

**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.*

*RETURN TO THE OFFICE FOR WORSHIP AS WORD DOCUMENT.*

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 [x]  Green [ ]  Red [ ]  Violet [ ]  Rose [ ]  Black [ ]

INTRODUCTORY RITES

Entrance Hymn:

Penitential Act: Yes [ ]  No [ ]

[ ]  Confiteor with Kyrie (option 4. In the Roman Missal), 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 blessed 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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