

Special Mass Arrangement Form



Our Lady Queen of Peace R.C. Church
209 U.S. Highway 206
Branchville, New Jersey 07826

Phone: 973-948-3185, Fax: 973-948-4799
Email: office@olqpbranchville.org

Name of Event: _____

Purpose for Mass: _____

Person or Group Sponsoring the Mass: _____

Mass Date: _____ **Mass Time:** _____

Bishop/Priest Presider at Mass: _____

Homilist: _____

Concelebrant Priests: _____

Deacon(s) (if applicable): _____

*Note: The Presider and/or Homilist and/or deacon(s) must have a letter of good standing sent to the Chancery of the Diocese of Paterson, Attn: Sr. Joan Daniel Healy, Chancellor, if they are a priest from outside of New Jersey.

Priests and/or ministers from other Churches or ecclesial communities lacking full communion with the Catholic Church are **not** permitted to concelebrate. However, they may attend in choir attire with reserved seating.

Altar Servers: _____

Master(s) of Ceremonies: _____

Stipend for Altar Servers/MC's? (Y/N) if yes, How much?:\$ _____

Pastor's Approval:

Musicians (Organist, Pianist, Instrumentalists): _____

Cantor: _____ **Choir: (Y/N)**

Guest Musicians: _____

Is a stipend for musicians needed? (Y/N) if yes, How much?:\$ _____

Music Director's Approval:

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Liturgy Plans

Mass:

Entrance Hymn: _____

First Reading: _____ **Reader:** _____

Psalm: _____

Second Reading (Optional): _____ **Reader:** _____

Gospel: _____ **Homilist:** _____

Prayers of the Faithful: _____

Offertory Gifts Presented By: _____

Offertory Hymn: _____

Communion Hymn: _____

Communion Meditation: _____

Recessional: _____

Special Presentation(s): _____

Guest Orator(s): _____

Notes:

- 1) The pastor must approve all liturgical plans no later than one week before the special Mass.
- 2) The music director, Mrs. Mary Chobrda, must approve all musical arrangements and this approval must be had before the pastor can approve the liturgical plans.
- 3) The reservation of the church must be made at least one month in advance with the parish office manager, Mrs. Jenn Durso.
- 4) Special Masses that have not been approved by the Pastor are considered cancelled and are forbidden to occur.
- 5) All ministers are expected to be present to a special Mass no less than one half hour before the scheduled time.
- 6) All musicians are expected to be present to a special Mass no less than one half hour before the scheduled time.

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- 7) If there is need for the reservation of a practice space or storage space for ministers or musicians, such arrangements must be made with the parish office manager, Mrs. Jenn Durso at the time of the reservation of the church. Other parish halls and spaces will not be afforded guests the day of the special Mass without prior reservation. The reservation of the church does not include the reservation of any other parish spaces.
- 8) All presentations must be fitting to the nature and purpose of the sacred liturgy.
- 9) All guest orators must be in full communion and good standing with the Catholic Church.
- 10) Any damage to the church or other spaces of the parish are the financial liability of the person or group sponsoring the Mass.

Signature of Person or Group Sponsoring Mass: