

LITURGY PLANNING FORM

Please email: swilliams@biloxidiocese.org, mail: Office of the Bishop, 1790 Popps Ferry Road, Biloxi, MS 39532 or fax: 228-702-2139. Please fill out this form and return it **two weeks prior to your event**. Add details pertinent to your event at bottom of page.

Please submit a copy of your readings if not a Sunday Mass.

PARISH or SCHOOL: _____ DATE: _____ TIME: _____
EVENT: _____
ADDRESS: _____ CITY: _____
CONTACT PERSON: _____ PHONE: _____
E-MAIL: _____ CELL PHONE: _____

GENERAL INFORMATION

- Where will the Bishop park? _____
- Where will the Bishop vest? _____
- Is there a Meal before Mass: _____ after Mass: _____ Where? _____

- MC and/or Deacon(s) _____
- Concelebrants: _____
- Altar Servers & Vimps *or Deacon to reduce number in Sanctuary:* _____
- Color of Vestments: green _____ red _____ white _____ purple _____

ORDER OF THE MASS

The Celebrant's prayers will be taken from the Mass of: _____
Incense: Yes: _____ No: _____
Entrance Song: _____
Penitential Act: (*recited*) Choose Form: A _____ B _____ C _____ or Sprinkling:
Glory to God: Sung _____ Recited _____ Omitted: _____

LITURGY OF THE WORD (Please list the readings being used – the actual book, chapter and verse)

First Reading: _____ Reader: _____
Responsorial Psalm: _____ Sung: _____ Spoken: _____
Second Reading: _____ Reader: _____
Gospel Acclamation: (*always sung*) _____
Gospel Reading: _____ Proclaimed by: _____
Homilist: Bishop Kihneman OR: _____ Priest: _____ Deacon: _____
Universal Prayers Read By: _____

LITURGY OF THE EUCHARIST

Preparation of the Gifts Hymn _____
Holy, Holy, Holy; Mystery of Faith and Great Amen: (*Always Sung*)
Lord's Prayer: Sung: _____ Recited: _____ Lamb of God: Sung: _____ Recited: _____
Communion Song _____

CONCLUDING RITE

Are there announcements? Yes _____ No _____ Read by Whom: _____
Closing Song: _____

OTHER DETAILS: _____

