
Music Preparation Sheet

Date: _____ Liturgical Observance: _____ Church: _____

Mass Time: _____ Celebrant: _____ Cantor(s): _____

Musician(s)/Instrumentalist(s) _____

Prelude(s): _____

Introductory Rites

Entrance Song or Chant: _____

Rite of Sprinkling or Penitential Rite/Kyrie: _____

Gloria: _____

Dismissal for Children's Liturgy of the Word: _____

Liturgy of the Word

Responsorial Psalm: _____

Gospel Acclamation: _____

Dismissal of the Catechumens (Elect): _____

Profession of Faith: _____

Prayer of the Faithful: _____

Other: _____

Liturgy of the Eucharist

Offertory Song or Chant: _____

Preface Dialogue: _____

Holy, Holy, Holy: _____

Memorial Acclamation: _____

Doxology: _____

Great Amen: _____

Our Father: _____

Lamb of God: _____

Communion Song or Chant: _____

Canticle or Hymn of Praise: _____

Concluding Rite

Closing Song or Chant: _____

Other Ritual Music: _____

Checklist for Holy Thursday

Liturgical Ministers

- All ordained ministers (priests/deacons)
- Extraordinary Ministers of Holy Communion (both species)
- Master of Ceremonies (MC)
- Cantor/choristers/instrumentalists
- Psalmist
- Two lectors/reader(s) for Prayer of the Faithful
- Bearers of the holy oils
- Servers: ring bells (Gloria)
- Servers: Washing of the Feet
- Candle-bearers
- Cross-bearer
- Thurifer (incense)
- Ushers/greeters

Processional Items

- Cross/stand
- Banners
- Incense
- Candles/stand
- Book of the Gospels

Preparation of the Gifts

- Receptacle(s) for gifts for the poor
- Collection basket(s)
- Decanter with wine (to be poured immediately)
- Ciboria with hosts
- Decanter with water

Altar Linens and Vessels

- Altar cloth
- Purificators
- Corporal
- Chalices (ordinary and extraordinary ministers)
- Paten
- Candles
- Lavabo
- Pyx (for minister of care)

Holy Oils and Vessels

- Oil of the sick
- Oil of the catechumens
- Sacred chrism
- Chrismatories/chrismals/ampullae (vessels)
- Ambry

Vesture

- Albs for ordained ministers
- Albs for liturgical ministers
- White chasuble(s)
- White dalmatic(s) (deacon)
- White stoles(s)
- Cope
- Humeral veil

Liturgical Books

- Roman Missal (Sacramentary)
- Lectionary (placed at ambo)
- Book of the Gospels
- Ritual binders (for presider, deacon, MC, other ministers)
- Binder with Prayer of the Faithful (placed at ambo)

Checklist for Holy Thursday (continued)

Mandatum (Washing of the Feet)

- Seating
- Bowls
- Pitchers with water
- Towels

Transferal of the Holy Eucharist/Adoration

- Prepare altar of repose, modestly decorated
- Open tabernacle doors
- Ciboria for Blessed Sacrament
- Tabernacle key, candles, other
- Assembly may be invited to follow procession

Other Items

- Charcoal
- Tongs
- Matches
- Microphones
- Necessary handouts
- Hymnals
- _____
- _____

Preparation Notes

- Schedule competent ministers
- Schedule minister training night
- Distribute readings to lectors (practice)
- Clean church, vessels, vesture, other items
- Purchase incense

- Baskets for collection
- Enough hosts and wine for Holy Thursday/ Good Friday
- Get holy oils from cathedral
- Print worship aid for entire Triduum
- Print special bulletin(s)
- Inserts for Eucharistic Prayer
- Prepare sound amplification/microphones
- Determine processional routes
- Flowers and banners for environment/procession
- Arrange with those who will strip the altar/church
- Arrange which servers will ring the bells during the Gloria
- Determine where the chasuble will be placed when it is removed
- Determine the cue for those whose feet will be washed to come forward
- Determine placement for pitcher, bowl, towels
- Determine which server will bring over pitcher, bowl, towels
- Determine who will collect pitcher, bowl, towels *after* Mandatum
- Designate receptacles for collection for the poor
- If receptacles will be moved *after*, assign minister this task.
- Designate place for the Blessed Sacrament with vigil candle following adoration
- Write Prayer of the Faithful
- Mark pages in ritual books
- Type order of service for liturgical ministers, indicating special rubrics (especially MC)

