

**Start  
Here**

Download Spreadsheet from Chapel Materials Drive and save on your computer

Fill in the Liturgical Week and dates in the header and the Dates in the left column

Look at the Sanctorale in the **Chapel Handbook** to fill in any feasts and change the colors, and fill in the preface for the day.

Using the **BCP** (beginning on page 936), enter in the daily office readings, being sure to use the correct year (1 or 2).

Using **Lesser Feasts and Fasts 2006** enter in the daily mass readings.

And your name and the date completed at the bottom.  
You're done! 🎉

Using the **BCP** (beginning on page 889), enter the readings for the mass on Sunday. This will include the gradual psalm and all three readings. Be sure to use the correct year (A, B, or C)

Use the **BCP** to fill in the readings for the Major Feasts for both the office (beginning on page 996) including 'Eve of' if appointed. And mass (beginning on page 922), including the gradual psalm and Epistle.

Refer to the **Celebrant and Preacher Rota** to confirm the schedule for that week, as well as any notes on the season or special days.

Are there any  
Major Feasts?

**No**

**Yes**

Major Feasts and their eve should be listed in all caps and bold. The eve of the major feasts should have the color changed as well. The 'Eve of...' should be listed rather than 'Major Feast?' The Evensong should be marked solemn and Yes to procession and smoke.