

**PREPARATION CHECKLIST:
THE EASTER VIGIL
HOLY SATURDAY**

- The Lectionary is prepared in the usual way on the ambo. The appropriate readings and page turns are marked for ease of the lectors' use with so many readings and options. A note is after the epistle that the Lectionary should be shelved as usual. The *Exsultet* book is pre-set on the appropriate deacon's chair or ambo.
- The *Book of the Gospel* is marked and pre-set on the altar (if sung by deacon or priest) – it is not carried in the procession. Chant notation is included if the Gospel is to be sung.
- A binder containing all needed texts from both the *Roman Missal* and the *Rite of Christian Initiation of Adults*, along with other needed texts (introductory comments, Universal Prayer, musical notation, etc.) is prepared to be used at the fire and carried by the book bearer throughout the night.
- The tabernacle is empty with the door conspicuously open. A vigil candle is present, but unlit.
- An empty ciborium is near the tabernacle, for reserving any hosts leftover from the Communion Rite of this Mass.
- Candles are at the altar, but unlit. They are lit during the Gloria. Alternatively, these lit candles could be carried in procession during the Gloria, which may be easier than trying to light them during the singing.
- The paschal candle stand is empty and placed near the ambo (even if it will be elsewhere in the sanctuary for the remainder of the 50 days.)
- At the baptistery:
 - The font has been refilled and is prepared for the baptisms (towels, etc.)
 - The ambry is open so the Sacred Chrism can be brought for Confirmation.
 - An initiation candle and white garment for each neophyte is prepared.
 - An *aspergillum* or other implement for sprinkling the people.
 - A changing room for the neophytes is prepared.
 - If baptism is celebrated by full or partial immersion, a changing room for the presider is prepared, including dry vestments as needed.
- Appropriate pews are reserved for the elect, their godparents, sponsors, and families.
- The paschal candle is prepared for the procession. The bottom has been cut and will fit appropriately in the stand.
- The follower for the paschal candle is prepared where the candle is.
- Candles for the ministers, as well as a taper for lighting the paschal candle, are prepared. Make sure the taper used in the fire to light the paschal candle will withstand intense heat and light effectively. Bundling several long fireplace matches works well.
- The incense grains for marking the candle are also prepared.
- A fire is lit approximately 15 minutes before the liturgy is to begin. Wood is added as needed to keep it blazing until the liturgy begins. The fire needs to last at least until the procession goes into the church (approx. 10 minutes after the liturgy begins.)
 - Last year's Holy Oils may be burned as part of the fire that opens the Easter Vigil by first absorbing the oil with cotton and then setting the cotton on fire.
- One of the ministers who prepares the fire has gloves and a tong, to retrieve coals from the fire to place in the thurible as the procession goes into the church.
- Worship aids and taper candles for all are prepared at the doors, and ministers of hospitality are distributing them.
- Please note that the Elect (those to be baptized) do not process with candles.
- Extra candles for those who will help re-light everyone's candles before the renewal of baptismal

promises are located in a convenient place (probably in the baptistery).

- The thurible, coals, boat, tongs, etc. are prepared in the usual way. The thurifer brings the thurible and boat to the fire. A coal is in it unlit, even though one will be added from the fire.
- The usual vessels are prepared for Mass.
- The usual gifts are prepared in the back for the procession by the neophytes (the newly baptized).
- The processional cross is already in the church, for procession **ONLY** at the end.
- As needed, small lights are prepared at the chair, ambo, cantor stand, piano, and anywhere else needed for the *Exsultet* and other parts of the liturgy done without full light in the church.