

**PREPARATION CHECKLIST:
MASS OF THE LORD'S SUPPER
HOLY THURSDAY**

TO CONSIDER WELL IN ADVANCE:

- What publicity and catechesis needs to be done in advance with the parish community? How will this be done and by whom?
- Is there a worship aid for the assembly tonight, or is it part of a larger booklet for the whole Triduum?
- What ministers not typically involved in a Sunday Eucharist are needed? Who will recruit them? Who will train them?
- Is a Master of Ceremonies needed? Who will it be and what will their duties be?
- What liturgical instruction and catechesis needs to be given in the worship aid or verbally before Mass begins?
- Will a Call to Worship be given? By whom? If so, write one.
- What elements of the liturgy not normally sung (e.g. greetings, dialogues, orations, Gospel) will be sung tonight? What musical notation is needed by whom and where?
- What texts other than those in the missal and lectionary need to be prepared? Who will prepare them?
- Will incense be used?
- If there are concelebrating priests, how will the Eucharistic Prayer be divided among them?
- If there are multiple deacons, how will the diaconal functions be divided?
- Will the oils/chrism be solemnly received by the community before this Mass? Who will present them? Where will they be displayed?
- What gifts for the poor will the faithful be asked to bring and how will they be incorporated into the liturgy (before Mass, as people are coming into the church, or during the offertory)?
- Will the church bells be rung during the *Gloria* and by whom?
- Will the *Mandatum* take place? Who will be involved and how? What preparation is needed?
- How much bread is needed for the Communion of the faithful for both Holy Thursday and Good Friday?
- Do we have a ciborium large enough to hold all the consecrated bread needed for Good Friday? If we use multiple ciboria, will they all fit in the tabernacle on the Altar of Repose?
- Where will the Altar of Repose be located? How will it be decorated? What is required for the

procession and solemn adoration by the faithful?

- Who will strip the altar after Mass?

ON THE DAY(S) BEFORE THE LITURGY:

- The church is decorated with modest simplicity, clearly indicating that Lent is over, but Easter has yet to begin. For example, all flowers and décor will need to be removed after Mass concludes, before Good Friday.
- The Lectionary is prepared in the usual way on the ambo.
- The Book of the Gospels is prepared to be carried in the procession by the deacon as usual; include chant notation if the Gospel is to be sung.
- The missal is marked and at the book-bearers chair as usual.
- Chairs are prepared for all ministers, including concelebrating priests.
- Prepared at the chair are any other texts as needed (act of penitence, Universal Prayer, musical notation, etc.)
- The tabernacle is empty with the door conspicuously open. The vigil candle is removed.
- The ambry is empty and the door conspicuously open.
- If the oils (newly blessed/consecrated) are included before the entrance procession, a place is prepared in the sanctuary to place them before the beginning of Mass.
- The font is completely emptied (including any other dependent stoups and fonts)
- The paschal candle stand is empty and placed near the empty font or in its usual place or removed entirely.
- Processional cross and candles are ready for the procession.
- The chairs, pitchers, bowls, and towels are prepared for the *Mandatum* ritual at the appropriate locations.
- The thurible, coals, boat, tongs, etc. are prepared in the usual way.
- The humeral veil is also at the credence table for use during the Transfer of the Most Blessed Sacrament.
- The Altar of Repose is prepared with empty tabernacle (if there is one), appropriate plants/flowers, candles, and linens. Adequate seating and kneelers are available. A kneeler is directly in front of the tabernacle so that the presider may incense the Blessed Sacrament while kneeling.

- If reposition takes place someplace other than the usual tabernacle, signs could indicate that the Blessed Sacrament is not reserved there.
- The usual vessels are prepared for Mass, including empty ciboria, which will be carried in procession at the end of Mass and used during the solemn adoration and subsequent reposition.
- The usual gifts are prepared in the back for the procession. Enough bread is prepared for the Communion of the faithful on GoodFriday.
- Collection barrels could be near the doors to receive the people's gifts of food for the poor. Before Mass begins, someone gathers a representative sample of food into a basket, placing it in the back of church – this basket will be carried to the altar in procession along with bread and wine.
- The worship aids are at the doors or given out by ministers of hospitality. A worship aid is placed on the chair of the deacon and of minor ministers who will be carrying things in the procession.