

# *JDA PLAYBOOK 2018*



*By: Class of 2018*

*School Year 2017-2018*

# *LITURGICAL ENSEMBLE*

## *Practice Schedule:*

- ❖ Tuesday afternoons @ 3:35 PM (unless otherwise noted).
- ❖ Wednesday mornings @ 9:15 AM (unless otherwise noted).

**Note: Missing more than TWO consecutive weekly practices with no notice or excuse could mean you will be dropped from Liturgical Ensemble.**

## *Rehearsal Expectations:*

- ❖ Be on time for practice and for Mass.
- ❖ Be prepared with all of your Music LEARNED and a pencil. Instrumentalists, have all of your sheet music prepared.
- ❖ Be ready to work.

## **MUSICAL PARTS OF THE MASS:**

- ❖ Entrance Hymn
- ❖ Gloria (Solemnities and Major Feasts)
- ❖ Responsorial Psalm
- ❖ Offertory (Can be Instrumental)
- ❖ Eucharistic Prayer Acclamations
- ❖ Communion Procession
- ❖ Closing

*Cantor(s)* - lead the Mass by singing the responsorial psalm or at the other parts of the Mass.

*Instrumentalist* - Guitars, Cajon, Bass, Violin, Flute, Piano, Drums, and Cello.

## CURRENT JDA LITURGICAL ENSEMBLE REPERTOIRE:

### ❖ Entrance Hymn

- Gather Us In
- We Are Called
- Bring Forth the Kingdom
- Table of Plenty
- You are the Voice
- On Eagle's Wings

### ❖ Gloria (*Solemnities and Major Feasts*)

- Mass of Remembrance

### ❖ Responsorial Psalm

- *Advent:* Psalm 25 (To You, O Lord)
- *Lent:* Psalm 91 (Be With Me Lord)
- *Easter:* Psalm 118 (This is the Day)
- Ordinary Time:
  - Psalm 95 (If Today You Hear His Voice)
  - Psalm 122 (Let Us Go Rejoicing)
  - Psalm 19 (Lord You Have the Words)
  - Psalm 100 (We are His People)

**Psalm 23** (Shepherd Me, O God) may be used for special solemn occasions, or when the actual psalm of the day is this psalm. It may also be used for preparation of the gifts, or as a meditation after communion (will be used on first and last mass).

### ❖ Offertory (Can be instrumental)

- Lord, I Need You by Matt Maher
- Where Feet May Fail (Oceans) by Hillsong United
- Seek Ye First (can be instrumental or sung by choir)
- Because He Lives (Amen) by Matt Maher [to be sung in Easter]

### ❖ Parts of the Mass

- Sanctus
- Mystery of Faith
- Amen
- Agnus Dei

### ❖ Communion Procession

- Come Into My House
- One Bread, One Body
- Eat this Bread, Drink this Cup
- Now We Remain
- Jesus Amigo

❖ **Closing**

- Lord I Lift Your Name on High
- Bring Forth the Kingdom
- The aforementioned Entrance Hymns

❖ **Seasonal**

- **Advent:** O Come, O Come Emmanuel
- **Lent:** Tree of Life/Adoramus te Christe
- **Easter:** This is the Day (Marty Haugen)

**December 9 or 12 Mass for St. Juan Diego/Our Lady of Guadalupe:** La Guadalupana/  
Las Mañanitas.

**Christmas Season:** Carols may be used for opening, preparation of the gifts,  
communion, closing.

**YOUR TASK(S):**

❖ **Tuesday:**

- Attend every practice unless otherwise instructed.
- Consult with Mr. Henry/Mr. Schmidt.
- Type out the lyrics for the songs that will be sung during mass.
- Include a date slide and a celebrant slide.

❖ **Wednesday:**

- Have the lyric slides prepared and ready to go.
- Click the arrow key to the next slide so the choir and congregation can sing along and praise God.

