

DIOCESAN MASTER OF LITURGICAL CEREMONIES



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LITURGY PLANNING SHEET FOR MASS WITH THE BISHOP

Please use the Liturgical Guidelines for the Celebration of Mass with the Bishop to help complete this form.

General Information:	
Event/Occasion	Date
Time	Venue
Contact Person	Contact email & Telephone
Mass to be Celebrated?	Approximate Congregation Numbers Expected?
Vestment Colour? Please contact the Diocesan Master of Liturgical Ceremonies if you require the Diocesan Sets of Vestments	Any dignitaries/special guests expected?

Entrance Rites:
Entrance Hymn
Penitential Rite (usually Option One)
Kyrie – sung or said?
Gloria – sung or omitted? Please indicate which setting
Suggested Opening Prayer with Page number

Liturgy of the Word:	
First Reading (Including Lectionary page number)	Gospel Reading (Including Lectionary page number)
Psalm (Including Lectionary page number)	Profession of Faith?
Second Reading (Including Lectionary page number)	Universal Prayers? Please include a copy for approval

Please turn over

Liturgy of the Eucharist:
Hymn at the Preparation of the Gifts
Only bread, wine, water, and, if desired gifts for the poor may be presented. No other symbols, flowers, pictures, etc. are to be presented.
Suggested Prayer over the Gifts (with page number)
Suggested Preface (with page number)
Sanctus setting
Suggested Eucharistic Prayer
Memorial Acclamation choice and setting
Agnus Dei setting
Is Communion being distributed under both kinds?
Hymns during the distribution of Holy Communion
Suggested Prayer after Communion (with page number)

Concluding Rites:
Final Blessing: Simple / Episcopal (Blessed be the name ...) / Solemn No: _____ / Prayer over the People _____. <i>Delete and include page numbers as appropriate.</i>
Recessional Hymn (<i>please note an Organ Voluntary is preferred</i>)

Is a reception planned? If so where will it take place?

Any other relevant information:

- Please note photography is not permitted during the liturgy without prior permission.
- If an Order of Celebration is being produced, please include a draft copy.
- Please ensure this form is completed and returned to the Diocesan Master of Liturgical Ceremonies no later than *fourteen* days before the ceremony is scheduled to take place.