



[Version 1 – December 2009]

Organising Large Masses

..A practical checklist..

We can't guarantee that this list is infallible, but it's a great help. If you spot any glaring omissions, please tell us so that we can add to future versions.

Altar & things close by...	
Ciborium with enough hosts (or multiple ciboria) including large host	
Chalice (or multiple)	
Purificator for each chalice, plus one spare	
Finger bowl and cloth	
Water and wine	
Key in tabernacle	
Corporal on altar	
Altar in position	
Candles and lighter/ matches	
White cloth on altar (or other colour if desired for Season)	
Missal on altar	
Anything relating to Mass intention	
Credence table set up with cloth (for altar vessels after communion)	
Offertory table set up with cloth and appropriate items (chalices, ciboria, water & wine)	
Advent Wreath, if appropriate	
Paschal Candle, if appropriate	
Lectern	
Make sure there is one	
Lectionary open at correct page	
Bidding prayers (General Intercessions) on lectern	
Any other info needed on lectern	
People	
You've got a priest, right?	
Readers	
Person to do bidding prayers	
Altar Server(s)	
Extraordinary Minister(s) of Holy Communion	
Musicians	
Ushers & welcomers	
Priest's vestments	
Has everyone been briefed on their role	
Music	
Has music been picked	
Info for musicians (i.e. what are they singing, what order, what is instrumental, what are the congregation singing)	
Hymn sheets/ books/ projection for congregation	
Sheet music/ chords for musicians	
Musical instruments	
Music stands (to hold sheet music)	

Guitar stands (or similar)	
Chairs for musicians	
Amps & cables, if required	
Spare strings	
Spare batteries	
Tuner	
Has the priest been told what the music is	
Has the priest been told what he is being asked to sing	
Has there been a music practice, if necessary	
Any equipment necessary for music practice	
Sacristy	
Alb for priest	
Stoll for priest	
Chasuble for priest	
Other vestments required for priest	
Any vestments required for Deacon	
Sound system	
Lectern mic	
Altar mic	
Lapel mics for celebrants	
All mics and jacks for musicians	
Has everything been checked	
Have people near mics and speakers turned their phones off!	
Other	
Chairs for the congregation	
Is the light in the room okay for Mass	
Is the temperature in the room okay for Mass	
Are entrances and exits clear	
Are there kneelers for people, if required	
Have you worked out a system (and route) for people to go for communion and come back	
If Mass is being held away from the tabernacle, have you worked out who is going to go to and from the tabernacle at communion time	
Tea/ coffee, other refreshments for after Mass	