

Checklist for the Liturgy of the Hours

Ministers

- presider
- reader
- musicians (cantor, choir, instrumentalists)
- ministers of hospitality
- servers as needed (minister to hold the book for the presider, assistant to light candles or tapers at evening prayer, incense bearer, etc.)
- master of ceremonies

Texts

- prepare presider's book
- select and mark the reading in the Lectionary or bible
- texts for intercessory prayer
- texts for cantor
- participation booklet

Gathering and assembly area

- seating for anticipated assembly
- determine and reserve adequate seating for music ministers, instruments, and sound equipment
- seating for ministers near the sanctuary area
- participation booklets
- candles or tapers for the assembly, if used during evening prayer
- ensure sufficient space for processions and other movement during the liturgy

Vesting area

- vesture for ministers as determined
- paschal candle for the procession during evening prayer
- incense prepared, if it is to be used during evening prayer
- vessel of water, if it is to be used during morning prayer

Sanctuary area

- ambo with the lectionary or bible on it
- presider's chair
- chairs for other ministers as needed
- place for the water if it is used during morning prayer
- place for the paschal candle during evening prayer
- lectern for leader of song
- microphones as needed
- floral arrangements and other decorations as desired
- large visible cross

Liturgies with Large Groups

Canadian National Bulletin on Liturgy

Contents

Introduction	2
Form of Celebration	2
Place of Celebration	2
Preparing the Celebration	3
<i>Selection and Preparation of Texts</i>	4
<i>Multilingual Celebrations</i>	4
<i>Selection and Preparation of Music</i>	4
<i>Selection of Ministers</i>	4
<i>Development of a Script</i>	5
<i>Preparation of the liturgical space</i>	5
<i>A sacristy committee</i>	6
<i>A safety committee</i>	6
<i>Participation booklets</i>	6
<i>Preparation of a budget</i>	6
Preparing for the Eucharist: Ritual Considerations	7
Checklist for Celebrating the Eucharist	8
Preparing for a Celebration of the Word: Ritual considerations	9
Checklist for a Celebration of the Word	9
Preparing for the Liturgy of the Hours: Ritual considerations	10
Checklist for the Liturgy of the Hours	12

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**Liturgy
Office**
ENGLAND
& WALES

Liturgies with Large Groups

Introduction

Liturgical celebrations with large groups are often desirable as an expression of unity within an individual parish, a deanery, a diocese, within a religious community, or within an ecclesial institution. During the Great Jubilee, for example, many communities gathered in special large group celebrations to mark the 2000th anniversary of Christ's birth and the beginning of a new millennium of Christian faith and witness. Large celebrations frequently take the form of a liturgy of the word, the liturgy of the hours (morning or evening prayer) or the eucharist. The particular form of the celebration will often be determined by the occasion, the day and time of the celebration, a desire for ecumenical participation, other related events, the space available, and other factors.

Because of the large numbers of people who participate in such celebrations and the fact that the space used for such celebrations is often not designed for liturgical celebration, planners will need to be attentive to many considerations in addition to the usual requirements for good liturgical celebrations. The following notes are offered to assist those responsible for preparing celebrations with large groups in settings outside a cathedral or parish church.

Form of Celebration

The first task is to determine the most appropriate form of celebration for the occasion. The following questions ought to be considered by the planning committee.

Who will be participating in the celebration? Will most participants be members of the

Roman Catholic community! Will there be participation by members of other Christian Churches! Will there be participation by members of other religious communities (e.g., Jewish, Muslim, Buddhist, Hindu or other religious traditions)! Will the participants be adults only, young people only, or will there be a cross section of age groups within the worshipping assembly?

What kind of celebration will make it possible for all to participate? It is inappropriate to celebrate the eucharist when many members of other churches and religious traditions will be invited to participate.

What is the proposed date and time of the celebration? Will the celebration take place on a Sunday? If so, what is the relationship of this celebration to the parish Sunday eucharist? Will the celebration take place on a weekend or a weekday? Will it take place during the day or in the evening? Are there other scheduled activities in the region that will be in conflict with the proposed celebration?

Place of Celebration

The following questions are offered to assist planners in evaluating possible locations for large group liturgical celebrations.

What space is available? What space is large enough to accommodate the number of expected participants? Where is it located in proximity to those who will be invited to participate! Is it an indoor or outdoor space! If outdoor, is there an alternate space in case of inclement weather!

