

Guide for Liturgy Committee

This document needs to be reviewed and improved for the proper guidance.

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Terms

- EM / EOM - Extra-Ordinary Ministers (also known as Eucharistic Ministers or Lay Ministers)
- Sacred vessels - ciborium, chalice, monstrance, paten, communion plate
- Altar Linens - altar cloths, corporals, purificators, lavabo towels, and palls
 - Should be made of absorbent cloth and never of paper

Clergy

- Invite a priest as soon as possible.

- If you plan to invite the Archbishop
 - Invite another priest to concelebrate with him or a deacon. The priest or deacon will help in purifying the sacred vessels after holy communion.
 - Have 2 extra altar servers to handle the mitre (Archbishop's headgear) and crozier (Archbishop's staff).
- Give directions to the venue and parking.

Important Reminders

- Sacred vessels and linens touch the Sacred Body and Sacred Blood of our Lord Jesus Christ. Use and handle them with reverence.
- Remind the participants, EOMs, choir, altar servers, ushers, lector, and readers to receive the Sacrament of Reconciliation before the event so they can receive the Eucharist during the mass.

Items needed

Note: CFC Mission Center has mass kits that can be used for small groups.

1. Altar table
 - For a conference - around 4 ft x 8 ft x 40 inches
 - For a small event - around 2 ft x 4 ft x 40 inches
 - Note: A priest may ask for a platform if he is not tall.
2. Altar table cloth
3. Albs - for altar servers
4. Microphones
 - For the celebrant
 - For those who will speak at the ambo
5. Bouquet(s) of flowers
 - Contact Safeway, which may provide a cheaper option for a flower set-up.
6. Presider's Chair - seat (with armrest) for the celebrant
 - For an Archbishop, it is best to have the chair on a platform.
7. Chairs for altar servers, deacon(s), and other priests
8. Crucifix - to be put on the altar
9. Processional crucifix - the one with a long handle / pole
10. Book stand - for the sacramentary
11. [Sacramentary](#) (Roman Missal)
12. Lectionary - used by the readers

- Use [Canadian Lectionary](#)
- 13. Ambo - for the readers/lector and celebrant (Gospel & Homily)
- 14. Lectern (optional) - for the celebrant
- 15. Candles - 6
 - If the celebrant is an archbishop, 7
- 16. Chalice
- 17. Burse - a silk "purse" containing a corporal
- 18. Chalice veil
 - Follows the color in the liturgical calendar
- 19. Paten - a small plate, saucer, or a low bowl
 - Ensure the paten is big enough for the altar bread that will be used by the celebrant during consecration
- 20. Pall
 - A stiffened square card covered with white linen, usually embroidered with a cross or some other appropriate symbol.
 - Used to keep dust and insects from falling into the Eucharistic elements
- 21. Manuterge (or the lavabo towel) - for the celebrant to dry his hands
 - This should be of adequate size and sufficiently absorbent for drying his hands. Neither the color nor the material of the lavabo towel is prescribed, though efforts should be made to avoid the appearance of a "dish towel," "bath towel" or other cloth with a purely secular use.
- 22. Lavabo / bowl with water - for the celebrant
- 23. Corporal
 - The linen where the sacred vessels are put on during consecration
 - This is intended to "catch" the Eucharist (including small bits) in case they fall from the ciborium or hand of the celebrant / deacon.
 - It is good to have at least 2 corporals per mass for a large congregation. Let the celebrant, priest, or deacon decide how many will be used in a mass.
- 24. Ciborium
 - 1 big - for the celebrant
 - Multiple ciboria - for
 - 1 small ciborium can have 100 pieces of 1 $\frac{3}{8}$ -inch altar bread
 - 1 big ciborium can have 200-300 pieces of 1 $\frac{3}{8}$ -inch altar bread
- 25. Altar bread - 1 $\frac{3}{8}$ -inch - for the parishioners
- 26. Altar bread - 2 $\frac{3}{4}$ -inch or 5 $\frac{3}{4}$ -inch - for the celebrant
- 27. Cruets - 2 - for water and wine
- 28. Wine - valid for Catholic mass
- 29. Drinking Water - for a cruet
- 30. Communion plates - used by altar servers when assisting the EOMs during communion
- 31. Bell
- 32. Purificator - for the celebrant, priest, or deacon
 - white linen cloth, which is used to wipe dry the ciboria, chalice, and paten
 - used to dry the fingers and lips of the priest celebrant
 - used to keep dust and insects from falling into the Eucharistic elements

