

**Preparation Sheet for Parish Liturgies  
(NOT to be used for Liturgies with the Bishop)**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PLACE:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Celebration:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Work number:** \_\_\_\_\_ **Home number:** \_\_\_\_\_

**MINISTERS:**

**Priest-Celebrant:** \_\_\_\_\_

**Concelebrant(s):** \_\_\_\_\_

*If there is no deacon, a single concelebrant should be chosen to: Proclaim the gospel, prepare the altar, assist in receiving the gifts, and assist with the fraction (if needed)*

**Deacon of the Word:** \_\_\_\_\_

**Deacon of the Altar:** \_\_\_\_\_

**Reader 1:** \_\_\_\_\_

**Reader 2:** \_\_\_\_\_

**Psalmist / Cantor:** \_\_\_\_\_

**Choir:** \_\_\_\_\_

**Server(s) / Acolyte(s)**

**Thurifer:** \_\_\_\_\_

**Boat:** \_\_\_\_\_

**Cross-bearer:** \_\_\_\_\_

**Book-bearer (hold Missal):** \_\_\_\_\_

**Candle-bearers:** \_\_\_\_\_

**Server(s) assisting at the Altar:** \_\_\_\_\_

**Gifts:** \_\_\_\_\_

**EMHCs (only if not enough priests/deacons):** \_\_\_\_\_

*Please check if communion will be distributed under one species only (Hosts alone):*

**ORDER OF THE MASS**

*The Acclamations and Responses should normally be sung.*

**Mass being celebrated:**     Mass of the Day: \_\_\_\_\_     Other: \_\_\_\_\_  
Color: \_\_\_\_\_

**Introduction:**     No     Yes; by whom: \_\_\_\_\_

**INTRODUCTORY RITES**     Bow to the altar    OR     Genuflect to Tabernacle in Sanctuary

**Opening Hymn:** \_\_\_\_\_

Order of Procession (check those who will be present):

- Knights of Columbus
- Thurifer*
- Cross bearer and Candle bearers* (# \_\_\_\_\_)
- Other server(s)* (# \_\_\_\_\_)
- Readers* (# \_\_\_\_\_)
- Deacon with book of the Gospels (concelebrant or reader if no deacon)*
- Other clergy if present (deacons first and then priests)*
- Priest-Celebrant* +  *Assisting deacon (if 2<sup>nd</sup> deacon present)*
- server who assists with the book*

**Incense Altar**     yes     no

**Penitential Act:**     A (*Confiteor*): The Kyrie is then  spoken  sung  
 B (dialogue): The Kyrie is then  spoken  sung  
 C (*Kyrie with tropes*; # \_\_\_\_\_)  
                          Tropes are     proclaimed or     sung by: \_\_\_\_\_  
                          Response is     spoken or     sung  
 **Sprinkling Rite** (Sundays, esp. Easter Season; Accompaniment [NOT GLORIA]: \_\_\_\_\_)  
                          Water:     Easter water (already blessed)     water to be blessed  
                          Prayer at:     Chair (sanctuary; after procession)     Entrance (before procession)  
*Remember that there is also a prayer to close the sprinkling rite before the Gloria begins.*

**Gloria**     Sung     Recited     Omitted (if not required)

**Collect:**     Mass of the Day     Other: \_\_\_\_\_

**LITURGY OF THE WORD** (*please give the scripture citations and the lectionary numbers*)

**Readings:**    1<sup>st</sup> Reading: \_\_\_\_\_    Responsorial Psalm: \_\_\_\_\_  sung  
                          2<sup>nd</sup> Reading: \_\_\_\_\_    Gospel Acclamation: \_\_\_\_\_  omit if not sung  
                          Gospel: \_\_\_\_\_    Incense:     yes     no

**Homily**    Preacher: \_\_\_\_\_

**Creed**     Recited     Sung     Omitted (if not required)    ( Check here if Apostles' Creed Used)

**General Intercessions:**    Intro / conclusion will be prepared by \_\_\_\_\_

Petitions announced by:  deacon     other: \_\_\_\_\_

**THE LITURGY OF THE EUCHARIST: Mass Setting:** \_\_\_\_\_

**Preparation of the Gifts & Altar**

Hymn: \_\_\_\_\_ Collection:  yes  no Incense:  yes  no  
 Prayer over Gifts:  Mass of the Day  Other: \_\_\_\_\_

**The Eucharistic Prayer**

Preface: \_\_\_\_\_

*Sanctus:*  sung (preferred)  spoken  
 Eucharistic Prayer:  I  II  III  IV  Other: \_\_\_\_\_  
 Mystery of Faith:  sung (preferred)  spoken  
 We proclaim your death...  When we eat...  Save us, Savior...  
 Great Amen  sung (preferred)  spoken

**The Preparation for Communion**

Lord's Prayer:  sung (setting: \_\_\_\_\_)  spoken  
*Agnus Dei:*  sung (preferred)  spoken

**The Communion Rite**

Communion Hymn: \_\_\_\_\_ Hymn after Communion or Silence: \_\_\_\_\_  
 Prayer after Communion:  Mass of the Day  Other: \_\_\_\_\_

**Concluding Rite**

Concluding Remarks:  yes (by whom: \_\_\_\_\_)  no  
 Blessing:  simple blessing  prayer over the people  solemn blessing  
 (Specify: \_\_\_\_\_) (Specify: \_\_\_\_\_)

Hymn: \_\_\_\_\_

**Additional Notes/Rites:**