St. Theresa Catholic Church

NAME _____

ROLE _____

DATE _____

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.

- ☐ Occasion & date
  e.g., 3rd Sunday of Lent
- ☐ Entrance Hymn / Antiphon
  title, composer, notation image
- ☐ Organ Prelude
  title, composer
- ☐ Entrance Antiphon
  notation image, citation

- ☐ Responsorial Psalm
  setting, image, verses
- ☐ Gospel Acclamation
  notation image, verse text
- ☐ Penitential Act form
  A, B, or C
- ☐ Kyrie setting
  if varies

- ☐ Profession of Faith
  Nicene or Apostles'
- ☐ Mass setting (Ordinary)
  if varies week to week
- ☐ Eucharistic Prayer
  I, II, III, or IV
- ☐ Offertory Anthem
  title, composer, per Mass time

- ☐ Communion Antiphon
  notation image
- ☐ Communion Hymn
  title, image, per Mass time
- ☐ Hymn of Thanksgiving
  title, notation image
- ☐ Choral Anthem(s)
  title, per Mass time

- ☐ Color cover used
  occasion or season

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

_____

_____

_____

---

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?

_____

_____

_____

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)

_____

_____

_____

_____

_____

03   SCRIPTURE READINGS

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

○ USCCB website — 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?

_____

_____

_____

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?

_____

_____

_____

04   MASS STRUCTURE & 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: _____

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: _____

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

○ Changes by Mass time

○ Music Director's discretion each week

Name the setting(s) currently in use:

_____

_____

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

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: _____

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: _____

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"

_____

_____

_____

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

_____

_____

_____

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

_____

_____

_____

_____