

THANH NIEN MASS PLAN

Outline

Location

Sacred Heart Parish
13 Park Rd, Cabramatta

Theme

Xin chỉ cho con lối bước của Người (Show me your Path)

Date

Saturday 4th March 2006

Time Line

- Reception - 3:30pm
- Mass Start - 4:00pm
- Mass Finish - 5:00pm
- Light refreshment will commence after the mass

Assigned task

Reception

Your task on the day is to assist and guide guest and part taker to their appropriate seating. Make sure you invite everyone to fill from the top seat. You are required to:

- Be at the Church by **3:30pm**
- Dress in Thanh Nien uniform (White Polo will be provided on the day)
- On the day you will seat at the back of the Church

The coordinator of this task is given to **Viet Anh**, your task are:

- Find 10 people for reception by 02.03.06
- See *Seating Arrangement Appendix*
- Make sure these people know that Polo top will be provided for them on the day, they can buy it if they like for **\$25**. Or return it to us at the end of the day.
- You will be the point of contact for these people if they required instruction on what their job is.
- 6 of these people will be doing the collection money, make sure you get them ready. (*see mass structure to know when collection money take place*)

People who have been selected for the task thus far is:

- Tien (from Bankstown Choir), Michael (Hoai)
- Cathy (from Bankstown Choir)

*** to all BCH please forward any name and details of people who you think could help out in this regard to Viet Anh**

Preparing the Readings & Prayers of the faithful

Thay Liem it is entrust that you prepare the following for the mass:

- First reading (Vietnamese)
- Second reading (English)
- Two Prayers in Vietnamese
- Two Prayers in English

Please have them ready by 25.02.06

Readings

Your task is to do the first and second readings. You will walk with the priest up to the Alter when Mass begin. (Reading stand is on the right)

- **Quyen** (*English* reading)
- **Thanh Chau** (*Vietnamese* reading)

Prayers of the faithful reading

Your task will be reading the prayers. The prayers will be read in both Vietnamese and English in alternate order (Vietnamese follows by English). To minimize disruption during mass, in preparing for your reading; be seated at the end of the Church. When begin walk towards the Alter, take a bow. After the Prayer (together) walk to the Alter facing forward, bow then walk back to seat.

- **Mary** (*English* reading)
- **Lai** (*Vietnamese* reading)

Collection Money

Your task will be collecting collection money for the mass. This will only be done once, right after Prayer of the Faithful reading while the Choir is singing. The coordinator of this task is **Viet Anh**, you are required to:

- Select 6 people who is helping out with reception to do this task
- Have the collection bag ready before mass begin (see *Thuc* on the day)

Offerings

Your task will be doing the offerings for the Mass. The coordinator of this task is **Viet Anh**, you are required to:

- Select 2 male and 2 female to do this task
- Select people from previous BCH to do this task when you spot them out on the day (*Truong, Hung, Alex* and *Bao* has mention their availability on the day; *Minh* will be backup)
- If you are not able get the required numbers from the old BCH, you could use these people instead (*Ben, Mai*)

Flowers for the offerings

You are required to get 2 pots of flowers for the offering before mass begins.

- **Thuc** is assigned to this task

Setting up the Banners/Decorations

Your task will be putting up the banners and arrange for the decoration of the mass. **Chau's** you are entrusted to arrange for the banners and decoration of the mass.

- **Chau's** to provide 1 banners
- **Ben, Lai, Martin** (*you are to help Chau's setup the banner and decoratons*)

Preparing the Slides during Mass

There will be 2 projectors screening on the day. Left project will be used to display Mass contents; the Right projector will displayed the theme of the Mass.

- **Chau's** you are responsible for creating these slides.
- **Thay Liem** and **Thuc** are assigned to help **Chau's** with this task

Setting up Projectors

Thuc will be responsible for setting up the 2 projector in the Church before Mass proceed.

Photographer

Phuong you and your trusty camera work is responsible for documenting the day by taking photos. Make sure you have someone taking photos when you are called to the front of the Church.

Choirs

The Youth Choir will sing for us on the day. **Thay Liem** and **Ben** please be in contact with the Choirs and advising them of our theme for the mass (to help them select the appropriate songs) and confirm their availability on the day by staying back after mass and setup some light music during refreshment.

Seating Arrangement

- Make sure there are 6 seats for priest up on the Alter
- On the right hand side where the readers are, make sure there is a seat
- Reserve 1 row of seat on the left in front of the projector (later on when we do the slide show the priest will be invited to seat there to watch the show)
- Reserve 3 row of seat for invited guest.
- Make sure you label these seats.
- See *Seating Arrangement Appendix*

Trung this will be your job on the day.