What is the space usually used for? Will this pose conflicts in the minds or memories of the people gathered for prayer! Is the space best suited for the eucharist, a celebration of

- Determine the procession route and starting time.
- Determine what the ministers in procession will do when they arrive in their places. This will differ according to the hour which is celebrated (e.g., morning prayer or evening prayer).
- If incense is used, determine who will carry it in the procession.
- If holy water is to be carried in procession during morning prayer, determine who will carry it and where it will be placed.
- Ensure that the presider's book is at the chair for the beginning of the liturgy.
- When evening prayer is celebrated, consideration needs to be given to the selection of a fittingly large paschal candle, how it is to be carried in procession and its placement within the worship space.
- If the evening thanksgiving will be sung, determine who will sing it and prepare the text.
- When candles or tapers are used for the evening thanksgiving, they will need to be distributed to the assembly prior to the celebration.
- Ministers will need to be rehearsed for the lighting of the peoples candles or tapers during evening prayer.

Psalmody

- If incense is desired, authorization from the management of the space ought to be secured. The incense must be placed at some distance from smoke detectors which could be activated by it.
- If incense is used, determine how it will be used.
- If holy water is used during morning prayer, determine how it will be used.
- Determine the location for the cantor(s) who will sing the psalms.
- The cantor(s) for the psalms will need to be rehearsed and advised regarding the periods of silence and psalm prayers which follow the singing of the psalms.
- Determine if there will be any liturgical

dance during the psalm(s) and where it will take place.

Word of God

- Ensure that the reading is prepared in the Lectionary and that it is on the ambo.
- If a homily will be given, determine who will preach and where the homily will be given.

Gospel Canticle

- If incense is to be used during the canticle, determine how it will be used and by whom.
- Determine if there will be any movement during the canticle and where it will take place.

Intercessions. Concluding Prayer and Concluding Rites

- Prepare texts for the general intercessions (including the invitation to pray and the concluding prayer) and rehearse with the minister(s) for movement and proclamation. See Catholic Book of Worship III and Sunday Celebration of the Word and Hours for models for intercessory prayer. Be sure to provide copies for the presider and for the music minister (if sung).
- The Lord's Prayer concludes the intercessory prayer. Determine whether it is to be sung or recited by the assembly
- Will there be a gesture with the intercessions? Concluding Rites?
- Prepare the text for the concluding prayer and final blessing for the presider.
- Determine whether or not there will be a sign of peace or any other ritual gesture at the conclusion of the liturgy.
- Will there be a procession of ministers from the worship space? If so, determine the order of the procession and the route.

- master of ceremonies

Texts

- prepare presider's book
- select and mark the readings in the Lectionary or a bible
- texts for intercessory prayer
- texts for the cantor
- participation booklet

Gathering and assembly area

- seating for the anticipated assembly
- determine and reserve adequate space for music ministers, instruments, and sound equipment
- seating for ministers near the sanctuary area
- participation booklets
- seating for special needs people and those who will assist them
- the Lectionary or a bible prepared and large enough to be visible when carried in procession
- ensure sufficient space for processions and other movement during the liturgy

Vesting area

- vesture for ministers as determined
- processional cross and candles for the procession
- incense, if used in the entrance procession

Sanctuary area

- ambo
- presider's chair
- chairs for other ministers as needed
- lectern for leader of song
- microphones as needed
- stand for processional cross
- candles, if not carried in procession
- floral arrangements and other decorations
- other furnishings required for ritual actions which will take place in the liturgy
- If a bishop is presiding, a place for the mitre and crozier ought to be determined.

Preparing for the Liturgy of the Hours: Ritual considerations

General Considerations

- Those who are responsible for preparing the liturgy of the hours for a large group are encouraged to consult *Sunday Celebration of the Word and Hours* [Ottawa: Concacan Inc., 1995]. The pastoral notes and liturgical texts in this ritual book will be very helpful.
- Since this form of liturgical celebration is less familiar to many people than the eucharist or a celebration of the word, it is especially important to select music for the celebration which is known by the assembly.
- Consideration needs to be given to the arrangement of the worship space for this form of liturgical celebration. It will likely be quite different than the space designed for the celebration of the eucharist or the liturgy of the hours. Attention to visibility and movement is important.
- A participation booklet will be especially necessary for this celebration. In addition to texts and music for hymns and responses by the assembly, it needs to include clear directions for postures and gestures. It may also be helpful to include a brief explanation of the liturgy of the hours for those unfamiliar with this form of liturgical prayer.
- Consideration will need to be given to determine the vesture of ministers for the celebration of the liturgy of the hours. .
- It will be necessary to rehearse all ministers in the actual worship space for this celebration.
- Floral arrangements and other decorations ought to be appropriate for the liturgical season in which the celebration takes place.