**\*Reminder that we do not own the music, you must include the OneLicense church copyright permission line on the bottom of most of the music. You do not need to include it on christmas music because it is generally sung music\***

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**Needs to be placed in bottom right hand corner of each lyric slide for Masses/Prayer Services.**

# ***MORNING PRAYER***

- ❖ Arrive to the chapel by 8:05 AM.
- ❖ Turn sound system on at the sacristy.
- ❖ Make sure the microphone works (turn it on and off).
- ❖ Get the Daily Prayer book from sacristy, search for the day's page, and place it on the ambo.
- ❖ Light the candles beside the ambo.
- ❖ Turn on the lights at the back of the chapel, to light the statue of Juan Diego.
- ❖ Turn on the lights at the front of the chapel to illuminate the sanctuary.
- ❖ Turn the TV on (controller is to the right of the laptop).
- ❖ Use the link for the presentation (Google Chrome Logo).
- ❖ Play music from playlist at 8:15 AM (keep TV Volume at 12).
- ❖ At 8:20 slowly lower the music until it is turned off.
- ❖ Select the slide that is most adequate for the day (to help whomever is giving the daily announcements to have a visual aid). If a saint's day is being celebrated, that slide should be up during Morning Prayer and when prayer is concluded.

## **IMMEDIATELY FOLLOWING MORNING PRAYER...**

- ❖ Blow the candles out.
- ❖ Turn the TV and the laptop off.
- ❖ Turn the microphone and the sound system off.
- ❖ Turn the lights/fan(s) off.
- ❖ Place the Daily Prayer book back on the counter in the sacristy.

## ***AFTERNOON PRAYER***

- ❖ Find the designated prayer for the time of year (listed below), under the Prayers tab in the Spiritual Life section of the JDA website.
- ❖ Be ready at 3:25, by a school phone, when Mr. Schmidt ends the daily announcements.
- ❖ ENTER THE CODE **8030** and read the prayer. When you are finished hang up the phone.
- ❖ Inform the reader with plenty of time what the prayer will be:

Student council treasurer/secretary **(Aug) & (Jan)**.

Senior president/vice president **(Sept) & (Feb)**.

Junior president/vice president **(Oct) & (Mar)**.

Sophomore president/vice president **(Nov) & (April)**.

Freshmen president/vice president **(Dec) & (May-June)**.

### ***Schedule: Fall Semester 2017***

August	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">A day</td> <td style="text-align: center;">B day</td> </tr> <tr> <td style="text-align: center;">Emily</td> <td style="text-align: center;">Miguel</td> </tr> </table>	A day	B day	Emily	Miguel	Afternoon prayer inspired by St. Juan Diego
A day	B day					
Emily	Miguel					
September	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">A day</td> <td style="text-align: center;">B day</td> </tr> <tr> <td style="text-align: center;">Andre</td> <td style="text-align: center;">Ricky</td> </tr> </table>	A day	B day	Andre	Ricky	Afternoon prayer inspired by St. Juan Diego- 40 days for life prayer starts September 27
A day	B day					
Andre	Ricky					
October	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">A day</td> <td style="text-align: center;">B day</td> </tr> <tr> <td style="text-align: center;">Kayla G.</td> <td style="text-align: center;">Joseph</td> </tr> </table>	A day	B day	Kayla G.	Joseph	40 days for life prayer
A day	B day					
Kayla G.	Joseph					
November	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">A day</td> <td style="text-align: center;">B day</td> </tr> </table>	A day	B day	November 5 ends 40 days		
A day	B day					

	Maddie	Ana S.	for life prayer; starts Thanksgiving food drive prayer
December	A day TBD	B day TBD	Advent prayer

**Schedule: Spring Semester 2018**

January	A day Emily	B day Miguel	Afternoon prayer inspired by St. Juan Diego
February	A day Andre	B day Ricky	Afternoon prayer inspired by St. Juan Diego; February 14 starts lenten prayer
March	A day Kayla G.	B day Joseph	Lenten prayer ends March 29; Afternoon prayer inspired by St. Juan Diego
April	A day Maddie	B day Ana S.	Easter prayer
May- June	A day TBD	B day TBD	Afternoon prayer inspired by St. Juan Diego

# ***THE MINISTRY OF LECTOR***

**Objective:** The main goal of a lector is to proclaim the word of God with reverence and dignity to the faithful and the weary.<sup>1</sup>When the sacred Scripture is read at church, God himself is speaks to his people, and Christ, present his word, proclaims the Gospel. In doing this you shall fulfill the vision of Juan Diego Academy which is, “[that is] forming young men and women to answer the call to lead and be active participants in their Church and community”.<sup>2</sup>

**Procedure:** One lector will be assigned to read the First Reading and the second lector will have the Prayers of the Faithful. A reminder will be sent out to inform if he/she are assigned to serve the day before mass. The same two lectors are also required to read for morning prayer on their scheduled week.

