Building the Q&A Guide by Hand (Catholic Edition)

Nov 11, 2026

Overview

Every source in the Catholic edition of these study guides is free online: the Catechism of the Catholic Church, the Church Fathers, St. Thomas Aquinas, the popes, and the New American Bible, Revised Edition (NABRE). This guide walks through the same searches in the order you would do them, using "Longing for the Oil" (November 8, 2026) as the example. Expect roughly 4 to 5 hours the first time, and closer to 3 hours once you know the sites.

What you need:

- The group outline for the week (the PDF from the church)
- A web browser and any search engine (Google, Bing, or DuckDuckGo)
- A word processor (Word, Google Docs, or Pages)
- The Catechism of the Catholic Church, free on vatican.va (Step 5)
- Optional: a printed Catechism and a Catholic study Bible with the NABRE notes

The one skill you will use in every step is **Find on page**. Press Ctrl+F on Windows or Cmd+F on a Mac, then type a word. The browser jumps to every place that word appears. On a phone, look for "Find on Page" in the browser's menu or share button. It works on web pages and PDFs alike.

Step 1: Set up the template from the group outline

The guide follows the outline, so start there. The Catholic edition uses the same questions as the ICCEC edition, so if the ICCEC edition is already done, copy its questions and labels and change any quoted Scripture to the NABRE wording (see Writing your own question, below).

1. Open the group outline PDF. Most weeks have a Discover section with lettered sections (A, B, C, and so on). Write each section letter and its heading into a new document.

2. Under each heading, list the outline's discussion questions by position: A1 is the first question in section A, A2 is the second, then B1, and so on. Keep the outline's wording in your own notes only, not in the guide.
3. Some weeks the outline comes in a shorter format: a sermon summary and only a few numbered questions, as Longing for the Oil did. Then keep six sections of three questions, cover every outline question in order, and fill the rest with questions from the week's readings. Put a short label in italics under each question, such as *Outline question 1, first part* or *Added question, from Amos 5:18-24, one of the week's readings*.
4. For each one, write your own question that covers the same ground and goes a step deeper. Give it the same label, such as A1.
5. Under each question, paste the labels from the template below.
6. Copy the Texts line from the top of the outline into your notes. You will use it in Step 2.