Introductory Rites

- Determine how the assembly will gather, if there will be a procession, and who will be part of it.

the word, or the liturgy of the hours! If not, can it be transformed to become a suitable place for prayer and celebration? What are the advantages and challenges posed by the space for different liturgical celebrations! Are there rental costs involved!

Is the space accessible? Is it easy to get to! What forms of public transportation are available! What parking facilities are available? Are there costs involved! Is the space (outdoor site or building) accessible for people with physical disabilities? Will they be able to participate fully in the celebration in the proposed space (seating, sight lines, movement...)?

What is the seating capacity of the facility? What is the seating capacity provided in the space! What additional seating can be made available (e.g., on the floor surface of an arena)? What are the requirements of the management regarding the seating of persons with physical disabilities! What challenges does the seating capacity and arrangement pose for movement (e.g., communion during the celebration of the eucharist)?

What audiovisual resources and services are provided? What lighting, sound, and other audiovisual equipment is available for use in the space! It will be necessary to have sound and lighting technicians on site for the celebration. What technicians are available prior to and during the celebration? What costs are involved? What are the restrictions and conditions related to bringing additional sound and lighting equipment into the facility? What about signing for the deaf?

What equipment is available for designing a space suitable for liturgical celebration? What staging or platform equipment is available from the managers of the facility? Is floor covering available for an indoor space! Is there overhead covering available for an outdoor space? Are there any restrictions regarding the building and placement of additional furnishings in the space. Depend-

ing on the arrangements for set up, is there provision for storage of furnishings prior to the celebration?

Are there restrictions related to the use of liturgical symbols? Does the management of the space have restrictions regarding the use and placement of incense, candles, water, etc.?

What are the regulations regarding decorating? What existing signage or decorations can be removed to create a suitable space for liturgical prayer? What kinds of decoration may be added and where! Are there certain suppliers who are authorized to provide decoration! What technical staff is available to assist with the decoration of the space?

What additional facilities are available to the group? What space is available for assembling those who will participate in processions, for meetings to instruct liturgical ministers, for secure storage of liturgical furnishings (or the eucharist following the celebration of Mass)!

What washroom facilities are available? Are they sufficient in number! Are they easily identified! Are they accessible to people with physical disabilities!

What are the time lines related to the use of the space? In view of the date and time of the celebration, what time will be needed for set up and for the clean up following the celebration! This will need to be addressed in the contract made with the management of the space.

Preparing the Celebration

Many people will need to be involved in the preparation of the large group celebration. A central organizing committee with a capable chairperson and several subcommittees will likely be needed. The following aspects of the celebration may be prepared by particular subcommittees or by members of a central organizing committee.

Selection and Preparation of Texts

A committee will need to select and prepare the liturgical texts for the celebration. These include the presidential prayers, scripture readings and general intercessions. If the celebration will take the form of the eucharist, and it will take place on a Sunday or other solemnity, the appointed texts for the day will be used. On other occasions alternative texts may be selected from the Sacramentary or Lectionary.

Texts for a celebration of the word or for the liturgy of the hours (morning or evening prayer) will also need to be carefully selected with due respect for date in the liturgical calendar on which the celebration will take place.

Multilingual Celebrations

When people from different language groups within a local community come together, it is often desirable to incorporate their respective languages at various moments in the celebration. In determining the use of different languages within a single celebration it is important to maintain the unity of the entire assembly and respect everyone's need for meaningful prayer. Frequent changes in the language throughout a single celebration are often disruptive to people's prayer. If a prayer text is proclaimed in a language with which the majority of people are unfamiliar, it is helpful to include a translation in the participation booklet in the principal language of the assembly.

Selection and Preparation of Music

Appropriate music will need to be selected for the celebration. Musicians will need to select music according to sound liturgical principles and with the abilities of the musicians and assembly in mind. In particular, they must be attentive to the selection of acclamations, responses, and hymns which are familiar or accessible to all members of the assembly.

Decisions will need to be made regarding the selection and use of instruments, choral participation and the amplification of sound to provide strong leadership for the assembly. The location of the instruments, choir, director, and cantor will need to be determined in dialogue with those responsible for arranging the liturgical space.