## **PROCEDURES FOR THE FIRST LECTOR AT MASS:**

- ❖ After the priest is done reciting the opening prayer, the first lector will wait for the worshippers to settle in their seats, and then walk to the front of the altar and gracefully bow in front of the sanctuary. Next, the lector will walk up to the sanctuary around the ambo and read the first reading from the lectionary for that day’s mass.
- ❖ After the lector is done reading, he/she will close the book and store it back in the ambo. Then the lector will take out the choir book for the Responsorial Psalm. **\*make sure to leave the microphone on! \***
- ❖ Next, the lector will walk off the sanctuary and wait in front of the altar for the cantor. Then both lector and cantor will bow together, and the first lector will then proceed back to his/her seat.

## **PROCEDURES FOR THE SECOND LECTOR AT MASS:**

- ❖ Once the priest is done with his homily, the second lector will walk down and reverently bow at the altar.
- ❖ Next he/she will go around the ambo and wait for the priest's queue to start the Prayers of the Faithful.
- ❖ After the lector is done reading, he/she will put the binder back in the ambo, turn off the microphone, and wait in front of the altar for the altar servers to arrive. Then all three will bow together and the second lector will return to his/her seat.

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<sup>1</sup> Note. From *Missale Romanum*. Editio typical tertia. Vatican City: Vatican Press, 2002. Pg 13 .

<sup>2</sup> Note. From Vision, Mission, & Philosophy. Juan Diego Academy. website.



## PROCEDURES FOR MORNING PRAYER:

\*Look at Morning Prayer section of playbook for reference\*

### USEFUL TIPS:

- ❖ When reading at the ambo, make **eye contact** with the assembly so they can be engaged and connected with what you're proclaiming.
- ❖ **Take your time** when reading and **enunciate every word** to the best of your ability.
- ❖ **Good posture and body language** are important when it comes to reading because it sends an image of your mindset at that moment. Even though you are mentally reverent, your body might be sending signals that are otherwise.
- ❖ The end of the First Reading always ends with these five words: *The Word of the Lord*. When reciting *The Word of the Lord*, make sure to remember the significance of that message. Say it **loud and clear**.
- ❖ Remember to **prepare** before you read, even in morning prayer if there is a confusing word in the readings.
- ❖ Lastly, have **fun**, open your **heart** to the **Lord**, and **feel the Holy Spirit** in the ministry!

# *EXTRAORDINARY MINISTERS OF HOLY COMMUNION*

## What is an EMHC?

- ❖ The Extraordinary Ministers of Holy Communion are entrusted with the Precious Blood of Christ. It is their duty to serve the Precious Blood to the assembly during the celebration of the Eucharist.

## Requirements:

- ❖ **Must be Confirmed in the Catholic Church.**
- ❖ Know the order of the Celebration of Mass.
- ❖ Be reverent at all times with the sacraments.

## Before Mass:

- ❖ Check-in with CTM EMHC coordinator the day before Mass to ensure you know the order of the Mass and the routine of being an Eucharistic Minister.
- ❖ Collect self, body, mind, and spirit before mass in preparation for service.

## During Mass:

- ❖ Follow along with the order of the mass.
- ❖ Reverently make your way towards the sacristy following The Sign of Peace and clean your hands with hand sanitizer.
- ❖ Join your fellow sacristans and quietly line up at the edge of the second window.