Copy this block once per question:

```
A1. [your question] ([passage])
Commentary
- "[exact words]" ([writer, work])
Catechism of the Catholic Church
- "[exact words]" (CCC [paragraph number])
Summary
[three to five sentences in your own words]
Deep Dive
[background: word meanings, customs, related passages]
Read before class: [two or three passages]
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The full guide also has three pieces outside the questions:

- **About this guide** and **How to read this guide** at the top: that this is the Catholic edition, who the guide is for, how the question labels match the outline, which parts are quoted word for word, and that CCC numbers are paragraph numbers.
- **Four notices** under them: the NABRE permission line, the Catechism permission line, the fair use line, and a credit line naming the outline the guide follows (see Step 8).
- **Sources** at the end (see Step 8).

Writing your own question

Every question in the guide is written for the guide. It should lead to the same answer as the outline question it matches, and then go deeper. Someone who knows the outline should see right away which question it matches.

- **Stay on the same passage and topic.** Use the same verses as the outline question, and put the reference in parentheses at the end as a Bible Gateway link set to the NABRE, so the group can click it and read it in class. If you add a wider range or another passage, put it after the word "also," for example (Amos 5:24; also Micah 6:8).
- **Go one step further.** Ask why or how, or what it means for us, not only what happened.
- **Use your own words.** Do not copy the outline's sentence or lightly reword it. Any Scripture you quote comes from the NABRE.
- **Keep the type.** An application question stays an application question.

For example, B3 in Longing for the Oil asks: "Amos called for justice to surge like waters and righteousness like an unfailing stream. What would steady, everyday love, compassion, mercy, and service look like in our group as signs that we are ready for Christ? (Amos 5:24; also Micah 6:8; James 1:27)" The first sentence uses the NABRE's words for Amos 5:24. The ICCEC edition asks the same question with the NKJV's words, "run down like water."

Step 2: Find the Sunday and its Mass readings

The outline follows the Revised Common Lectionary, which names Sundays by "Proper" numbers. The Catholic Church names the same Sundays by the liturgical calendar, and the popes' Sunday addresses are organized that way, so find the Catholic name first. It makes Step 3 much faster.

1. Note the Sunday date on the outline. Longing for the Oil is for November 8, 2026 (Proper 27).
2. Search USCCB daily readings, open the readings page from bible.usccb.org, and pick that date on the calendar. The page address ends in the date, so November 8, 2026 is bible.usccb.org/bible/readings/110826.cfm.
3. Write down the Sunday's name and readings. November 8, 2026 was the Thirty-second Sunday in Ordinary Time, Year A, with Wisdom 6:12-16, Psalm 63, 1 Thessalonians 4:13-18, and Matthew 25:1-13.
4. Compare them with the outline's Texts line. Here the Gospel and the second reading match, but the outline's first reading is Amos 5:18-24 instead of Wisdom 6:12-16, and it adds Luke 11:9-13. Use the outline's passages for the questions. A Deep Dive can mention the Mass readings.

The Sunday readings run on a three-year cycle, so the same Gospel came up three, six, and nine years earlier. For a Year A Sunday, look back at 2023, 2020, 2017, 2014, and 2011. That is where you will find the popes' talks on this Gospel in Step 3.

One caution: the readings page uses the Lectionary, and its wording is not always the same as the NABRE. Wisdom 6:14 at Mass reads "Whoever watches for her at dawn shall not be disappointed," while the NABRE reads "one who watches for her at dawn will not be disappointed." Always copy Scripture from the NABRE on Bible Gateway, not from the readings page.

Step 3: Gather the Catholic sources

Open each source in its own browser tab, then use Find on page to jump to the verses or words you need. Copy anything useful into your notes with the source's name next to it.

Source	Type this search	Where to click and what to copy
The popes' Sunday Angelus talks	Angelus ten virgins site:vatican.va	Each Sunday at noon the pope gives a short talk on that day's Gospel. For Longing for the Oil this finds Pope Francis on November 12, 2017, November 8, 2020, and November 12, 2023, and Pope Benedict XVI on November 6, 2011. Use the English page on vatican.va.
St. Augustine (New Advent)	New Advent Augustine sermon ten virgins	New Advent lists it as Sermon 43 on the New Testament. It is numbered Sermon 93 in the standard edition, which is how Pope Benedict cites it. Find on page: "oil" or "flatterers."
St. John Chrysostom (New Advent)	New Advent Chrysostom Homily 78 Matthew	Homily 78 covers the ten virgins and the talents. For 1 Thessalonians 4, use Homilies 7 and 8 on First Thessalonians. Find on page: "that sell" or "meet him."

Source	Type this search	Where to click and what to copy
St. Thomas Aquinas, Catena Aurea	Catena Aurea Matthew 25 CCEL	Aquinas gathered short quotes from the Fathers verse by verse. Each quote starts with a name: Greg., Jerome, Aug., Chrys., Hilary, Origen. CCEL has Matthew and Mark; isidore.co has all four Gospels, including Luke.
Papal letters (encyclicals)	Spe Salvi vatican.va	Search the topic plus vatican.va. Spe Salvi is on hope and judgment, and Deus Caritas Est is on love and charity. Paragraphs are numbered.
Rule of St. Benedict	Rule of St. Benedict CCEL	Chapter 4, "The Instruments of Good Works," is a list of short practices, such as "To keep death before one's eyes daily."
NABRE footnotes	Matthew 25 NABRE Bible Gateway	Scroll to Footnotes at the bottom of the passage. The notes explain words, customs, and how the Church reads the passage.

Two habits save time later:

- **Copy the speaker's name with the quote.** When the Catena Aurea quotes St. Jerome, cite it as "St. Jerome, as quoted in St. Thomas Aquinas, Catena Aurea on Matthew 25." That is honest, because you read it there and not in Jerome's own book.
- **Paste the web address next to each note.** Copy it from the address bar at the moment you take the note. You will need it for the Sources list in Step 8.

Watch for a few traps in these old texts. The CCEL Catena has page numbers, like 844, in the middle of some lines, and uses a short hyphen as a dash. Some vatican.va pages use a long dash or put a word in [brackets]. Quote around those spots, never through them.

Step 4: Word meanings and cross references

Start with the NABRE notes. They are written by Catholic scholars and approved for use with the NABRE, and they often answer the hard question in the passage. In Longing for the Oil, the note on 1 Thessalonians 4:17 explains that the idea of "the rapture" comes from the Latin word for "caught up" in that verse, and the note on Matthew 25:2-4 suggests the oil may stand for good deeds.

1. Open the passage on Bible Gateway with the version set to NABRE.
2. Scroll below the passage to **Footnotes**. Each note starts with the verse it explains.
3. Below the footnotes, **Cross references** lists related verses for each verse you are studying.

You do not need to read Greek to see a key word. Bible Hub's word pages work as a lookup tool, as long as you only use them to find the word and its verses, not to quote Protestant commentary in the Catholic edition.

1. Search Matthew 25:6 interlinear and open the Bible Hub interlinear page. Each Greek word sits above its English meaning with a number beside it.
2. Find the word under "meet." It is apantesis, Strong's number 529.
3. Click the number 529. The page lists every verse that uses the word: Matthew 25:6, Acts 28:15, and 1 Thessalonians 4:17. That is how the guide connects the bridesmaids going out to meet the bridegroom with believers going out to meet the Lord.
4. For the verse text itself, always go back to the NABRE on Bible Gateway and copy it from there.

Two NABRE details to watch:

- **Psalm numbers can differ by one or two verses** from Protestant Bibles, because the NABRE counts a psalm's title as its first verse or two. David's prayer for a clean heart is Psalm 51:10 in the NKJV but Psalm 51:12 in the NABRE.
- **The Catechism's Scripture is not always NABRE wording.** When a Catechism paragraph quotes the Bible, quote it as part of the Catechism. When you quote Scripture in your own Summary or Deep Dive, use the NABRE.

Step 5: Search the Catechism of the Catholic Church

The Catechism is numbered by paragraph, from 1 to 2865, and the guide cites it that way, such as (CCC 2730).

1. Search Catechism of the Catholic Church vatican.va and open the contents page on vatican.va. Click through Part, Section, and Article to reach the paragraphs.
2. The vatican.va Catechism is split into hundreds of short pages, so Find on page only searches the page you have open. To search the whole Catechism at once, use your search engine with the site name, for example: acedia site:vatican.va/archive/ENG0015
3. Copy the paragraph number along with any quote.
4. Read the whole paragraph, not just the line you searched for. Then look at the footnotes at the bottom of the page. They show who a paragraph is quoting, such as "CCC 2709, quoting St. Teresa of Avila" or "CCC 2737, quoting Evagrius Ponticus."

Two search tips:

- **Search for short single words.** A search for "acedia" finds CCC 2733 and CCC 2094, which describe the slow fading of zeal behind D2.
- **Quote around the glitches.** The vatican.va text has small errors, such as a sentence that starts with a lowercase "the" or a footnote number sitting in the middle of a line. Pick a clean sentence instead.

These keywords found every Catechism paragraph used in Longing for the Oil:

Question	Find on page for	Paragraphs found
A1 A simple creed	formulae, treasure, hour	CCC 186, 197, 1040
A2 Living closer to his return	watch	CCC 2612, 1036
A3 Comfort and urgency	save, blessed hope, missionary	CCC 679, 1041, 851
B1 The day of the LORD	presumption, attitude	CCC 2092, 678
