

ORGANISING FIRST COMMUNION WITHIN YOUR PARISH

SACRAMENT OF EUCHARIST CHECKLIST

Before preparation commences

Action	Suggested responsibility
The Parish Priest identifies a sacramental coordinator and sacramental team	Parish Priest
<p>Arrange the date/s for the celebration of First Communion</p> <p>Things to consider when organising the date/s for the celebration of First Communion:</p> <ul style="list-style-type: none"> • Wider parish calendar • Local school calendars • Celebrations and feast days within the liturgical year <p>Ensure that the date/s for First Communion is included in the parish calendar as well as the parish school calendar.</p>	Parish Administration with Parish Priest and sacramental coordinator
<p>The Parish Priest meets with the sacramental coordinator and sacramental team to discuss:</p> <ul style="list-style-type: none"> • Review of previous First Communion preparation • Decision on the process of preparation journey for First Communion in line with the Sacramental Policy of the Archdiocese of Brisbane Sacramental Policy • Decision on the resources to be used by the sacramental team and the families e.g. <ul style="list-style-type: none"> ○ Archdiocesan Ministries my Sacramental Journey: Eucharist (includes free parent guide) ○ Flame of Faith website Flame of Faith ○ Alternatively, Liturgy Brisbane has Our Family Prepares: Communion • Set date/s for parish information session/s for the sacramental journey of children ideally held a number of months prior to enrolment of children for preparation • Set dates for First Communion preparation e.g. parent formation session/s; rite of enrolment; family workshop/s; retreat/s; rehearsal/s for the celebration of First Communion; celebration/s of First Communion; parish post-sacrament celebration/s • Celebrate a simple second rite of the Sacrament of Penance (For example see: <i>Sample Liturgy of God's Mercy</i>, Liturgy Brisbane Our Family Prays p80-82) 	Parish priest with the sacramental coordinator and sacramental team
<p>Contact possible First Communion candidates This could occur through:</p> <ul style="list-style-type: none"> • Parish calendar with appropriate dates • Parish newsletters and website, • School calendars, newsletters and websites – Catholic schools and other schools in the area • Sacramental registry • Local newspaper 	Parish Administration and Sacramental Coordinator
<p>Towards the end of each year hold a Parent/Carer Sacrament Information Session for parents/carers of children in year 2.</p> <p>Include:</p> <ul style="list-style-type: none"> • Understanding the theology of sacraments of initiation • Living a sacramental life • Sacramental Policy of the Archdiocese of Brisbane • Outline of sacramental process in the parish – parish brochure with information and dates, family commitment, any costs involved 	<p>Parish Priest and sacramental team</p> <p>Members of the parish community to welcome parents / carers e.g. Parish Pastoral Council, hospitality group</p>



Action	Suggested responsibility
<p>Sacrament of Eucharist Parent/Carer Formation Session</p> <p>Include:</p> <ul style="list-style-type: none"> • Theology and background of the sacrament of Eucharist. Flame of Faith video • Organisation of the celebration of First Communion within your parish. This could include but not limited to: <ul style="list-style-type: none"> - Dates of upcoming events including parent formation session/s; rite of enrolment; family workshop/s; celebration of the Gift of God's Mercy; retreat/s; rehearsal for the celebration of First Communion; celebration/s of First Communion; parish post-sacrament celebration/s - Preparation requirements of families - Any other information e.g. role of parish, role of family, role of parish school in supporting children, dress expectation, photography etiquette, individual parish expectations • Enrolment process and other paperwork required for the parish e.g. copy of birth certificate and copy of baptismal certificate if child was baptised in another parish, enrolment form • Encourage families to celebrate Mass together on the weekend • Give families a blank name card for the candidates to decorate, if they choose to enrol their child/ren • Ensure you let families know about other parish activities that welcome and engage families 	<p>Parish Priest and sacramental team</p> <p>Members of the parish community to welcome parents / carers e.g. Parish Pastoral Council, hospitality group</p>
<p>Preparation <i>formally begins with a rite of enrolment during a Sunday Mass</i> (11. Sacramental Policy of the Archdiocese of Brisbane)</p> <p>See Our Family Prays (p75)</p> <ul style="list-style-type: none"> • Present children with the family resource you are using, e.g. my sacramental journey: Eucharist with accompanying Parent Guide or Our Family Prepares: Communion 	<p>Parish Priest and Sacramental Coordinator</p>
<p>Collect completed enrolment forms</p> <p>These need to be stored by the parish until the candidate is 21 years of age (these can be electronically stored by scanning in the information or a hard copy kept of each document)</p>	<p>Parish Administration and sacramental coordinator</p>
<p>Communicate regularly with families throughout First Communion preparation e.g.</p> <ul style="list-style-type: none"> • Children's Liturgy of the Word at Sunday Mass • Holiday Activity day organised during the school holidays • Regular email with ideas for preparation at home • A prayer, reflection or action the family could use at home • Reminders of upcoming workshop, retreat, etc. 	<p>Sacramental Coordinator</p>

Connect children with parishioners

e.g. [Please pray for me Cards](#) or [Please Pray for Me Poster](#) sheets could be displayed around the church and parishioners encouraged to pray for the children.

Sacramental team



Preparation of Liturgy

Action	Suggested responsibility
Gather parish liturgy ministry team and music ministry team to discuss and prepare First Communion Mass . Resources such as Liturgia will be able to assist you	Parish Priest, sacramental coordinator, liturgy team and music team
Other elements to think about when organising your celebration of First Communion: <ul style="list-style-type: none"> Hospitality team or similar to help seat candidates and their families in the appropriate pew Booklets and/or PowerPoint Photographs/photographer 	Parish Priest, sacristan, sacramental team, hospitality team
Organise a seating plan of children and their families.	Sacramental team

After First Communion-The Journey Continues

Action	Suggested responsibility
Invite all who received their First Communion and their families to Mass the following weekend to celebrate with the parish . During this Mass, participants can be given their certificates and celebrate with the parish community with cake and coffee afterwards.	Sacramental team, hospitality team
Hold a retreat for all who received their First Communion. Reflect on the process and the celebration.	Sacramental team, hospitality team (catering)
Invite the children to ministries and activities within your parish such as a post sacrament retreat, holiday activity days, altar serving, parish kids club	Sacramental Coordinator
Review preparation and celebration process with parish priest, sacramental team, families	Parish Priest, sacramental team, hospitality team