Musicians will need to be in dialogue with other members of the planning committee to ensure that sufficient music is prepared for processions and other ritual actions which may be extended because of the large size of the space or the many persons involved. For example, when the celebration takes the form of the eucharist, additional music may be needed during the presentation of the gifts, the breaking of bread, and the communion procession.

Strong musical leadership is required to lead a large group in prayerful song. Once the size of the choir needed to lead the assembly in the particular space has been determined, decisions will need to be made regarding the recruitment of choir members, rehearsal times and locations, and seating arrangements.

A budget will need to be established to cover the purchase of music for instrumentalists and choir members, the fees of professional musicians, and any music that may be commissioned for the occasion. In addition, money will need to be set aside for the copyright permissions necessary for the printing of booklets for the participants in the celebration.

Selection of ministers

Members of the planning committee will need to arrange for liturgical ministers. The ministers needed for a parish celebration of the liturgy of the word, eucharist or liturgy of the hours, will be needed for a large group celebration. However, the numbers will be greater and they will require addi-

Preparing for a Celebration of the Word: Ritual considerations

General Considerations

Those who are responsible for preparing a celebration of the word for a large group are encouraged to consult *Sunday Celebration of the Word and Hours* [Ottawa: Concacan Inc., 1995]. The pastoral notes and liturgical texts in this ritual book will be very helpful.

Introductory Rites

- Determine and advise all ministers regarding vesture for the celebration.
- Determine the processional route and starting time.
- Ensure that the music selected for the introductory rites is appropriate for the occasion and the liturgical season.
- Determine if the Lectionary is to be carried in procession and, if so, who will carry it. If not, determine a suitable place for it until it is carried to the ambo to be enthroned following the opening rites.
- If a sprinkling rite is used, determine the location of the action (at the presider's chair, or another place where the water and vessels have been prepared). Ensure that all present are able to participate in the sprinkling rite.
- If incense is to be used, determine who will carry it and how it will be used.

Liturgy of the Word

- Make sure the readings in the Lectionary are marked for the readers.
- If the Lectionary is to be enthroned at the ambo following the opening rites, determine how this will be done and by whom.
- If incense is to be used during the enthronement, determine how this will be done.
- Be attentive to periods of silence following the readings, and following the homily, if there is one.
- Determine who will proclaim the gospel.

- Will there be liturgical movement or dance? Who will do it? When?
- If a bishop is preaching, determine whether he will preach from the chair, the ambo or another suitable location.
- After the homily, will there be any ritual gesture? If so, prepare what is needed and rehearse all ministers.
- If a profession of faith is to be made, determine how this will be done and provide the necessary text for the presider and in the participation booklet.
- Prepare texts for the general intercessions (including the invitation to pray and the concluding prayer) and rehearse with the minister(s) for movement and proclamation. Be sure to provide copies for the presider and for the music minister (if sung). See *Sunday Celebration of the Word and Hours* for models for intercessory prayer.
- Will the Lord's Prayer conclude the intercessory prayer? If so, determine whether it is to be sung or recited by the assembly.
- Determine whether or not there will be a sign of peace.

Concluding Rites

- Determine whether or not a collection will be taken and if so, how will it be done and by whom.
- Prepare the text for the concluding prayer and final blessing for the presider.
- Appropriate music is needed for the recessional.

Checklist for a Celebration of the Word

Ministers

- presider
- reader(s)
- minister to proclaim the gospel
- musicians (cantor, choir, leader of song, instrumentalists)
- ministers of hospitality
- servers as needed (cross bearer, acolytes, incense bearer, etc.)

Checklist for Celebrating the Eucharist

The following check list is offered to assist the liturgy preparation team so that all will be in place for the celebration.

Gathering and assembly area

- seating for the anticipated assembly
- determine and reserve adequate space
- for music ministers, instruments, and sound equipment.
- seating for all ministers near the sanctuary area
- participation booklets
- seating for special needs people and those who will assist them
- ensure sufficient space for movement,
- especially during the communion procession
- determine communion stations and perhaps mark them before the liturgy begins.

Vesting area

- chasubles, stoles, albs as needed
- Book of the Gospels
- processional cross
- acolyte candles
- incense (if used), thurible or another suitable vessel, charcoal, incense, matches
- participant booklets for all ministers
- coat racks and/or tables for garments
- storage for valuables or arrange for someone to secure this area during the liturgy
- arrange for washroom facilities nearby.