33. For the use of EOMs

- Bowl(s) with water
- Hand sanitizer
- Clean white towels - can be shared by the EOMs

34. Credence tables

- One for the bowls and towels for the EOMs
- One for the sacred vessels (before consecration and after purification) and sacramentary & bookstand (after purification of vessels)
- One for offertory (ciborium, cruets, offertory basket)

35. Holy water - at least needed for Jericho March (Jericho Walk)

36. Container(s) for holy water

37. Incense - if needed

38. Bottled water (drinking water)

- For the celebrant (required)
- For other priests, deacons
- For the altar servers

39. Slides for the mass – prayers, lyrics, etc

- **Important:** Consider if the words can be seen/read when the delegates are standing up. It may be needed to have the prayers, lyrics, etc on the upper half or third of each slide. This depends on the height of the screens.
 - This is especially for parts of the mass when people are standing.

40. If outside a church

- Have a place for the celebrant, deacon, altar servers to prepare
- Have a table or wardrobe hanger for the vestments
- If needed, flat iron or steamer for the albs, etc
- Fans for the celebrant and altar servers

41. For a CFC event

- Prepare the Prayers of the Faithful (POTF).
 - [Here is a guide](#) for us to read and follow.
- Stipend for the celebrant, other priests, and deacons

Chalice



A large cup used to hold the wine which becomes the Blood of Christ.

Purificator



A white cloth that the priest uses to cleanse the chalice.

Ciborium



It is used to hold the Hosts which will be used for communion.

Corporal



A linen cloth on which the vessels (with bread and wine) are placed.

Pall



It is a stiff, square, white cover that is placed over the chalice.

Host and paten



The host is placed in the paten (a saucer-like disk).

Lavabo and manuterge



They are used by the priest to wash his hands during Mass.

Cruets



Small vessels that hold the water and wine.

Roman Missal



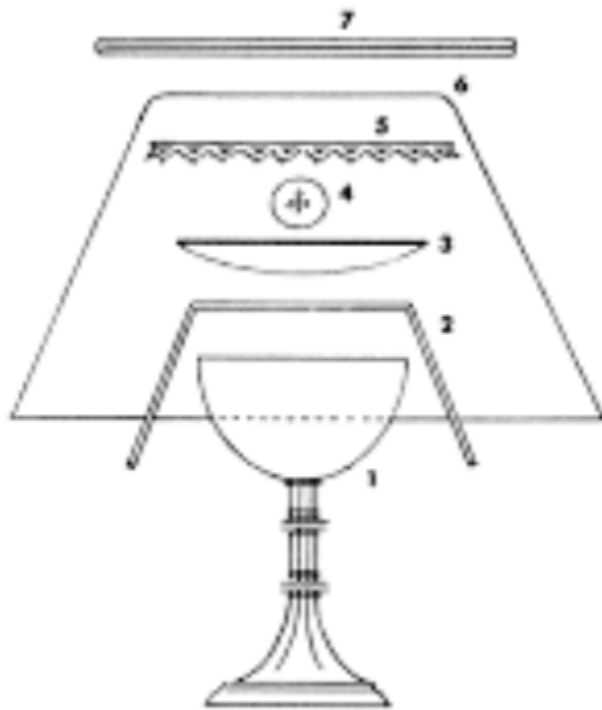
It contains the prayers, chants and instructions for the Mass.

Candles and crucifix



It reminds us of the sacrifice of Christ, Light of the World.

Chalice Stack (or Vested Chalice)



1. Empty chalice
2. Purificator
3. Paten
4. Priest's altar bread (optional)
5. Pall
6. Veil
7. Burse with a corporal

Excess Consecrated Hosts

Remember: Consecrated Hosts = Eucharist = Jesus

The celebrant, priest, or deacon places all excess Consecrated Hosts in one or more ciboria. Ensure that there is always a lighted candle to signify the Real Presence of our Lord Jesus.