B2 Worship and justice	prophets, poorest	CCC 2100, 1397
B3 Steady mercy	mercy, poor	CCC 2447, 2443
C1 Going out to meet him	Parousia, return	CCC 1001, 671
C2 Ready to welcome Jesus	bride, Marana tha	CCC 796, 1403
C3 Grieving with hope	changed, farewell, dead	CCC 1012, 1690, 958
D1 What the oil stands for	oil, charity	CCC 695, 1826

Question	Find on page for	Paragraphs found
D2 Running low	acedia, lukewarmness, perseverance	CCC 2733, 2094, 2728
D3 Readiness cannot be borrowed	freely, relationship	CCC 1033, 2565
E1 Trimming the wick	venial, conversion, reconciliation	CCC 1458, 1435, 1468
E2 Coffee with Jesus	contemplative, thirst	CCC 2709, 2560, 2710
E3 More than determination	grace, gifts, determined	CCC 2001, 1830, 2725
F1 Asking the one who supplies	importunate, hope	CCC 2613, 1817
F2 How much more	troubled, Come, Holy Spirit	CCC 2737, 2671
F3 Little Christs	Christs, anointed, fruits	CCC 2782, 1289, 795, 1832

Step 6: Fill in each question

With your notes gathered, fill in each question in this order:

1. **Commentary.** Paste two to six short quotes, each in quotation marks, with the source in parentheses. Name the writer and the work, for example (St. Augustine, Sermon 93, on Matthew 25:1-13), (Pope Francis, Angelus, November 12, 2017), (Pope Benedict XVI, Spe Salvi 47), or (NABRE note on Matthew 25:2-4). When a quote comes through the Catena Aurea, cite it as (St. Jerome, as quoted in St. Thomas Aquinas, Catena Aurea on Matthew 25).
2. **Catechism of the Catholic Church.** Paste one to three exact quotes, each followed by its paragraph number, for example (CCC 2733). If the paragraph is quoting someone, add it: (CCC 795, quoting St. Augustine).
3. **Summary.** In your own words, answer the question in three to five sentences and put the source in parentheses at the end of the sentence, for example (Augustine), (Pope Francis), or (CCC 1458), rather than starting with "Augustine says." For application questions, say so and list a few common answers. The Summary should also answer the outline question, so someone holding only the outline still finds the answer.

4. **Deep Dive.** Add background that helps readers come prepared: what a key word means (Step 4), how a custom worked in Jesus' day, where the same idea appears elsewhere in Scripture, and, where it fits, the Sunday's Mass readings (Step 2). End with a "Read before class" line of two or three passages, linked to the NABRE.

Rules for copy and paste:

- **Word for word means quotation marks.** If you paste someone's exact words, put them in quotes and name the source right there.
- **Otherwise, use your own words.** Summarize the idea and still name where it came from.
- **Keep quotes short.** A phrase or one or two sentences is usually enough.
- **Check every quote.** Paste the quote back into Find on page on the source. If it does not find it, fix your copy.
- **Match the NABRE exactly,** including capital letters and punctuation. Skip any part of a verse that has a long dash or a word in [brackets].
- **Follow the NABRE's style for God in your own sentences:** he, him, and his are lowercase, as they are in the NABRE. Holy Spirit stays capitalized.

Three question types need a different shape:

- **Application questions** (such as A2, B2, D2, E1, and E2 in Longing for the Oil) ask about the group's own lives. Say so in the Summary, give a short list of common answers, and put two or three anchor verses in the Read before class line. In the Catholic edition, common answers can include Catholic practices, such as confession, a weekday Mass, or time in adoration.
- **Comparison questions** (A3, how the coming judgment can be both a comfort and a sobering call) read best when the Summary describes each side and then names the difference in one sentence.
- **Cross-passage questions** (B1 to B3 on Amos 5, and C1 on 1 Thessalonians 4) should show how the second passage sheds light on the Gospel reading.

Writing style: keep sentences under about 25 words and paragraphs to three sentences. Avoid the long dash. In Word, turn off the setting that changes two hyphens into a long dash: File, Options, Proofing, AutoCorrect Options, AutoFormat As You Type, then uncheck "Hyphens (--) with dash." To catch any that slip in, use Find and Replace and search for the long dash (Alt+0151 on Windows, Option+Shift+Hyphen on a Mac).

Step 7: Apply the Catholic edition's source rules

The Catholic edition uses Catholic sources only. Check every source against these rules before it goes in.

Rule	Keep	Leave out
Scripture	The NABRE, copied from Bible Gateway	Other translations, and the Lectionary wording on the readings page (Step 2)
The Church's teaching	The Catechism of the Catholic Church on vatican.va, cited by paragraph number	Nothing; include all that applies, with paragraph numbers
Church Fathers and saints	New Advent's Church Fathers, the Catena Aurea, and the Rule of St. Benedict	The same texts copied onto other sites, so every link goes to the same place
The popes	Angelus talks, general audiences, and encyclicals on vatican.va	News stories or summaries about what a pope said
