



OFFICE OF SACRED LITURGY * DIOCESE OF BIRMINGHAM IN ALABAMA
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LITURGICAL PLANNING FORM FOR THE CELEBRATION OF HOLY MASS WITH THE BISHOP

INSTRUCTIONS and ADDITIONAL NOTES

Please complete the PLANNING FORM and return it two weeks in advance of the Holy Mass to the Office of Sacred Liturgy by mail or e-mail. There are several sections to the form that require additional comments:

Section 1: GENERAL INFORMATION

- * The Office of Sacred Liturgy will assign a Master of Ceremonies to accompany the Bishop for the Mass. However, if you have a special request, please indicate his name at the end of the form.
- * The Bishop will bring his own vestments.
- * The Bishop and Master of Ceremonies will arrive approximately one hour prior to the Mass.
- * Six Altar Servers are requested if possible and should plan to arrive 45 minutes prior to Mass. (Thurifer, if used; Cross/Book, Candle 1, candle 2, Crozier, Miter)
- * In addition to Parish Name and Location, please also indicate the Occasion.

Section 2: CELEBRATION OF HOLY MASS

- * **Music:** *For all liturgical music, please include the title and composer.*
The Gloria is sung except on Sundays during Advent and Lent.
Acclamation before the Gospel is sung: **Alleluia is not sung during Lent.**

*** The Liturgy of the Word:**

When the Lector approaches it is appropriate that the Lector bow to the altar, ascend the steps, and then bow to the bishop before proceeding to the ambo.

If a Deacon is not present to read the Gospel, a concelebrating priest should receive the blessing from the Bishop and proclaim the Gospel. The one receiving the blessing should make a profound bow for the blessing. It is not appropriate to kneel for the blessing.

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Section 3: ADDITIONAL NOTES

1. “In celebrations at which the Bishop presides, and especially in the celebration of the Eucharist led by the Bishop himself with the presbyterate, the deacons, and the people taking part, the mystery of the Church is revealed (GIRM, number 22).” For this reason, this solemn celebration of Mass calls for special care in the preparation of the liturgical celebration: the church itself, the music and liturgical ministers, and all that is required for the rites, including the sacred vessels.
2. In the overall plan for liturgical music the parts that belong to the celebrant and people together should be sung, for example the Kyrie, the Gloria, the Holy, the Lord’s Prayer and the Lamb of God. The choices for the Entrance, the Offertory and the Communion should correspond to the norms found in the General Instruction of the Roman Missal, numbers, 48, 74, and 87.
3. The Bishop will normally use incense at the Entrance, the Gospel and the Preparation of the Gifts. However, if the use of incense is not requested, please indicate that on the form.
4. Please attach a copy of the Universal Prayer with an introduction, petitions and concluding prayer according to the order and pattern provided in the General Instruction of the Roman Missal, numbers 69-71.
5. Remarks by the pastor should happen after the Prayer after Communion.
6. Names of Concelebrants: only the names of the pastor and other priests associated with the parish need to be listed.
7. Names of Altar Servers: please list them if you know their names.