- ❖ Wait for the priest to consume the Body and Precious Blood of Christ.
- ❖ Walk onto the sanctuary (behind the ambo), and line up on the left side of the altar.
- ❖ take communion when offered by the priest.
- ❖ Accept the chalice from the priest, and drink the Precious Blood.
- ❖ Hold the chalice with the cross facing outwards, clean both sides of the rim of the chalice after you drink from it, use the purificator to wipe where you have drank and turn the chalice 1/4 of the way after each person consumes.
- ❖ Wait until priest begins walking down sanctuary steps then each person will go to their designated areas in front of the sanctuary.
  - Station One: left front side of ambo
  - Station Two: right front side of ambo
  - Station Three: aligned with the lights on right side of altar (facing altar)
  - Station Four: in front of altar server chairs
- ❖ Raise the chalice to the parishioner and say, “The Blood of Christ” they should respond with “Amen” then slightly raise the chalice and proceed to carefully offer the chalice.
- ❖ Clean both sides of the chalice rim with your purificator every time someone drinks from it and turn it 1/4 of the way each time also.
- ❖ Note: If you happen to run out of Precious Blood in your chalice, place your purificator over your chalice and your hand above that to indicate you do not have any more.
- ❖ Once priest has concluded communion, follow him up the sanctuary on left side of altar and stand in a line, similar to the beginning of the ministry.
- ❖ Place chalices on left corner of altar in a row and process down to a row in front of the altar. Note: Don’t gather at the altar, but rather place your chalice on the altar and go straight down in front of the altar.
- ❖ Bow together, then return to your seats without going down the main aisle.
- ❖ Note: when you are going to bow remember to wait for the altar servers so that you can all bow together and then you can return to your seats.

**EMHCs 2017-2018:**

<b><i>FACULTY:</i></b>	<b><i>STUDENTS:</i></b>
Mrs. Bitner	Valeria Riveron
Mr. Casso	Johnny Ibarra
Mr. O'Brien	Emily Caceres

Ms. Lozano	Anna Soria
Mr. Bertini	Ana Pulido
Mr. Bliss	
Ms. Benitez	
Mrs. Rodriguez	

## ***LITURGICAL ENVIRONMENT***

### **CHAPEL CLEANING SCHEDULE:**

- ❖ **TUESDAY** during homeroom to get prepared for mass the next day in the morning.

### **PROCEDURES:**

- ❖ on the lights and make sure everything is in place.
- ❖ Keep the Holy Water Fonts clean every week. Make sure sanctuary candle is always burning.
- ❖ Make sure Holy Water is always present in the stoups.
- ❖ Prepare chapel before morning prayer if chapel chairs are not in order. E.G after some special event like thanksgiving or the gala when we move chairs.
- ❖ Change the banner, and other cloths/table top linens according to the liturgical season.  
(See Paper in sacristy)
  - **ADVENT:** Purple
  - **CHRISTMAS:** Green
  - **LENT:** Purple

➤ **Easter: Gold**

❖ Be in Chapel every Wednesday by 9:30 to turn.

**NOTE: BE PREPARED TO SET AN EXTRA CHAIR WHEN TWO PRIESTS COME TO CELEBRATE MASS.**

#### **GOAL OF LITURGICAL ENVIRONMENT:**

❖ Prepare the setting for JDA community to worship prayerfully, without distractions as well as a peaceful **environment** to worship in.

## ***SACRISTAN AND ALTAR SERVERS***

#### **BEFORE MASS:**

❖ Report to Chapel at 9:30.

❖ Go to sacristy and pull out the following items from the cabinets:

- 4 Chalices (cups)
- 1 Celebratory Chalice (main cup)
- 5 Purificators (small white cloths)
- 2 Ciboriums (bowls)
- 1 Corporal (large white cloth)
- 2 Cruets (glass containers)
- Roman Missal
- Microphone for celebrant
- Lavabo towel
- Lavabo Bowl

❖ **Setting things up:**

#### **CREDENCE TABLE**

- Wine
  - Take bottle of wine from the mini refrigerator (see Mr. Schmidt for more) and fill the 4 chalices about a 1/3 of the way (could be more depending on importance of Mass--check with Mr. Schmidt).
  - Take the 4 chalices along with 4 purificators.

- Take the Celebratory Chalice and place a purificator on top of it. DON'T FILL IT UP WITH WINE.
  - Take one of the cruets and fill it up about 1/4 of the way with wine and the other cruet with water.
- Hosts
  - Grab a packet of hosts from the mini refrigerator and fill one of the Ciboriums up with about 90 hosts (each packet contains 100) and 1 celebratory host for the celebrant. (Take to the credence table).
- Place lavabo bowl and towel on credence table.
- Check with Mr. Schmidt to see if holy water is needed for blessings--fill and place aspersorium and aspergillum (holy water container /sprinkler) on credence table.
- ALTAR**
  - Open up the corporal and lay it out on top of the altar.
- ❖ Wait for priest for further instructions on what to do with the Roman Missile.
- ❖ Lastly, light candles 5 minutes before Mass starts.

#### AFTER MASS:

- Blow out candles.
- Clear everything off the Credence Table and altar and take back to the sacristy.
- Bring Lectionary and Cantor/Reader binder to sacristy and place back on shelf.
- Rinse out the cruets with water from the bathroom.
- Place the purificators and corporal in the small basket on the side.
- Put everything back where it was.
- Do final check ups around the chapel to make sure candles, lights, fans, microphones, and sound system are off (check that switch for sound system in sacristy is off).

#### Altar Serving Procedures

1. Enter with processional Cross
2. Hold book for reading
3. Hand the chalice and ciborium to priest
4. Hand cruets of water and wine to priest
5. Give four chalices to the priest; each with a purificator
6. Use lavabo bowl and lavabo towel to wash priests hands
7. Help priest clean up after communion has been given

## ***RETREAT PLANIFICATION:***

## WHY WE DO RETREATS:

JDA retreats are prepared and designed to guide a group of students/participants in their journey to further develop their relationship with God. Retreats can be centered around different aspects of spiritual life and can also help the participants grow as individuals or as members of a school community. These planned retreats are meant to be an opportunity for the participants to remove themselves from their daily lives in order to reflect on their lifestyles, bring some change into their lives, or strengthen their relationships with God.

**Objective:** The purpose of a retreat is to lead and guide people closer to God. Retreats are meant to be engaging and impactful for the participants. That is why it is essential that they are well thought out.

**NOTE: SCHOOL RETREATS ARE TYPICALLY PLANNED OUT USING THE MARIANIST METHOD**

- Retreats ALWAYS have a **theme**:

Examples: The role of Mary in our Faith, Service, Leadership, Unity, Friendship, etc. The theme must be evident consistently in your retreats.

- In addition retreats always have a list of rules and norms to keep everything organized and to keep everyone safe.

NOTE: DON'T FORGET TO INCLUDE THE RULE "BE OPEN TO THE SPIRIT!" IN YOUR LIST.

## EVENTS THAT USUALLY HAPPEN ON RETREATS:

- **Icebreakers**

These will get everyone comfortable with one another and prepare them for the upcoming events of the retreat.

- Examples: Partner introductions, people bingo, etc.

- **Prayer/Opening**

Make sure the prayer is linked to the theme. The opening should be meaningful and should prove to the participant that the retreat will be impactful and memorable.

- **Witness Talks**

Have students/team members talk about their experiences and how those events strengthened their faith or improved their relationships.

Example: If the theme is "Who am I?" (a theme that talks about finding your identity) have a senior/older student talk about how they found out what was

important to them through their years in JDA. Witness talks should always have a spiritual significance and should be honest and reflective.

- **Desert Time**

Just like Jesus prepared for his ministry in Galilee by going to the desert to pray, participants are invited to talk to God in solitude to prepare for the events of a retreat. This is a time for everyone to split up and pray/talk to God in silence. This can help the participants reflect on an activity or think about their faith and relationship with God.

- **Dyads**

Have students split into groups of two to talk about an activity or simply to get them to know each other better.

- **Rituals and Symbols**

These are incredibly important. All rituals and symbols in a retreat should be linked to the chosen theme.

By definition a ritual is a meaningful action done in accordance to practice, custom, or protocol. A symbol is an object that holds deep meaning and can help participants reflect on a point the retreat team wants to make.

Examples of rituals: Washing of the Feet, Prayer, Adoration, Confession.

Examples of Symbols: Water, Candles, Fire, etc.

- **Mass**

Most retreats will include at least **one** celebration of the Liturgy.

- **Speaking/Open Mic**

Leave an opportunity for participants to express themselves or to talk to each other. Self-expression is essential in order to fully engage participants in a retreat.

- **Symbolic Actions**

Actions that are also linked to the theme and are meant to allude strongly to a message that will impact the participants.

Examples: The bonfire, blessing of each other with holy water, etc.

- **Fun Activities/Games**

Let the participants have fun and enjoy the retreat. It should be serious and prayerful when it needs to be but it should also be fun and engaging.

The games can also serve to point to the theme/prove a point.

Examples: Team easter egg hunt, trust falls, etc.

- **Closing Rituals**

Closing rituals are final and leave the students with a sense of closure. Make sure the closing rituals conclude the retreat effectively and imprint the theme and message into the participant's memory.

Hopefully your retreat will be successful!

**TIPS FOR PLANNING OUT/LEADING A RETREAT:**

- **DO NOT** try too hard to control every aspect of a retreat, let it flow and be spontaneous!
- **STICK TO THE THEME.**
- Be creative with activities and games: feel free to suggest new games, activities, and icebreakers that you like or that you think are appropriate.
- The more the participants are engaged, the better!

#### RETREAT SCHEDULE 2017-2018:

**NOTE: THIS YEAR THE RETREAT TEAM WILL BE REDESIGNING THE JUNIOR AND FRESHMAN RETREATS.**

- *Friday, September 29:* Freshman Retreat.

THEME: "WHO AM I?"

Location: Ms. Lozano's Ranch (Tentative).

- *Thursday, October 26:* OLSS 7th grade Retreat.
- *Thursday, November 2:* OLSS 6th grade Retreat.
- *Tuesday, November 14:* SJS 6th grade Retreat.
- *Thursday, January 11:* OLSS 8th grade Retreat.
- *Tuesday, January 23:* SJS 7th grade Retreat.
- *Friday, February 2:* JDA Rosary Walk
- *Tuesday, February 6:* SJS 8th grade Retreat.
- *Friday, February 23:* JDA Sophomore Service.
- *Tuesday, February 27:* JDA Lenten Mini
- *Thursday, March 1:* JDA Lenten Mini
- *Tuesday, March 6:* JDA Lenten Mini
- *Thursday, March 8:* JDA Lenten Mini
- *April 9-11:* Junior Retreat



THEME: (suggestion) Call to Leadership, Moving Forward, Stronger Bonds, Community.

Basically preparing them to lead.

Location: Benedictine Monastery.

### LINKS AND SOURCES:

- Themes

<http://www.netusa.org/retreatthemes/>

<http://youthworkinit.com/40-youth-retreat-theme-ideas/>

- Icebreakers

<http://www.tansquaredyouthministry.com/2016/03/favourite-ice-breakers-build-relationship/>

<http://www.umcom.org/learn/7-creative-icebreakers-for-all-ages-and-church-groups>

<https://icebreakerideas.com/christian-icebreakers/>

<http://www.rethinkingyouthministry.com/2008/10/10-ways-to-get-teens-talking.html>

<https://www.thebalance.com/top-ice-breakers-1918426>

<http://www.icebreakers.ws/>

<https://www.pinterest.com/explore/icebreakers/>

<https://youthgroupgames.com.au/youth-group-icebreaker-games/>

- Prayer/Opening

[http://thoughts-about-god.com/prayer\\_/opening-prayer](http://thoughts-about-god.com/prayer_/opening-prayer)

[http://www.prayerscapes.com/prayers/occasions/opening\\_prayers.html](http://www.prayerscapes.com/prayers/occasions/opening_prayers.html)

- Rituals and Symbols

[http://www.youthpastor.com/news/index.cfm/Youth\\_Ministry\\_Ideas\\_for\\_Lent\\_10\\_2\\_Prayer\\_Stations\\_6471.htm#.WZzs5lEjFPY](http://www.youthpastor.com/news/index.cfm/Youth_Ministry_Ideas_for_Lent_10_2_Prayer_Stations_6471.htm#.WZzs5lEjFPY)

- Symbolic Actions

<http://www.spiritualityandpractice.com/blogs/posts/the-ritual-space/288/forgiveness-ritual>

- Fun Activities/Games

<http://christiancamppro.com/love-your-selfie-youth-retreat-theme-with-games-ideas/>

<https://www.youthpastor.com/games/?Fuseaction=Results&Type=&cost=&Name=&AuthorName=&Materials=&Instructions=&MessyRating=&Duration=#.WZzvllEjFPY>

- Closing Rituals

[https://www.murrieta.k12.ca.us/cms/lib/CA01000508/centricity/domain/70/closing\\_activities.pdf](https://www.murrieta.k12.ca.us/cms/lib/CA01000508/centricity/domain/70/closing_activities.pdf)

<http://www.smallgroups.com/articles/2013/celebrate-end.html?paging=off>