurring pieces — for example, the same Mass setting image used every week — or are images recreated each time?

☒ Yes — a shared folder with reusable images exists

☐ Partially — some pieces saved, others recreated each week

☐ No — recreated or screenshotted fresh each week

If a shared library exists, where is it stored?

## 06 LAYOUT RULES & EDGE CASES

6.1 The booklet is always 8 pages. What is done when content is too long to fit on the intended page?

☐ Reduce font size

☐ Use the Lectionary short form of the reading

☐ Tighten line spacing

☒ Move a section to a different page

☐ Expand to 10 pages on heavy weeks

☒ Other:

Can reduce/increase width of text boxes for readings

2 Can reduce image size for music, though never less than 5" wide

3 Can omit text for familiar prayers, Guitiers; Ray, brethren

4 Can make text into 2 columns for psalm verses, Apostles/Nicene Creed

6.2 Are there any elements that must never be split across a page break?

e.g., "the Gospel must always appear as one unbroken block"

- Any element can be split across a page break, but nothing can be split across a page turn (1→2, 3→4, 5→6, 7→8)

6.3 Which Sundays or solemnities require a significantly different booklet structure — not just different content, but a different format?

e.g., Palm Sunday entrance procession rite, Easter Vigil, Ash Wednesday, RCIA Scrutinies (1st, 2nd, and 3rd Sundays of Lent in Year A), Corpus Christi procession

- Midnight Mass: Procession of Christ Child; Holy Thurs; Good Fri;

6.4 Anything else the development team should know about how this document is produced at St. Theresa?

Staff needs to be able to edit the draft