



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? \_\_\_\_\_

Penitential Act (choose one):

*Complete this section if Sprinkling Rite was chosen:*

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. 23<sup>rd</sup> 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: \_\_\_\_\_

Creed: Apostles' Creed ☐ Nicene Creed ☐ Omitted ☐ Sung ☐ OR Spoken ☐

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

*Please have TWO copies of the Universal Prayer/Prayer of the Faithful ready in a liturgical binder.*

## LITURGY OF THE EUCHARIST

Collection: Yes ☐ No ☐

Gift Bearer Names: \_\_\_\_\_

Music for Prep. of Altar: \_\_\_\_\_

Prayer over the Gifts (i.e. 23<sup>rd</sup> 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: \_\_\_\_\_

**Sanctus:** Sung ☐ Spoken ☐ Musical Setting: \_\_\_\_\_

**Memorial Accl.:** Sung ☐ Spoken ☐ Musical Setting: \_\_\_\_\_

**Great Amen:** Sung ☐ Spoken ☐ Musical Setting: \_\_\_\_\_

**Lord's Prayer:** Sung ☐ Spoken ☐ Musical Setting: \_\_\_\_\_

**Angus 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. 23<sup>rd</sup> 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.*

If there are any questions, feel free to contact the Office for Worship.  
Deacon Modesto Cordero or Julian Venegas or Aaron Arbizo  
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