



**DIOCESE OF AUSTIN
LITURGY PLANNING FORM**

To help in the preparation of the Mass, please open this form in MS Word and complete all fields. Please email the completed this completed form at least **30 days prior** to the celebration. Please submit the completed form to liturgy@austindiocese.org.

MAIN CELEBRANT: BISHOP JOE VÁSQUEZ *Vestments for Bishop Vásquez will be provided by the Diocese.*
 OTHER: *Vestments will be provided by the parish.*

EVENT:	DATE:	TIME:
PARISH/LOCATION:		
PHYSICAL ADDRESS:		CITY:
CONTACT PERSON:		
PHONE:	E-MAIL:	
MUSIC CONTACT:		
PHONE:	E-MAIL:	
LOCATION OF RESERVED PARKING FOR BISHOP:		
WHO WILL MEET BISHOP:	CELL NUMBER:*	

*In case the bishop is delayed.

GENERAL INFORMATION

Language of Mass:	English <input type="checkbox"/>	Spanish <input type="checkbox"/>	Bi-lingual <input type="checkbox"/>
Incense:	Entrance <input type="checkbox"/>	Gospel <input type="checkbox"/>	Preparation <input type="checkbox"/>
Name of Deacon (s) who will assist			
# of concelebrant priests:	Name of priest(s):		
Color of Vestments:			

INTRODUCTORY RITES Minimum of 3 altar servers (2 candles & cross) is required, 5 optimal (thurifer & crosier/miter)

Entrance Hymn:	Hymnal:	Hymn#:
Sprinkling Rite: Yes <input type="checkbox"/> No <input type="checkbox"/> Normally only Sundays of the Easter Season.		
Penitential Act: <i>Please select from Roman Missal</i>	Choose #:	
Gloria: COMPOSER/HYMNAL:	HYMN #:	
<i>Always sung on Sunday (except in Advent & Lent), solemnities and feasts, and ritual Masses even in Advent and Lent.</i>		
Opening Collect:		

LITURGY OF THE WORD

First Reading:	Lector:
Responsorial Psalm (<i>always sung</i>):	
Second Reading:	Lector:
Gospel Acclamation (<i>always sung</i>):	
Gospel Reading:	Proclaimed by:
HOMILY English <input type="checkbox"/> Spanish <input type="checkbox"/> Bilingual <input type="checkbox"/>	
Universal Prayer prepared by:	Proclaimed by:

Please submit Universal Prayer with this form.

LITURGY OF THE EUCHARIST

Prep. of the Gifts Hymn:	Hymnal:	Hymn #:
Holy, Holy, Holy, Memorial Acclamation, Great Amen: (<i>always sung</i>) Hymnal: Hymn #s:		
Lord's Prayer: <input type="checkbox"/> Chanted (Snow setting) <input type="checkbox"/> Recited		
Lamb of God: (<i>always sung</i>)	Hymnal:	Hymn #'s:
Communion 1.	Hymnal:	Hymn #:
Hymn(s): 2.	Hymnal:	Hymn #:

There should be no music after the reception of Communion. Please provide for a time of silence.

CONCLUDING RITES

Are there announcements:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Read by whom:
Closing Hymn:	Hymnal:	Hymn #:
Is there a reception after the Mass?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:

****Please let us know if there are any special needs or instructions for this liturgy****