

CHECKLIST & GUIDANCE FOR SCHOOL MASS WITH BISHOP
as of April 16, 2026

- _____ Initial coordination with bishop's executive assistant, Marylin Acosta for availability of bishop with date and time. Marylin.acosta@dioslc.org 801.328.8641 ext. 304
- _____ Completion of the bishop's "Scheduled Liturgy" Form sent to bishop's executive assistant and Office of Worship: marylin.acosta@dioslc.org and Lorena.needham@dioslc.org
- _____ Assignment of and coordination with a Master of Ceremonies (as assigned by bishop's executive assistant).
- _____ Assignment of a Deacon of the Mass and his role clarified (penitential act, Gospel, Universal Prayers, etc)
- _____ Concelebrants: pastor should concelebrate; number and roles of other concelebrants coordinated with MC and Office of Worship.
- _____ Coordination with Office of Worship: Readings, Mass formulary, Kyrie and Gloria (sung or recited) and Universal Prayers.
- _____ A presider book in several copies will be provided by the Office of Worship in coordination with pastor, MC, & Deacon of the Mass (exception: Cathedral staff provides final copy when Mass is at the Cathedral).
- _____ Note: The presider book includes the Universal Prayers. (If you wish to prepare the prayers, coordinate in advance with the Office of Worship.) Bishop's preference: no more than 5 prayers; do not include a prayer for silent personal intentions; if a blessing or special prayer is to be added, include in the Universal Prayers.
- _____ Do not add or subtract anything to/from the liturgy. (No Hail Mary, St Michael Prayer, lay speakers, etc)
- _____ MC will determine if bishop wishes to use incense and will set the Roman Missal and lectionary.
- _____ If a ritual Mass, a lector book or copy of the readings may be provided by the Office of Worship.
- _____ If music is provided by the school, an appropriate worship aid with copyright permission should be prepared. If music is arranged by the Office of Worship, a worship aid will be provided.
Note: Music copyright licenses are available from these three providers:
<https://schoolmusiclicense.com/> or <https://www.onelicense.net/> or <https://ccli.com/us/en>
- _____ The pastor/principal/bishop's MC should ensure proper numbers of trained liturgical ministers are assigned: 3 altar servers, 1 or 2 lectors, psalmist, cantor, and extraordinary ministers of Communion (as needed.) Altar servers are expected to fully participate in the prayers of the Mass. Lay ministers should be baptized Catholics per the 2024 National Statutes. Note: plan for two ministers serving the Precious Blood for each minister of the Sacred Body.
- _____ The MC/Deacon of the Mass will direct the order of processions. A rehearsal prior to Mass is desirable.
- _____ The school should provide music and musicians. If needed, may coordinate with the Office of Worship.
- _____ Ensure compliance with *General Instruction on the Roman Missal* (GIRM), *Sing to the Lord* (USCCB guidance on music in the Mass), and *We Rejoiced* (Diocesan Vibrant Worship guidance).
Copies of these documents are available at: www.dioslc.org/worship/ or they may be purchased.

- _____ Note: The Communion hymn begins as bishop (presider) receives Communion. The hymn ends when the last person receives. Following the distribution of Holy Communion, when the bishop returns to his chair, there should be a period of silent reflection and prayer when no music is sung. This is not a time for a choral “meditation” or solo.
- _____ No announcements are needed at the beginning of liturgy. Bishop Solis will offer a brief opening commentary after the Sign of the Cross.
- _____ Order of entrance and going forth procession: Knights of Columbus (if present), thurifer with censer (if used), server with cross (image of crucified Christ), 2 candle bearers, Extraordinary Ministers of Communion and lectors (optional), Deacon of the Mass (or lector if no deacon) with Book of the Gospels, Concelebrants (two by two if more than one), MC, bishop.
- _____ **Use a Book of the Gospels** (in correct language). Verify the assigned Gospel is in the book, if not, add a formatted page with non-stick tape in Times New Roman 16 pitch or larger. Coordinate with the Deacon of the Mass. It should be carried in procession by the deacon and placed flat upon the altar. If a Book of the Gospels is needed, suggest borrowing from a nearby parish or contact the Office of Worship to borrow a copy. Do not process out with the Book of the Gospels.
- _____ Reminder for assembly to remain standing after Gospel proclaimed (suggest a note in worship aid or deacon says “please remain standing”). Choir may repeat the alleluia/Gospel acclamation at this time.
- _____ Procession with the offerings of wine and bread is desirable during the Preparation of the Altar. If food or money for the poor are included, they should be placed away from the altar in a suitable place.
- _____ Liturgical dancing is not permitted.
- _____ Ministers vested in alb, if desired. Do not use choir robes/graduation gowns for lectors or extraordinary ministers of Communion.
- _____ Wireless microphone for the bishop, if the parish is so equipped. Otherwise, standing microphone at presider chair and tabletop microphone on altar.
- _____ There should be nothing on the altar at the beginning of Mass apart from the altar cloth. No crucifix. No Roman Missal. No corporal.
- _____ Do not use kneelers for Communion; the norm is to stand while receiving. Do not promote/encourage kneeling for Communion; the norm is a reverence of the head to acknowledge the presence of the Lord in the host and in the precious blood. Wait to bow until the person in front of you moves to the side.
- _____ If needed, teach students to use a proper prayer posture with their hands during Mass. They should not mirror the gestures of the presider (especially not the orans position during the Our Father).
- _____ Do not distribute hosts reserved in the tabernacle at Mass. The norm is to distribute hosts consecrated at that Mass.
- _____ Credence table set for bishop presiding with hosts and chalice(s) for concelebrants (an extra bowl of soapy water for post-Communion ablution), extra ciboria for distribution of the Body of Christ, and a missal stand. Note: the cups for communion may be pre-filled by MC/deacon.
- _____ It is nice to provide two small bottles of water for the bishop.
- _____ Communion distribution plan communicated to ministers and presider. Include procedures for concelebrants to receive and to assist. Coordinate positions in advance with the MC.
- _____ Communion should be offered under both species. Two cup ministers for each host minister.

- _____ If bilingual, both English and Spanish Roman Missals set to designated Mass formulary by the MC. Otherwise just the Roman Missal in the appropriate language.
- _____ Vestments ready in Sacristy (color and quantity designated by the Pastor/MC).
Normally the bishop will preside with 1 or more concelebrants and one or two deacons.
- _____ Bishop's zucchetto, crozier, and microphone laid out in sacristy with a folder for his homily.
Preposition his homily in folder at the ambo prior to the start of Mass.
- _____ Ensure copies of the worship aid are made available to bishop and concelebrants.
- _____ Light settings on.
- _____ Sound system on. Bishop's microphone sound checked. Cantor microphone in place and on.
Deacon microphone in place and on. (wireless preferred) Sound checked. Fresh batteries!!
- _____ Altar candles lit.
- _____ Clean altar cloth in place.
- _____ Heat/Airconditioning set.
- _____ Sufficient seating for concelebrants arranged and assigned in coordination with MC.
- _____ Ensure assembly is seated close to the altar. Rope off seats in the rear of the Nave, if needed.
- _____ Reserve a parking place for the bishop and MC.
- _____ Ensure compliance with Bishop's Memo on Holy Communion dated March 20, 2026.