Notes on the text	The NABRE footnotes	Protestant commentaries (they belong in the ICCEC edition) and any AI-written summary at the top of a page

Ways to filter while searching:

- **Search one site at a time.** Add "site:" and the site's address to any search, for example: ten virgins site:vatican.va
- **Use the Sunday's Catholic name.** Search with the name from Step 2, such as "Thirty-second Sunday in Ordinary Time," to find homilies and talks written for that Sunday.
- **Check the About page** of any site you do not recognize to see who runs it.

Step 8: Build the Sources list and do a final check

The Sources list goes at the end as a two-column table: Source and Where to find it.

1. For each source, paste its title and the web address you saved in Step 3.
2. In the second column, paste the link. For the popes' talks, link each one you used.

3. Put the Catechism of the Catholic Church first, then the Church Fathers and St. Thomas Aquinas, then the popes, then the Rule of St. Benedict, then the NABRE and the Mass readings.
4. Show how citations work in the table itself. Longing for the Oil lists "Catechism of the Catholic Church, cited by paragraph number (CCC)" and names the Fathers quoted inside the Catena Aurea, such as St. Gregory the Great and St. Jerome.

The four notices go at the top, under How to read this guide:

- **NABRE:** "Scripture texts in this work are taken from the New American Bible, revised edition © 2010, 1991, 1986, 1970 Confraternity of Christian Doctrine, Inc., Washington, DC, and are used by permission of the copyright owner. All Rights Reserved. No part of the New American Bible may be reproduced in any form without permission in writing from the copyright owner." The USCCB's permissions page says no written permission is needed to quote fewer than 5,000 words of the NAB, as long as the quotes are under 40 percent of any one book of the Bible and under 40 percent of your guide.
- **Catechism:** "Excerpts from the English translation of the Catechism of the Catholic Church for use in the United States of America copyright © 1994, United States Catholic Conference, Inc., Libreria Editrice Vaticana. English translation of the Catechism of the Catholic Church: Modifications from the Editio Typica copyright © 1997, United States Catholic Conference, Inc., Libreria Editrice Vaticana."
- **Fair use:** "Quotations from the Church Fathers, St. Thomas Aquinas, papal documents, NABRE footnotes, and the Catechism of the Catholic Church are brief, credited to their sources, and used for nonprofit study and discussion, in keeping with the principles of fair use. Readers are encouraged to visit the full sources listed at the end."
- **Credit line:** "This guide follows the Intercessor Church Community Group outline "[title]" for [date] (Proper [number])." For a weekly outline in a series, name the series and week instead, such as "Rooted Together, Week 4: Love Is the Point."

Final checklist before you share the guide:

- Every quote matches its source word for word (paste it into Find on page)
- Every CCC paragraph number matches the paragraph the quote came from
- Every Bible reference opens to the right verses in the NABRE on Bible Gateway
- Every quoted verse in a Summary or Deep Dive is in the exact verse it cites
- Every question has Commentary, Catechism of the Catholic Church, Summary, and Deep Dive

- Every question is in your own words, labeled to match the outline (A1, A2, B1), and covers the same ground as the outline question it matches; the outline's wording appears nowhere in the guide
- No sources outside the rules from Step 7
- No long dashes left (Find and Replace), and the four notices are at the top
- Someone else reads it through once before it is posted

Bookmarks

Save these once and every future week starts here. For a new week, change the date, chapter, or verse in the search.

Site	Used for
USCCB Daily Readings, November 8, 2026	Finding the Sunday's Catholic name and Mass readings (Step 2)
Pope Francis, Angelus, November 12, 2017	The pope's Sunday talk on the Gospel (Step 3)
Pope Benedict XVI, Angelus, November 6, 2011	An earlier pope's talk on the same Gospel (Step 3)
New Advent, Church Fathers	Sermons and homilies of the Fathers, such as St. Augustine, Sermon 93 and St. John Chrysostom, Homily 78 on Matthew (Step 3)
Catena Aurea on Matthew 25 (CCEL)	The Fathers verse by verse, gathered by St. Thomas Aquinas (Step 3)
Catena Aurea on Luke (isidore.co)	The same for Luke; isidore.co also has Mark and John (Step 3)
Spe Salvi and Deus Caritas Est	Papal teaching on hope, judgment, and love (Step 3)
Rule of St. Benedict (CCEL)	Short, practical lines on prayer and daily life (Step 3)
Bible Gateway, Matthew 25:1-13 (NABRE)	Verse text, footnotes, and cross references (Steps 4 and 8)
Bible Hub, Strong's Greek 529	Seeing a Greek word and every verse that uses it (Step 4)

Site	Used for
Catechism of the Catholic Church (vatican.va)	The Church's teaching, cited by paragraph number (Step 5)
USCCB permissions for the NAB	How much of the NABRE you may quote (Step 8)