



# THE ROMAN CATHOLIC DIOCESE OF OAKLAND

Liturgy Planning Sheet - General

When the Bishop celebrates Mass apart from the Cathedral

Use the TAB key to navigate through the form to complete. Thank you!

<b>Date of Event</b> (MM/DD/YY): _____	<b>Time of Event:</b> (HH:MM) _____
<b>Name of Event:</b> _____	

<b>Event Location:</b> _____	<b>City:</b> _____
<b>Parish Contact Name:</b> _____	<b>Contact Phone:</b> _____
<b>Contact Email:</b> _____	<b>Contact Position:</b> _____
<b>Parking for Bishop:</b> <i>(please describe where):</i> _____	

<b>Language(s) to be used:</b> _____	<b>(if Other) Specify:</b> _____
<b>Mass to be Celebrated:</b> _____	<b>(if Other) Specify:</b> _____
<b>Vestment Color:</b> _____	<b>Provided by:</b> _____

<b>Deacons of the Mass:</b> <i>(parish-provided)</i> _____	_____
<b>Servers/Acolytes:</b> <i>(parish provided)</i> _____	_____
<i>(3 minimum; 6 max)</i>	_____

## Order of Mass

### INTRODUCTORY RITES

<b>Pre-Mass Activity?</b> _____	<b>If "yes", explain:</b> _____
<b>Musical Prelude?</b> _____	<b>Vesting place for Bishop:</b> _____
<b>Incense?</b> _____	If "yes", then used at ENTRANCE, GOSPEL, and OFFERTORY
<b>Processional Order:</b>	Thurifer, Crossbearer, 2 Candle Bearers, other Servers/Laity, Deacon w/Book of Gospels, Concelebrating Priests, Pastor, Bishop w/2 other Deacons (if available), MC & bearers
<b>Processional Hymn:</b> _____	
<b>Penitential Act</b> _____	<b>KYRIE (NO if Form C):</b> _____
<b>Gloria:</b> _____	<i>use of GLORIA per GIRM #53</i>
<b>Children's Liturgy of the Word Dismissal:</b> _____	

## LITURGY OF THE WORD

*The readings assigned in the Lectionary for the proper day are to be used on all Sundays and Solemnities.  
For other days, Readings for the proper Ritual Mass or the Mass of the Day may be used.  
The Responsorial Psalm should be sung if at all possible, and sung by a Psalmist from the Ambo.  
The Gospel Acclamation MUST be sung.*

First Reading:	_____	Language Read:	_____
Responsorial Psalm:	_____	Psalm by:	_____
Second Reading:	_____	Language Read:	_____
Gospel:	_____	Proclaimed by:	_____
Homily:	_____	If "other", name:	_____
RCIA Dismissal:	_____		
Creed:	_____	Intercessions:	_____

## LITURGY OF THE EUCHARIST

Preparation of the Altar and Gifts (Hymn Name): \_\_\_\_\_

- Eucharistic Acclamations (Sanctus/Mem. Accl./Amen): \_\_\_\_\_ must be sung w/o prior approval

Lord's Prayer and Doxology: \_\_\_\_\_

Lamb of God/Breaking of the Bread: \_\_\_\_\_ Sung; should last throughout Action

Communion under both kinds? (Norm is YES) \_\_\_\_\_

\* Normally, there should be (2) chalices per (1) plate \_\_\_\_\_

Communion Hymn (Name of Hymn): \_\_\_\_\_

Hymn of Praise? \_\_\_\_\_ Name of Hymn: \_\_\_\_\_

*(should be started as Communion procession is finishing; not as separate ritual)*

## CONCLUDING RITES

Brief Announcements (by the Pastor, or Reader, or other)? \_\_\_\_\_

Other Blessings/Presentations/etc. (specify)? \_\_\_\_\_

Recessional Hymn (Hymn Name): \_\_\_\_\_

Post-Mass Reception/Photos/etc. (specify): \_\_\_\_\_

After completing the Form, please click the ICON below to SUBMIT it to the Office of Worship/Bishop's Office.