Checklist for Good Friday

Liturgical Ministers

- All ordained ministers (priests/deacons)
- Extraordinary Ministers of Holy Communion (if needed)
- Master of Ceremonies (MC)
- Cantor/choristers/instrumentalists
- Psalmist
- Readers for the Passion
- Ushers/greeters
- Servers/volunteers to assist with the Veneration of the Cross
- Leader for RCIA dismissal

Vesture

- Albs for ordained ministers
- Albs for liturgical ministers
- Red chasuble(s)
- Red dalmatic(s) (deacon)
- Red stoles(s)
- Humeral veil

Liturgical Books

- Roman Missal (Sacramentary)
- Lectionary (placed at ambo)
- Books for Passion
- Ritual binders (for: presider, deacon, MC, other ministers)

Veneration of the Cross

- One large cross/crucifix for Veneration
- Stand for cross/crucifix
- Veil (if cross/crucifix is veiled)
- Two candles

Holy Communion

- Reserved Blessed Sacrament
- Altar cloth/corporal
- Two candles
- Ciboria

Other Items

- Microphones _____
- Worship aids _____
- Hymnals _____
- Collection baskets _____

Preparation Notes

- Church must be stripped
- Rehearse with all ministers, especially those involved with the Passion
- Designate processional routes
- Provide ample space for prostration
- Provide space for Passion readers to kneel at the words of Jesus' death
- Determine location for deacon/other minister for the introduction to the intercessions
- Have cross/crucifix readied, placed near the location of the beginning of the procession
- Determine who will unveil the cross (if veil is used)
- Decide location for candles following veneration; who will move them.
- Have altar cloth, corporal, Roman Missal (Sacramentary) placed on credence table before Liturgy
- Have humeral veil located near reserved Blessed Sacrament
- Have candle lit before the Blessed Sacrament
- Decide place for cross/crucifix for private devotion (after liturgy)

Checklist for Easter Vigil

Liturgical Ministers

- All ordained ministers (priests/deacons)
- Extraordinary Ministers of Holy Communion
- Master of Ceremonies (MC)
- Cantor/choristers/instrumentalists
- Psalmist(s)
- Appropriate number of lector(s)
- Ushers/greeters

Vesture

- Albs for ordained ministers
- Albs for liturgical ministers
- White chasuble(s)
- White dalmatic(s) (deacon)
- White stoles(s)

Liturgical Books

- Roman Missal (Sacramentary)
- Lectionary (placed at ambo)
- Book of the Gospels
- Rite of Christian Initiation of Adults
- Ritual binders (for presider, deacon, MC, other ministers)
- Binder with Prayer of the Faithful (placed at ambo)
- Text for Exsultet

Service of Light

- Fire pit
- Paschal candle
- Stylus
- Grains of incense
- Votive candles with babebeches for assembly

- Taper candles to light assembly's candles from paschal candle
- Flashlight to assist presider
- Presider's book

Liturgy of the Word

- Bells to ring during Gloria

Service of Baptism

- Baptismal garments
- Baptismal candle
- Newly blessed water (warm); full font
- Paschal candle
- Sacred chrism
- Soapy water
- Towels
- Lemons
- Sprinkler
- Towels

Preparation of the Gifts

- Collection basket(s)
- Decanter with wine (to be poured immediately)
- Ciboria with hosts
- Decanter with water

Holy Communion

- Altar cloth
- Purificators
- Corporal
- Chalices (ordinary and extraordinary ministers)
- Paten
- Ciborium (Cibori)

Checklist for Easter Vigil (continued)

- Candles
- Lavabo
- Enough hosts and wine for entire assembly
- Two or more candles
- Pyx (for the sick)

Other Items

- Thurible/incense
- Charcoal
- Tongs
- Matches
- Microphones/necessary sound/lighting
- Necessary handouts/worship aids
- Hymnals
- Stand by ambo for paschal candle
- Fire extinguishers
- _____
- _____
- _____
- _____

Preparation Notes

- Prepare wood for fire (mid afternoon)
- Assign someone to tend fire
- Have Service of Light readied before liturgy
- Check sound system (especially for outside ritual action)
- Rehearse with all ministers
- Determine processional routes
- Arrange for appropriate lighting to aid singers and lectors
- Assign someone to tend to lights (lights up during the Gloria)
- Provide ritual binders (all texts priests will need to execute rites)
- Select room for neophytes (and priest) to change clothes
- Provide means for priest to light baptismal candles
- Determine how the Paschal candle will be tended during initiation
- Display holy oils in ambry
- Decorate church mid afternoon