**to all BCH, you will seat amongst the invited and public seat, get yourself acquainted and mix in!*

Food/Refreshment for after the Mass

The following people are responsible for the setting up and preparation of food/refreshment for after the mass.

- **Mai** (Main Co-ordinator)
- **Martin, Thay Liem**
- **Quyen**

We will only be having fingers food. Mai is entrusted with coming up with the Menu list and assigning people to carry out the preparation of the Menu chosen. Whose name on this task please talk with Mai, any suggestion for food please forward them to Mai. Mai if you required more people to help please get in contact with Thuc or Quyen. Please come up with the menu by 25.02.06.

Mass Structure. Refer to *Mass Structure Appendix*.

Phuong

- Taking photographs
- To be confirm (may be you could write about the day too to be posted on the website)

Viet Anh

- Get 10 people to help with reception
- Get 6 people from reception to do the collection money
- Organized 4 people to do the *Offerings*
- Please forward details of these people to *Thuc* and *Quyên* by 02.03.06

Mary

- Prayer of the faithful reading in English
- Seek *Thay Liem* for your Prayers
- Bring the Polo to the mass

Quyên

- Readings in English
- Seek *Thay Liem* for your Reading
- Help *Mai* with *Food/Refreshment*

Mai

- Main co-ordinator of the *Food/Refreshment*
- Make sure you have assigned someone to setup the tables for the food I suggest (*Martin*)
- Offerings (as backup)

Ben

- Offerings (as backup)
- Help *Chau* with *Putting up banners*

Trung

- Setup the Seating arrangement as outline in the *Seating Arrangement Appexdix*

Thay Liem

- Organized the readings
- Prepare the Prayers
- Write the introduction greeting before mass begin

Chau

- Readings in Vietnamese
- Seek *Thay Liem* for your Reading
- Provide the slides for the Mass
- Provide banners for the mass and the setup of the banners and decorations
- Bring Laptop with Main slides for presentation (Left Projector)

Thuc

- Get collection bag ready for Viet Anh
- Get 2 pots of flowers for the offerings
- Bring lap top & 15m cable for Right Projector
- Bring a stand to setup the Right Projector
- Setup the projectors and manage the Slides transition for the Mass
- Make sure that the Audio from the slides is outputted to the Choir speakers

Things To Consider

What time will the Church be open?

Church is available to us from **2pm-5:30pm**, before our mass there is a wedding and after our mass there is a community mass starting at **6pm**

Food/Refreshment

On the day if it rain or if the we're going to be at bit noisy that might interfered with others group, we will hold the picnic in the Hall.

Slides

The Theme slides operating on the Right projector will need to be done and finalized. (**Chau & Thuc** to get this done).

The Main slides, will be projected up from the Left projector. Things it will contain will be:

- Community songs for (into, ending of mass)
- Welcome of gospel (**Thay Liem** please provide ASAP)
- Video slideshow
- Forthcoming activities