The celebrant may decide to let the altar servers consume the excess Consecrated Hosts.

Unconsumed Consecrated Hosts should be brought to a parish as soon as possible (if not immediately after the mass) and given to a priest who will put them in the tabernacle. During transport, ensure a lighted candle accompanies the unconsumed Consecrated Hosts.

If you cannot immediately bring the excess Consecrated Hosts to a parish, set up a tabernacle.

- A small clean table with tablecloth
- A lighted candle

Ensure there is **always** a **lighted** candle.

Never leave the temporary tabernacle alone. Have at least one person guard it.

This can be set up in the room for intercessory prayers.

Note: It is best to leave the ciborium with the priest. Retrieve the ciborium after a mass where the priest would purify it after it is emptied.

Proper use of the Sacred Vessels and Linens

Sources

- [Purifying Vessels Away From the Altar](#)
- [The Care and Cleansing of Altar Linens](#)

After communion

1. The sacred vessels are purified by a priest or deacon.
2. The EOMs
 - Wash their hands/fingers. The water is stored in one or more bowls.
 - Wipe their hands/fingers with clean white towels.

After mass

Read this entire section before doing the steps.

1. Prepare a clean pail that is big enough to hold the water used for *purification*.
 - a. Do not use a shallow basin.
2. Sacred vessels
 - a. Ensure the sacred vessel has no particles of the Eucharist.
 - b. In case you find a vessel with one or more particles, rinse it with some clean water. If the particles still stick or adhere to a vessel, you can leave it for a few hours for the particles to loosen or dissolve. If needed, use your thumb to loosen

the particle(s). Pour the water into the pail. Wipe the vessel and your thumb dry with a purificator.

- c. Pour the water into the soil.
 - This can be a garden or large plant pot.
 - Ensure the water will not go into concrete, sink, drain, and other surfaces.
- d. Wash the sacred vessels with **mild** soap.
 - This is usually unnecessary and should not be done on a daily basis except, perhaps, when many people partake of the same chalice. Excess washing can cause expensive damage to the metal parts of the chalice.
- e. Wipe or air dry the vessels. Do not use the linens (from the mass) to wipe the vessels.

3. Linens and EOM towels

- a. Put them in the pail used to clean the vessels.
- b. Put enough water to soak the linens. This is to loosen and dissolve any particles of the Eucharist.
- c. After about 30-60 minutes (this time duration needs to be confirmed with a priest or a knowledgeable person), remove the linens from the water carefully. Wring the linen to squeeze out the water.
 - **Important:** Ensure all water drips into the pail. This is to ensure that all particles of the Eucharist (if any) go into the bowl.
 - Put the linens in another container.
- d. It is best to have another person pour clean water to rinse your hands.
 - **Important:** Ensure all water drips into the pail. This is to ensure that all particles of the Eucharist (if any) go into the bowl.
- e. Pour the water into the soil.
 - This can be a garden or large plant pot.
 - Ensure the water will not go into concrete, sink, drain, and other surfaces.
- f. Wash the linens with **mild** soap. Do not wash them with other laundry.
- g. Hang the linens dry
- h. When dry
 - Corporals should be ironed in such a way that their distinctive manner of folding helps to contain whatever small particles of the consecrated host may remain at the conclusion of the Eucharistic celebration.

4. Inspect the sacred vessels and linens for any damage or hole.

- a. For a sacred vessel, consult or bring it to a priest.
- b. For an altar linen, bury or or burn it.

5. Iron the linens.

- a. Video: [Ironing a corporal](#) (7:44 minutes)
- b. Video: [Folding and Ironing Liturgical Linens](#) (7:56 minutes)
- c. Consult a priest, deacon, or the head of sacristy in your parish to confirm these videos.

6. Altar server albs

- a. The Albs should be washed and dried normally in a washing machine according to washing instructions. Some ironing may be needed, as well as spot cleaning.

They should be cleaned before Easter and before Christmas; more often may be necessary.