Sanctuary Area

- altar (and cloth, if altar is dressed prior to the liturgy)
- altar candles
- ambo (with the Lectionary)
- presider's chair
- chairs for other ministers as needed
- lectern for leader of song
- stand for processional cross
- place for acolyte candles
- floral arrangements and other decorations
- microphones as needed

- credence table (see below)
- additional tables may be needed to accommodate vessels of bread and wine to be consecrated
- if a bishop is presiding, a place for the mitre and crozier ought to be determined.

Credence table

- sacramentary
- corporal
- purificator
- chalice
- bowl
- pitcher with water and towel
- additional plates and cups as needed together with sufficient purificators
- vessel of water and sprinkler if needed for introductory rites
- cloth for altar (if the altar is not dressed before the liturgy).
- space for the Lectionary following the readings if the Book of the Gospels is also used.

Gift table(s)

- vessels of bread (and wine) for presentation
- altar cloth (if not on altar or credence table)

tional training and rehearsals in the worship space.

Ministers of hospitality will exercise an especially important role in a liturgy which takes place outside of the parish church or diocesan cathedral. One minister of hospitality will likely be needed for every 100 people participating in the celebration. Ministers of hospitality will need to know the space well and have rehearsed in the worship space before the celebration. They will need to know emergency procedures specific to the place.

Ministers of the word, though few in number, will need to be effective proclaimers and will require rehearsal in the place prior to the celebration. In particular, they will likely need to rehearse their movement to and from the ambo and adjust their proclamation to the acoustics in the space.

If the eucharist is celebrated, many ministers will be needed to bring communion from the altar to the members of the assembly. At least one minister per 100 participants will be needed lest the communion rite be extended unduly. Consideration will need to be given to the distance and time required for the ministers to move from the altar to their stations and for the return of the fragments that remain.

Servers will be needed as in any liturgical celebration. For example, during the eucharist ministers will be needed to carry the cross, candles, incense, book, etc. Additional ministers may be needed to assist with the presentation of gifts and setting of the table. During the liturgy of the hours, ministers will be needed to hold the book, carry incense, and light candles.

Ministers of sacred movement are desirable in large group celebrations. The inclusion of movement and dance in large group celebrations will add to the festive nature of such celebrations. A skilled choreographer will be needed to ensure that the dance is appropriate for the space and for the particular

liturgical celebration.

Several masters of ceremonies will be needed for large group celebrations. For example, if the eucharist is being celebrated, one master of ceremonies will be needed for each of the following: the presider, concelebrating priests, servers, each group in the entrance procession, those who will announce the general intercessions, and those who will present the gifts and prepare the table. In addition, a master of ceremonies or coordinator will be needed for the eucharistic ministers, the ministers of hospitality and the liturgical dancers.

Development of a Script

It is helpful to have a single script developed which details every moment of the celebration. Included in such a script will be the names and actions of each minister, the identification of locations for various parts of the liturgy, moments of silence, cues for each person to move or perform ritual actions, the choreography of movement by individuals and groups in procession, cues for musicians and sound and lighting technicians. Instructions regarding the movement and placement of liturgical objects should also be included in such a comprehensive script. When all ministers and assistants are working from the same text, the prayerfulness of the celebration is enhanced.

Preparation of the Liturgical Space

The preparation of the liturgical space is a critical aspect when a celebration for a large group is to take place outside the parish or cathedral church. The following are some aspects which ought to be considered by those responsible for the preparation of the celebration.

Depending on the form of the liturgical celebration, the arrangement of the liturgical furniture (presider's chair, ambo, altar, credence table, font, paschal candle, processional cross) will need to be determined with care.

It is helpful to have an architect or someone experienced in designing space to assist the committee in developing a floor plan for the worship space. In general, because of the large scale of the space, each piece of furniture will need to be located in its own space, a good distance from other furniture. All furniture needs to be visible to the entire assembly and to be located in such a way that appropriate ritual movement can take place. If the eucharist is being celebrated, the altar and ambo need to be the focal points in the worship space. The size of all the furnishings needs to be in proportion to the worship space. For example an altar, cross, or candle that is suitable for a small weekday chapel will not be adequate for a celebration in a coliseum which seats over 20,000 people, or at a large outdoor site.

Attention will also need to be given to the selection of appropriate sacred vessels for the celebration. Vessels for bread, wine, oil, and water will need to be large in order to be visible in a large space. Sufficient dignified vessels will be needed for the distribution of communion during a eucharistic liturgy.

