

# Memorial Mass Checklist!

## Step 1 – Pick a parish

By 31<sup>st</sup> July, have you decided which...

- kind of Mass** you're holding? (standalone or part of a parish Mass)
- parish** to approach?

## Step 2 – Speak with the priest

By 31<sup>st</sup> July, have you confirmed...

- the date and time** of your Mass?
- the content** of your service e.g. liturgy?
- a short talk/announcement** being said?
- tea and coffee** being held after Mass?
- a display** can be created?
- and** told Legacy Team the details of your Mass? [legacy@cafod.org.uk](mailto:legacy@cafod.org.uk) or 020 7095 5348

## Step 3 – Spread the word!

Between August and November, have you...

- advertised** the Mass anywhere? E-bulletin/blog/social media/ local papers
- shared** the poster in your parish?
- promoted** the Mass the week before in the parish? (announcement at the end of Mass)

## Step 4 – Special touches

Between August and November, have you...

- done all you can** to make it a special event focused on remembering supporters who have died?
- read all available resources?** E.g. FAQs, foreword from Chris Bain, blog template
- created a display** using the Book of Remembrance and supporter stories?
- arranged for:**
  - music to be played at the Mass?
  - a short talk/announcement at the Mass?
  - people to hand out prayer cards and leaflets as they arrive?
  - people to help with the refreshments after Mass?

## Step 5 – On the day

The week before your Mass, have you...

- printed** all the resources for the day? Including:
  - Liturgy, bidding prayers, readings
  - sheet music for musicians
  - short talk/announcement
  - display resources (supporter stories)
- bought enough cake**, biscuits, tea and coffee for everyone?
- got enough resources** (prayer cards, leaflets) for people to hand out?
- sorted the Book of Remembrance?** I.e. printed and added all the pages (sent about 1-2 weeks before your Mass)
- brought nice pens** for people to write names into the Book of Remembrance?

*Has anyone said anything nice about the Mass? Do you have any photos from the day? If so, please get in touch with Roisin!*