Budget

Items to be included in the budget:

- Stipend for the Archbishop, priest(s), deacon
- Altar bread
- Wine
- Flowers
- Vase(s)
- Items that need to be purchased

Communion Flow

- Coordinate with the Programs Committee or the team who decides on the chair set-up / lay-out. Ask for a copy of the lay-out.
- Plan for the flow of participants during holy communion.

Sub-Committees

- [Choir](#)
 - Screen and practice
- Altar Server
 - Preferably currently serving as altar servers
- [Lector and Readers](#)
 - Screen and practice
- [EOMs](#) and [Ushers](#)
 - EOMs should be currently serving as EOMs in their parishes
- [Prayer Warriors / Intercessors](#)
 - Preferably to pray on-site
- Person/team to set up the shrine ("altar") for the prayer room
 - Read the section on [Excess Consecrated Hosts](#).
- Team to set up the altar

- Team to set up the credence tables for
 - EOMs
 - Offertory
 - Sacred vessels and linens

Guide for Prayers and Choirs

- Consult the celebrant
 - The Liturgy Committee Head should ask the celebrant months before the event so the choir knows what to prepare.
 - If the St Anne's mass setting will be used
 - If the mass will be sung or not
 - "Lord, have mercy"
 - Lord's prayer
 - Responsorial Psalm
 - If the Gloria will be prayed or not
 - If there will be "Prayer of the Faithful" (if a weekday mass)
 - This is required in a Sunday mass.
- Coordinate with the choir
 - Which parts of the mass will be sung
 - If the Responsorial Psalm will be sung or not
- On a Sunday mass or a high mass, use the Nicene Creed instead of the Apostle's Creed.

Guide for Readers

- Assign a main lector who can
 - Coordinate with the Altar Servers
 - Direct or guide the Readers
 - Direct or guide the congregation
 - Before the start of the mass, remind everyone to turn off cellphones.
 - Before the start of communion
 - Remind everyone that only properly disposed Catholics are allowed to receive the Eucharist. For those who are not but want to receive a blessing, put your right hand across the opposite shoulder.
 - Inform everyone where the EOMs will be located

- Inform the celebrant when someone will make an announcement or “Thank You” message after communion (before the final blessings)
- Readers
 - Weeks before the event, practice, practice, practice.
 - Know the story of the readings to understand the context of the message. Search for short videos about the author or the book where the reading is from.
 - When reading, do it with reverence. Do not be in a hurry.
 - Pause for about 3 seconds before saying “The Word of the Lord”.

Samples of Prayers of the Faithful

Guide:

<https://fwdioc.org/guidelines-for-prayers-of-the-faithful.pdf>

Sunday only

For our clergy, may our good LORD continue to guide them with His Wisdom, sustain them with His Spirit, and protect them with His Love.

Let us pray to the Lord.

For the leaders of all nations, may Jesus live in their hearts and be the center of their lives.

Let us pray to the Lord.

For those with mental illness, may the Light of Jesus heal and comfort them.

Let us pray to the Lord.

For all the laity, may they be open and joyful to the calling of holy vocations.

Let us pray to the Lord.

For us gathered here today, may our conference experience engrave in our hearts a lifelong commitment to serve and build up our Holy Catholic Church.

Let us pray to the Lord.

Friday

For the youth, may they grow in the strength and wisdom of the Holy Spirit nurtured with gratitude for the sacrifices and love of their parents.

Let us pray to the Lord.

For those with mental health conditions, may the Light of Jesus heal and comfort them.

Let us pray to the Lord.

For all the laity, may they be open and joyful to the calling of holy vocations.

Let us pray to the Lord.

For our clergy, may our good LORD continue to guide them with His Wisdom, sustain them with His Spirit, and protect them with His Love.

Let us pray to the Lord.

For this True North Conference, may this Spirit-filled event rekindle the love and strengthen the faithfulness of our community.

Let us pray to the Lord.

Saturday

For the young adults, may they build on the foundation laid out by their elders and make a better future for holy marriages and families united in the Catholic Church.

Let us pray to the Lord.

For the homeless and hopeless, may they find refuge in our charity and prayers.

Let us pray to the Lord.

