**Liturgy Planning**

This guide is intended to help any layperson to plan a liturgy. If the following elements can be planned for, a priest should be able to step in to easily preside at the Mass. The planner should meet with the priest before the Mass at some point to run through this guide to inform him of the plans that have been accounted for.

Usually, a priest will provide the following items for Mass:
- Altar bread and wine
- Sacramentary (book with Mass prayers)
- Lectionary or a book with the day’s readings
- Candles (and matches for lighting)
- Ciborium (bowl for the consecrated bread)
- Chalice (cup for the consecrated wine)
- Purificators (rectangular small linens for cleaning chalice)
- Corporal (square linen to be placed on the altar)
- Small bottle of water, bowl, and towel for washing rite
- Vestments for the priest: alb, stole, chasuble

The liturgy planner needs to make sure that the space is properly arranged for Mass, which means that a sanctuary space should be clearly defined where the altar (with an altar cloth), ambo (podium for the readings), and presider’s chair are visibly set apart.

The planner also should ensure that the following roles are filled by lay volunteers:

- Lectors (readers)
- Eucharistic ministers
- Choir and musicians
- Greeters
- Gift-bearers (at least two, one to carry bread and one to carry wine)

General Intercessions—these can either be led informally by the priest and opened to the congregation in the moment, or written ahead of time and proclaimed by a lector. Clarify the approach with the presiding priest.

Lectors read the first reading from the Old Testament, and the psalm (if it is not sung by the choir). If the liturgy is a Sunday Mass, there will be a second reading from the New Testament, so a second lector will be needed. Lectors split duties carrying up the book of the Gospels in the opening procession (optional—clarify with the priest), and reading the general intercessions (if those are composed ahead of time).

The number of Eucharistic ministers will vary according to the size of the assembly and the presider’s preference. Before Mass begins, be sure to have ministers assigned, and show them where to stand and when to approach the altar.
Liturgy Planning Guide

Date, time, location of liturgy:

Presider:

Presider arrival time:

Lector 1 ( Carry book of Gospels, read OT reading):

Lector 2 (read NT reading, read prayers):

Gift-bearers:

Eucharistic Ministers:

Musicians:

Music can be incorporated to varying degrees—a full musical accompaniment would include musical selections for these elements:

Opening hymn:
Music settings for Kyrie and the Gospel acclamation:
Psalm:
Preparation of the Table song:
Music settings for Mass parts:
Communion hymn:
Closing hymn:

NOTE: During Lent, the Church refrains from using the word “Alleluia,” which affects the Gospel acclamation during this season. Also, the Gloria is omitted during Lent.