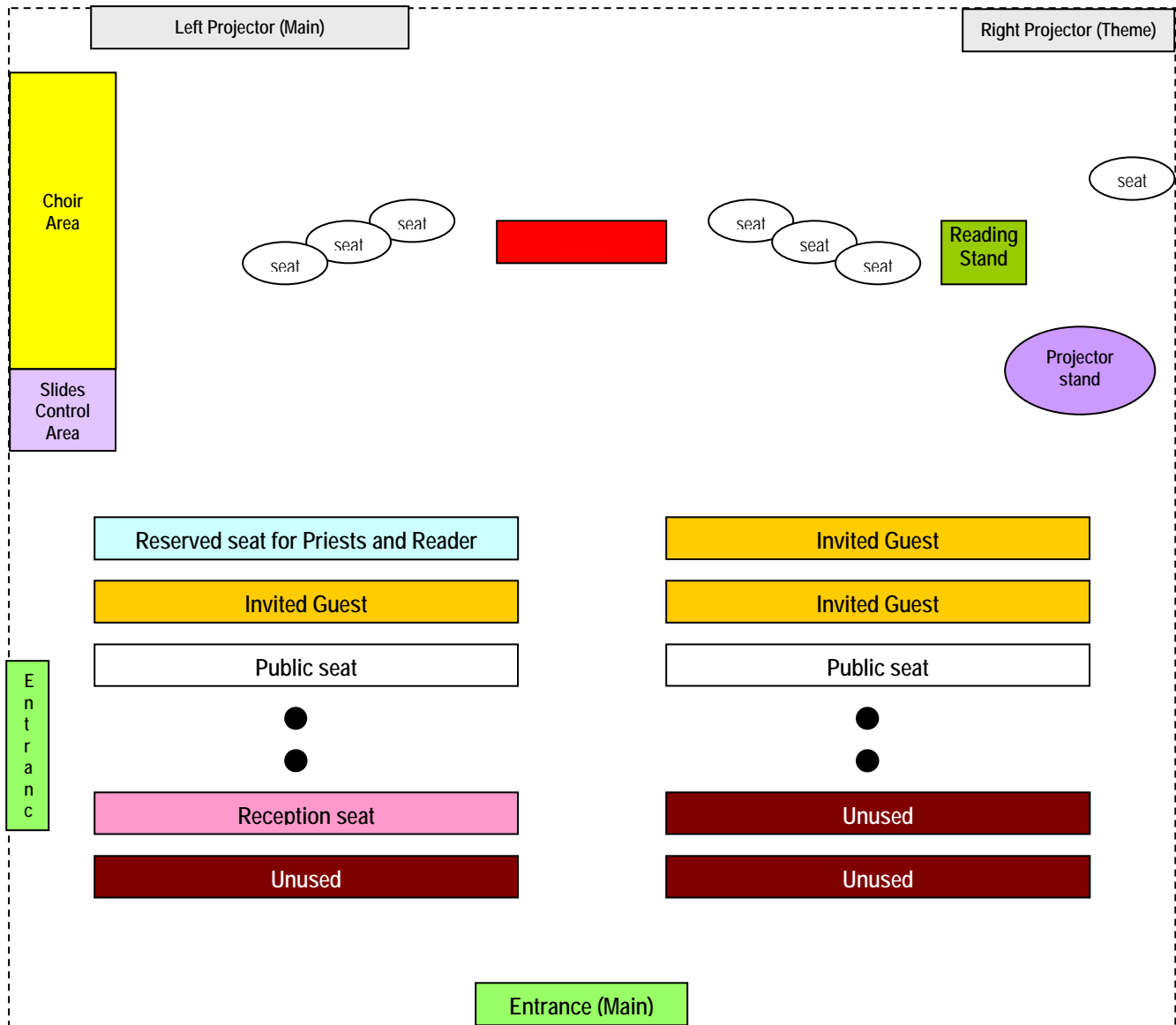
Choir/Amplifier system

Need to confirm that the Choir has their own Amplified system, make sure there are cables that patch the Audio from laptop to the sound system. Will the choir setup their own microphones? (**Thuc** will chase this up during the week)

MASS STRUCTURE APPENDIX

1. **Opening Introductions - Liem**
2. Start Opening Hymns: Gather us in
3. Arrival of priests with readers - **Chau** and **Quyên**
4. Opening remarks - **Cha Toan**
5. “*I confess to almighty god...*”, in Vietnamese
6. Curia, in Vietnamese
7. Opening prayer
8. **First Reading - Chau**
9. Responsorial Psalm - **Ca Doan** to sing “*Xin Chi Cho Con*”
10. **Second Reading - Quyên**
11. **Welcome of the Gospel:** slide for all to read
12. **Gospel Reading - Thay Liem**
13. **Homily - Cha Toan** in Vietnamese and English
14. Confession of faith (Kinh Tin Kinh)
15. **Prayers of the faithful reading - Mary & Lai**
16. Ca Doan:
17. **Offertory - Viet Anh** to find people Truong, Alex, Bao, Hung, ?? **Quyên** to arrange them on the day
18. **1st Money Collection - Viet-Anh** to arrange for 6 people to do collection (must be in new Polos)
19. Liturgy of the Eucharist
20. “*Our Fathers...*”, sing in Vietnamese
21. Communion
22. Ca Doan:
23. **2nd Money Collection: Viet-Anh** to arrange for 6 people to do collection (must be in new Polos)
24. **Thay Liem** to invite priests to front row
25. Video Slideshow
26. **Thay Liem** to say a quick thank you to team and introduce Chau
27. **Chau** to give short thank you speech... introducing Chu Thanh
28. **Chau** to lead into our forthcoming activities
29. **Chau** to introduce Vincent Harber (CYS)
30. **Chau** to invite team up to altar (Priests to move back to altar, Vincent and Chu Thanh returns to their seats)
31. **Chau** to invite people to function
32. Priests to give team blessing and end mass
33. Team to move out of Church with priests towards the left hand side of the Church
34. Team and receptions to greet out-going guests and lead them to the Picnic area

SEATING ARRANGMENT APPENDIX



Viet Anh

- Have 4 people for the side Entrance
- Have 6 people for Main Entrance
- You and those doing reception will seat in the **Reception seat** right after the last **filled** public seat.

Seating Classification/Invited guest identification

To identify the invited guest; you might like to ask the following question:

- Did you receive our letter of invitation via email?
- Are you a part of any Youth group/organization?
- Your name?

Please note the above and pass on to **Viet-Anh** then to **Chau** as he would like to acknowledge some of their presence. Please seat the invited guest in the dedicated area as it would help **Chau** greatly to spot these people out for his speech.