For all married couples, may their faithfulness be strengthened by the grace of the Cross and renewed by the love of the Holy Family.

Let us pray to the Lord.

For those who doubt the Real Presence of our Lord in the Eucharist, may the miracles in their lives bless them with the miracle of their faith.

Let us pray to the Lord.

For our Catholic Church, may we continue to grow in faith and numbers proclaiming God's Good News to the ends of the earth.

Let us pray to the Lord.

Sunday

For the leaders of all nations, may our Lord live their hearts and be the center of their lives.

Let us pray to the Lord.

For all Christians, may they continue to hunger and thirst for the Lord and yearn to serve one another journeying as intentional disciples.

Let us pray to the Lord.

For the sick and suffering, may their yoke be lighter by the collective suffering of the Church and sharing of the Cross of Christ.

Let us pray to the Lord.

For all parents, may they lead their families with full authority founded and enriched by God's transforming love.

Let us pray to the Lord.

For all those present here today, may our conference experience engrave in our hearts a lifelong commitment to serve and build up our Holy Catholic Church.

Let us pray to the Lord.

Guide for Extraordinary Ministers

1. Wear white top (business attire or Sunday's best).
2. Arrive at the venue at least 30 minutes before the mass to have enough time to
 - Search for a parking spot
 - Put your mobile devices into silent mode **before** you wash your hands.
 - Take a washroom break and wash hands thoroughly with soap before mass. Avoid touching anything else after washing your hands. Purify your hands for the Eucharist.
 - Get final instructions.
 - Remember your assigned location during the distribution of the Eucharist.
 - Receive a blessing from the celebrant priest / Archbishop.
 - Reminder: You are **not** at your parish where you are an EOM. Technically, you don't have *rights* to act as one. You will be delegated by the presiding priest as needed.
3. You will be seated together with other EOMs near the altar.
4. At the beginning of praying the Lord's Prayer (Our Father)
 - Approach the EOM table.
 - Since your hands are clean, dip your thumb and index finger in the bowl provided. This is just for final cleaning in case you touched objects before this moment. There will be bowls with water.
 - Use the towels provided to dry hands.

5. During Communion

- Whoever is given special assignments will give communion to those groups of people before going to the designated “EOM station” to give communion.
 - Choir
 - Tech booth
 - Those who are physically challenged (e.g., on wheelchair, crutches)
- Giving a blessing to an individual
 - Do not touch the person.
 - Raise your hand over the person’s head while saying “**May God bless you**”.
 - Do not make the sign of the cross by waving your hand in a cross motion in front of the communicant.

6. After Communion

- Wash hands by dipping your thumb & index finger in the bowl provided.
- Use the towels provided to dry hands.
- Wait for the celebrant priest/Archbishop to finish the purification rites of the vessels.
- Walk back to your seats.

Guide for Ushers

- Make a guide for Ushers depending on your needs. This depends on the number of delegates, arrangement of seats, number of EOMs, and the planned flow of communion (i.e, where people will line up and direction on how they will walk back to their seats).
- If needed, assist the EOMs to make sure their path is clear of people/objects (e.g., open doors).

Guide for Prayer Warriors

- Bring
 - Your own food/snack and drinks
 - Your Rosary
- Refer to directions to reach the Prayer Room
- Make arrangements for transportation and parking
- Be at the Prayer Room at least 10 minutes before your *shift*.
- Post in the group chat
 - When you are at the venue
 - When you started your prayers
 - When you ended your prayers

- If the prayer room is used as a confession room, please move to the area outside the room so you can see when confessions are over and you can go back to the prayer room.
- In the prayer room, pray the Holy Rosary, Divine Mercy Chaplet, Conference Prayer, Prayer to St Michael the Archangel

Sequence of Tasks

Assign people for each task.