The use of textiles and flowers will add to the festive character of a large group celebration. Once again, planners will need to be attentive to size and proportion in selecting and placing these decorative elements. A professional florist or visual artist can be most helpful in designing the decoration of the liturgical space. Above all, these elements should never distract people's attention from the primary liturgical furnishings and symbols.

The vesture of the presider and other ministers will need to be considered. Vesture that is appropriate and dignified will add to the quality of the liturgical celebration. If the eucharist is celebrated and there are celebrating priests, the vesture of the ordained ministers will need to be coordinated.

A sacristy committee

It will be necessary to have a team of skilled sacristans to ensure that all liturgical furnishings are in place as needed. If the eucharist is celebrated, a secure place of reservation will need to be prepared for the eucharistic elements which remain following the liturgy.

A safety committee

A group of people will be needed to ensure the observance of fire and other safety regulations, and to provide any emergency assistance to participants.

Participation booklets

Because of the unique nature of a large group celebration, it will be necessary to prepare a booklet to enable the participation of all in the assembly. Such a booklet ought to contain the order of the liturgy, texts and music needed for responses and acclamations by the assembly, translations of texts proclaimed in other languages, instructions regarding postures, movement (e.g., communion processions), and periods of silence during the celebration. It is inappropriate to include presidential texts, the readings of scripture, and other texts which are meant to be proclaimed by the presider or others ministers and heard by the assembly. All music and liturgical texts must be printed with the appropriate copyright notices. It will be helpful to include general acknowledgements and information related to the use of cameras and video recorders. If a reception is to follow the liturgical celebration, an invitation providing the details ought to be included in the booklet.

Preparation of a budget

A budget will need to be prepared to cover the costs of the celebration. Depending on the circumstances, the budget will likely include the following items.

- space rental and costs related to set up
- fees for the facility staff
- fees for sound and lighting technicians

- space design fees
- construction or rental of platforms
- floor coverings
- construction of furnishings (e.g., altar, ambo, presider's chair, processional cross, etc.)
- purchase of vestments and furnishings (e.g., candles, ciboria, altar cloth, bread and wine, etc.)
- floral arrangements
- banners or other visual art
- rental of instruments
- musicians' fees
- purchase of music for choir and instrumentalists
- copyright fees for music and other texts included in the participation booklet
- printing costs for invitations, advertising, participation booklets, signage
- costs related to transportation and parking facilities

Preparing for the Eucharist: Ritual considerations

Introductory Rites

- Advise all ministers of the expectations regarding their dress for the celebration.
- Determine processional routes and starting times.
- Ensure sufficient music is prepared.
- Determine gestures of reverence for the altar and inform all who are part of the procession. If a sprinkling rite is used, determine the location of the action (at the presider's chair, or another place where the water and vessels have been prepared). Ensure that all present are able to participate in the sprinkling rite.

Liturgy of the Word

- Make sure the readings in the Lectionary are marked for the readers.
- Be attentive to the periods of silence following the readings and the homily.
- Determine who will proclaim the gospel.
- If incense is used, rehearse the movement

of ministers.

- Prepare texts for the general intercessions (including the invitation to pray and the concluding prayer) and rehearse the minister(s) for movement and proclamation.

Liturgy of the Eucharist

- If a collection is being taken, determine how this will be done and by whom.
- Rehearse the preparation of the altar.
- Choreograph the procession with the gifts.
- Determine the exact location of all gifts which will be presented.
- Clarify who will stand at the altar during the eucharistic prayer.
- If incense is used to honour the gifts and the assembly, rehearse the movement of the ministers involved. Also advise the musicians regarding the timing of this ritual action.
- Determine the communion stations, and advise ministers of hospitality and eucharistic ministers. If possible, mark the stations in some way (e.g., a banner). Include instructions for the assembly in the participation booklet. This will avoid distracting announcements and prevent confusion during the communion procession.
- When communion is offered under both forms be attentive to the number of ministers needed and the distance between the ministers of bread and cup.
- Ensure the cleansing of vessels is done in a reverent and dignified way immediately following the celebration.
- Establish the procedure for ministers of the eucharist to bring the remaining elements to the place of reservation.

Dismissal

- Determine the processional route and the gesture of reverence as ministers leave the sanctuary area. Masters of ceremonies will be helpful here.
- Ensure sufficient musical accompaniment for the procession.