



## Episcopal Liturgy Planning Checklist For Liturgies Held Outside a Church Setting

This checklist has been compiled for liturgies which occur outside a church setting, i.e. schools, conference centers, etc. We hope you find it useful in helping you prepare for your upcoming liturgy with Archbishop Richard Smith or Bishop Gregory Bittman.

Please remember to fill out the appropriate Liturgy Planning Form (*Episcopal Liturgy Planning Form* or *Episcopal Liturgy of the Word Planning Form*) and return it to the Office of Liturgy at least two weeks prior to the event. If you have any questions or concerns, please do not hesitate to contact Fr. Paul Kavanagh at 780-469-1010 ext. 2264 or [liturgy@caedm.ca](mailto:liturgy@caedm.ca).

### Liturgical Supplies Checklist

Archbishop Smith/Bishop Bittman will be responsible for providing their own vestments.

You may wish to contact the nearest parish to the event to determine if the following items may be borrowed from their resources:

- \_\_\_ Roman Missal
- \_\_\_ Lectionary (Sunday or Weekday)
- \_\_\_ Processional Cross
- \_\_\_ Processional Candles or smaller candles to be placed on the altar (2)
- \_\_\_ Hosts
- \_\_\_ Wine
- \_\_\_ Chalice
- \_\_\_ Ciboria for the hosts
- \_\_\_ Cruets for the wine and water (2)
- \_\_\_ Basin and pitcher
- \_\_\_ Small Towel
- \_\_\_ Corporal
- \_\_\_ Purificator
- \_\_\_ White table cloths for the altar and credence table (2)

### Liturgical Furnishings

- \_\_\_ Table to serve as the altar
- \_\_\_ Small table to serve as the credence table
- \_\_\_ Ambo or lectern for the proclamation of the Word
- \_\_\_ Chair for the Archbishop/Bishop
- \_\_\_ Chairs for Concelebrants and deacons if they participate

## Liturgical Ministries

The following ministries may be carried out by any lay adult or youth who has experience in the ministry or have been properly prepared:

- \_\_\_\_\_ Adult Server
- \_\_\_\_\_ Altar Server
- \_\_\_\_\_ Cross-bearer
- \_\_\_\_\_ Candle-bearers, if processional candles are used (2)
- \_\_\_\_\_ Lector (1<sup>st</sup> Reading)
- \_\_\_\_\_ Cantor (to sing or recite the psalm)
- \_\_\_\_\_ Lector (2<sup>nd</sup> Reading - if there is a second reading)
- \_\_\_\_\_ Intercessor for the Prayers of the Faithful
- \_\_\_\_\_ Leader of Song
- \_\_\_\_\_ Musicians
- \_\_\_\_\_ Extraordinary Ministers of Communion (if there are no deacons or concelebrating priests)