Before the event

1. Determine the date, venue, and number of participants.
2. Invite the Archbishop, priest(s), deacon at least 3 months before the event.
 - Give the event name and description, date, venue, number of participants, number of altar servers, number of EOMs.
 - Ask the celebrant
 - if the St Anne mass setting will be used.
 - Which part(s) of the mass will be sung
 - If there will be “Prayer of the Faithful” (if a weekday mass)
 - This is required in a Sunday mass
 - See [the guide for prayers and choirs](#).
 - Advise the preferred time of arrival.
3. Get, purchase, and/or borrow all things that are needed.
4. At least 2 weeks before the event, request for the stipend from the CFC Mission Center.
5. Ensure there is reserved parking for the clergy.
6. Identify a room/place where the clergy and altar servers can dress up / change.
7. Determine if there will be an offertory collection or not.
8. Follow up with the choirs and readers on their practices.
9. Meet with the [sub-committees](#).
 - Inform the ushers and EOMs on the chair lay-out, their positions, and the planned communion flow.
 - Send reminders to the prayer warriors.
10. Identify who will do the offertory (i.e., bring the ciborium, etc, to the celebrant).
 - Identify who will bring the ciborium, chalice, and cruets.
11. At least 1 week before the event, get the stipend from the CFC Mission Center.

Before the start of the event

- Pray the [Jericho March/Walk](#).
- Check the arrangement of seats and adjust the plan for communion flow as needed.
- Check the slides if the prayers/lyrics are visible with delegates standing up. Adjust the slides as needed.

Before each mass

1. Get an **updated** count of participants from Secretariat.
2. Let the celebrant, priest, deacon, or experienced altar server set the bookmarks on the sacramentary.
3. Set up the altar table.
 - a. Table cloth
 - b. Candles - light them up
 - c. Crucifix
 - d. Book stand (for the sacramentary)
 - e. Flower arrangement
4. Set up the Presider's chair and other chairs.
5. Put a glass/bottle of water beside the Presider's chair.
6. Put a bottle of water beside the altar server(s).
7. Set up fans for the priest and altar servers if it is hot in the venue. Coordinate with Logistics.
8. Set up the credence table for the sacred vessels.
 - a. Put water in the lavabo bowl.
 - b. Put altar bread on the ciboria (enough for the congregation).
9. Set up the ambo.
 - a. Put the lectionary on the ambo. Put a bookmark on the page for the reading of the day.
10. Set up the credence table for the offertory.
 - a. Put altar bread on the ciborium.
 - b. Put wine in one cruet.
 - c. Put drinking water in one cruet.
 - d. Put the ciborium (with altar bread), chalice, and cruets on the table.
11. Set up the credence table for the EOMs.
 - a. Put water in the bowls that the EOMs will use.
 - b. Put one or more towels depending on the number of EOMs.
12. Prepare a container for all used sacred vessels.
13. Remind the EOMs to break the consecrated hosts into smaller pieces if they foresee a shortage.

14. Remind the altar servers to be watchful of the celebrant in case he needs anything during the mass.
15. Remind the celebrant that someone will make an announcement before the final blessing.
16. Help the celebrant in dressing up.
17. Remind the EOMs to thoroughly wash their hands.
18. Identify where to pour the water from the lavabo / bowls used by the celebrant and EOMs. This can be a plant pot with soil or a garden area with soil and plants.

During the mass

1. After praying the Creed, remind the offertory participants to go to their designated place.
 - Order in the line-up from first to last:
 - i. The person who carries the Sacred Ciborium
 - ii. The person who carries the Sacred Chalice
 - iii. The person who carries the cruets
 - iv. The person who carries the offertory collection (if any)
2. After the “Peace be with you” (Sign of Peace), remind the EOMs to go to the EOM credence table to clean their hands.
 - Using hand sanitizers may be enough.
3. After the “Lamb of God”, remind the ushers to go to their designated places.
4. After the purification of sacred vessels, remind the person, who will give the thank you message, to go to the ambo and deliver the message.

After the mass

1. Give the stipend to the celebrant, etc.
2. Get the lavabo and bowls, bring them to the designated area (e.g., garden soil), and gently pour out the water. (Do not just dump/throw the water out.)
3. Gather all sacred vessels and linens.
4. If there are excess consecrated hosts (Eucharist) in one or more ciboria, always have a lighted candle beside them. See: [Excess Consecrated Hosts](#).
5. Keep all items used.
6. Refer to the other details in [Proper use of the Sacred Vessels and Linens](#).
7. Return the borrowed items at the appropriate time.