

Preparation Sheet for Solemn Liturgies

DATE: _____ TIME: _____ PLACE: _____

Street Address: _____

Celebration: _____

Contact Person: _____ E-Mail: _____

Phone: Cell: _____ Work: _____ Home: _____

MINISTERS:

Concelebrants: _____

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

Deacon of the Word: _____

Deacon of the Altar: _____

Reader 1: _____

Reader 2: _____

Number of Servers: 4 5 6 7

Usually need 5 servers (6 if incense used).

Master of Ceremonies (assigned by diocese; the MC does not assist with communion): _____

Gifts: *Please designate two gift-bearers (bread, wine); a third gift-bearer may present the collection. The order of presentation is: collection, wine, bread.*

Number of Communion stations: Host: _____ Chalice: _____

Number of EMHCs (only if not enough priests/deacons): _____

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

DETAILS:

Where will the bishop vest for liturgy? Sacristy Other: _____

Will there be a public reception? yes no Time? _____ Where? _____

Will there be a meal for bishop? yes no Time? _____ Where? _____

FOR OFFICE USE:

Car: _____ Driver: _____ Drive Time: _____

Departure Time: _____ From: _____

Notes:

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

Opening Hymn: _____ Hymnal/number: _____

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*
 If no deacon: *Lay reader carries Book* *Book of the Gospels on the Altar*
- Other vested deacons 2x2* (# _____)
- Concelebrating priests 2x2* (# _____)
- Master of Ceremonies*
 Bishop
- Assisting deacon(s)* (# _____)
- crozier-bearer* *miter-bearer*
- server who assists with the book*

Use of Incense: No Yes (Altar*, Book of the Gospels, Gifts & People)

Penitential Act: *Confiteor*: The *Kyrie* is then spoken sung

OR

Kyrie with tropes; # _____
 Tropes are proclaimed or sung by: _____
 Response is spoken or sung

OR

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*)
 **If the sprinkling rite begins before the procession, the incensation of the altar is omitted.*
 Remember that there is also a prayer to close the sprinkling rite before the Gloria begins.

Gloria Sung Recited Omitted (if not required)

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

Readings: 1st Reading: _____ Responsorial Psalm: _____ sung
 2nd Reading: _____ Gospel Acclamation: _____ omit if not sung
 Gospel: _____

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

General Intercessions: Intercessions prepared by parish; the intro / conclusion will be prepared by the bishop.
 Petitions proclaimed by: deacon (if present) other: _____

THE LITURGY OF THE EUCHARIST:

Preparation of the Gifts & Altar

Hymn: _____ Hymnal/number: _____

The Eucharistic Prayer and Preparation for Communion

Preface: _____

Responses (*Sanctus*, Mystery of Faith, Great Amen, *Agnus Dei*):

sung (preferred) spoken

Eucharistic Prayer: I II III IV Other: _____

Lord's Prayer: sung spoken

The Communion Rite

Communion Hymn: _____ Hymnal/number: _____

Concluding Rite

Concluding Remarks: no yes (by whom: _____)

Blessing: simple blessing prayer over the people solemn blessing
(Specify: _____) (Specify: _____)

Hymn: _____ Hymnal/number: _____

Additional Notes/Rites: