

**LITURGY PLANNING GUIDE FOR MASSES WITH A BISHOP**

*IF THIS FORM IS NOT RETURNED AT LEAST TWO WEEKS PRIOR TO THE EVENT, THIS EVENT CAN BE REMOVED FROM THE BISHOP’S CALENDAR.*

PLEASE TYPE OR PRINT

Parish or Organization:

Day & Date Scheduled (already **approved** by Bishops Office):

Time:      Location:

Contact Person:      Email:

Phone Number:

Occasion:

Is there a reserved parking spot? Yes  No  Where?

Will Mass be in English only? Yes  No

If No, indicate the language(s) and when during Mass being used:  Spanish  Vietnamese

Korean  Other

What language? What parts of the mass will it be used in?

MINISTERS OF THE LITURGY

Bishop/Presider:

MC (assigned by Diocese):

Number of Conc. Priest:

Deacon of the Word:      Deacon:

Deacon of the Altar:

*Note that 3 (three) Stational Deacons are usually scheduled.*

Sacristan:      Music Director:

*Five altar servers are expected (six if incense is used).*

Altar Servers: Yes  No  How many?

Please provide the names of the altar servers.

Will Incense be used? Yes  No  If incense is used, a sixth server (thurifer) will be need.

Color of the Mass: White  Green  Red  Violet  Rose  Black

INTRODUCTORY RITES

Entrance Hymn:

Penitential Act: Yes  No

Confiteor with Kyrie (option 4. In the Roman Missal), OR

Have Mercy on us, O Lord with Kyrie (option 5. In the Roman Missal, Order of Mass) OR

Invocations  Sung  Spoken  By Deacon  Cantor  Choir

(Kyrie included unless sung as part/response of the Invocations) (option 6. Roman Missal, Order of Mass)

OR Sprinkling Rite

Clergy doing the sprinkling:

Water already blessed  Water to be blesses during Sprinkling Rite

Music for Sprinkling Rite:       Sung  Instrumental

Musical Setting:

Gloria:  Sung  Spoken  Omitted

Musical Setting:

*The Gloria is sung on Sundays outside Advent and Lent, on solemnities and feasts, and in solemn local celebrations.*

Opening Prayer/collect (which mass proper):

LITURGY OF THE WORD

*Readings should come from the Lectionary, and are proclaimed from the Lectionary, The Gospel to be proclaimed from the Book of the Gospels.*

Reading I:      Lec #      Language:      Lector:

Psalm:      Lec #      Sung  Spoken

Reading II:     Lec #      Language:      Lector:

Gospel Acclamation: Of the day  Alternative (please include)

Gospel:     Lec #

Homilist:

Creed:  Omitted  Sung  Apostles Creed  Nicene

Universal Prayer/Prayer of the Faithful is normally read by a Deacon. If other than a Deacon. Please contact the Office for Worship.

***(Have TWO copies of the Universal Prayer/Prayer of the Faithful ready in a liturgical binder for the MC.)***

LITURGY OF THE EUCHARIST

Collection: Yes  No

Gift Bearers:

Music for Prep. Of Altar:

Prayer over the Gifts (which mass proper):

Preface:

Eucharistic Prayer:  I  II  III  IV  Other (Specify:      Bishop Has final decision.)

**Holy, Holy:** Sung  Spoken  Musical Setting:

**Myst. Of Faith:**  Sung  Spoken  Musical Setting:

**Amen:** Sung  Spoken  Musical Setting:

**Our Father:** Sung  Spoken  Musical Setting:

**Lamb of God**: Sung  Spoken  Musical Setting:

Number of Communion Stations:      Ciborium:      *No distribution of the precious blood to the faithful at this time.*

Communion Hymn:

Meditation Hymn: Yes  No  Hymn:

Recessional:

Is there a reception after Mass? Yes  No  Place:

Ritual Notes: Include anything special that is planned, including blessings, recognitions and send copies of script to Office for Worship:

If there are any questions, feel free to contact the Office for Worship.

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