



OFFICE FOR WORSHIP
DIOCESE of ORANGE
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

LITURGY PLANNING GUIDE FOR MASSES WITH A BISHOP

THIS FORM IS TO BE COMPLETED ELETRONCIALLY AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED LITURGY AND RETURNED TO THE OFFICE FOR WORSHIP VIA EMAIL.

LITURGY PLANNING INFORMATION

Parish or Organization: _____

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

Time: _____ Location (i.e. Church, Hall, etc.): _____

Occasion: _____

Contact Person: _____

Email: _____ Phone Number: _____

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 _____

Indicate which parts of the Mass will be said in another language and specify the language(s).

Color of the Mass: White Green Red Violet Rose Black

Bishop's Vesting Location (i.e. Sacristy, Parish Office, etc.) _____

Will the Mass be livestreamed? Yes No

MINISTERS OF THE LITURGY

Bishop/Presider: _____

Master of Ceremonies: _____ *The MC is assigned by the Office for Worship.*

Number of Conc. Priest: _____

Deacon of the Word: _____ Deacon of the Altar: _____

Additional Deacon: _____

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

Sacristan: _____ Music Director: _____

Altar Servers: Yes No How many? _____ *Five altar servers are expected (six if incense is used).*

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

Please provide the names of the altar servers:

INTRODUCTORY RITES

Entrance Hymn: _____

Welcome Address? Yes No By whom? _____

Intended for Pastor (or another priest) to introduce and welcome the Bishop to their parish.

Penitential Act (choose one):

If Sprinkling Rite was chosen, complete this section:

Clergy doing the sprinkling: _____

Is the Water already blessed? Yes No

Is the Water to be blessed during Sprinkling Rite? Yes No Will salt be added? Yes No

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.

Collect Prayer (i.e. 23rd Sunday of OT; St. James, Apostles. etc.) _____

LITURGY OF THE WORD

Readings should come from and be proclaimed from the Lectionary.

The Gospel is to be proclaimed from the Book of the Gospels.

Reading I: _____ Lec # _____ Language: _____ Lector: _____

Psalm: _____ Lec # _____ Language: _____ Cantor: _____

Reading II: _____ Lec # _____ Language: _____ Lector: _____

Gospel Acclamation: _____

Gospel: _____ Lec # _____ Language: _____ Deacon: _____

Homilist: _____

The homilist is normally the Bishop, a special request may be made for an alternative homilist, pending approval by the Bishop's Office.

Creed: Nicene Creed Apostles' Creed Omitted Sung OR Spoken

Send a digital copy of the Universal Prayer to the Office for Worship when submitting the Liturgical Planner.

Universal Prayer/Prayer of the Faithful is read by a Deacon (or Lector is a Deacon is not present).

Please have TWO copies of the Universal Prayer/Prayer of the Faithful ready in liturgical binders.

LITURGY OF THE EUCHARIST

Collection: Yes No

Gift Bearer Names: _____

Music for Prep. of Altar: _____

Prayer over the Gifts (i.e. 23rd Sunday of OT; St. James, Apostles. etc.) _____

Preface (i.e. Preface I of Advent, Preface II of Sunday in OT, etc.): _____

Eucharistic Prayer: Bishop's Choice OR Request: I II III IV Other: _____

The Bishop has the final decision for choosing the Eucharistic Prayer.

Sanctus: Sung Spoken Musical Setting: _____

Memorial Accl.: Sung Spoken Musical Setting: _____

Great Amen: Sung Spoken Musical Setting: _____

Lord's Prayer: Sung Spoken Musical Setting: _____

Agnus Dei: Sung Spoken Musical Setting: _____

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

Communion Hymn(s): _____

Meditation Hymn? Yes No Hymn: _____

Prayer after Communion (i.e. 23rd Sunday of OT; St. James, Apostles. etc.) _____

Announcements/Acknowledgements? Yes No By Whom? _____

Solemn Blessing? Yes No Specify: _____

Recessional: _____

Is there a reception after Mass? Yes No Where? _____

Additional Ritual Notes:

Include planned additions, like special blessings or presentations, and send copies of the script(s) to the Office for Worship.

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