

Preparing the Elements of Mass

Readings and Prayer Tasks

- ☐ Determine who will lector and how the Scriptures will be proclaimed.
- ☐ Compose or prepare the petitions for the Prayer of the Faithful, using handout 21, “Preparing the Prayer of the Faithful.” Determine who will present them. Check with the music group if the response will be sung.
- ☐ Prepare texts or prayers for any special blessings or rituals. (Examples: commissioning a team leaving on a service event, a blessing prayer on World Youth Day.)
- ☐ (Optional) Share the notes from your preparation with the priest-presider and homilist. This may be particularly helpful to someone who is unfamiliar with the group or occasion.
- ☐ (Optional) Review and set the *Roman Missal* prayers. Make any necessary suggestions to the presider.

Music and Song Tasks

- ☐ Choose a Mass setting: Alleluia or Gospel Acclamation; Holy, Holy, Holy, Memorial Acclamation, and Lamb of God. Note: The Mass setting includes the sung prayers and should be familiar to the assembly. Choose these elements first, before selecting hymns.
- ☐ Choose a setting for the Responsorial Psalm. The psalm is intended to be sung. It is not appropriate to substitute a hymn or song in place of the psalm.
- ☐ Choose songs for gathering and sending forth. When selecting these songs, choose by function first, then consider the focus that you discerned for this liturgy. Consider the readings for this liturgy and this community. What would be a song that gathers the community for prayer? What song will send them forth?
- ☐ Choose a song for the Communion procession. The song should connect with our action of procession and receiving Communion. As much as possible, Communion hymns should be familiar and memorable so as to work well even when people do not have the words in front of them.
- ☐ Select other ritual music or songs for the Penitential Act or Rite for the Blessing and Sprinkling of water, the Presentation and Preparation of the Gifts, or the blessings.

- ☐ Consider music or songs to be played for practice before the start of Mass.
- ☐ Prepare hymnals or additional song sheets for the assembly. Secure necessary copyright permissions.
- ☐ Rehearse the music.
- ☐ Set up the sound equipment, music stands, and other related items.

Rituals and Environment Tasks

- ☐ Prepare the church, or arrange the place where Mass will be held.
- ☐ Assist the sacristan in preparing the altar and ambo with appropriate cloths, candles, *Lectionary*, and *Roman Missal*.
- ☐ Prepare hosts, water and wine, Communion vessels, purificators, and vestments as needed.
- ☐ Decorate with appropriate and seasonal art, flowers, plants, cloths, or cultural artifacts.
- ☐ Prepare and practice any processions, liturgical movement, or ritual gestures.
- ☐ Plan for how the gifts will be presented and the altar prepared at the offertory.
- ☐ Assign Extraordinary Ministers of Holy Communion, and plan how Communion will be distributed.
- ☐ Make a plan for greeting the assembly before and after Mass, for distributing songbooks or guides to the order of worship, and for arranging the seating (if necessary).