

### Preparation Sheet for Solemn Liturgies

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

Street Address: \_\_\_\_\_

Celebration: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

**MINISTERS:**

Concelebrants: \_\_\_\_\_

*If there is no deacon, a single concelebrant should be chosen to: Proclaim the gospel, prepare the altar, assist the bishop in receiving the gifts, and assist with the fraction (if needed)*

Deacon of the Word: \_\_\_\_\_ Deacon of the Altar: \_\_\_\_\_

Reader 1: \_\_\_\_\_ Reader 2: \_\_\_\_\_

Number of Servers:  4  5  6  7

*Usually need 5 servers (6 if incense used).*

Master of Ceremonies (assigned by diocese; the MC does not assist with communion): \_\_\_\_\_

Gifts: *Please designate two gift-bearers (bread, wine); a third gift-bearer may present the collection. The order of presentation is: collection, wine, bread.*

Number of Communion stations: \_\_\_\_\_ Host: \_\_\_\_\_ Chalice: \_\_\_\_\_

Number of EMHCs (only if not enough priests/deacons): \_\_\_\_\_

*Please check if communion will be distributed under one species only (Hosts alone):*

**DETAILS:**

Where will the bishop vest for liturgy?  Sacristy  Other: \_\_\_\_\_

Will there be a public reception?  yes  no Time? \_\_\_\_\_ Where? \_\_\_\_\_

Will there be a meal for bishop?  yes  no Time? \_\_\_\_\_ Where? \_\_\_\_\_

Where is the bishop to park? \_\_\_\_\_ (reserved space)

**FOR OFFICE USE:**

Car: \_\_\_\_\_ Driver: \_\_\_\_\_ Drive Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_ From: \_\_\_\_\_

Notes:

**ORDER OF THE MASS**

*The Acclamations and Responses should normally be sung.*

**Mass being celebrated:**  Mass of the Day: \_\_\_\_\_  Other: \_\_\_\_\_

Color: \_\_\_\_\_

**Introduction:**  No  Yes; by whom: \_\_\_\_\_

**INTRODUCTORY RITES**

**Opening Hymn:** \_\_\_\_\_ Hymnal/number: \_\_\_\_\_

Order of Procession (check those who will be present):

- Knights of Columbus
- Thurifer
- Cross bearer and Candle bearers (# \_\_\_\_\_)
- Other server(s) (# \_\_\_\_\_)
- Readers (# \_\_\_\_\_)
- Deacon with book of the Gospels
  - If no deacon:  Lay reader carries Book  Book of the Gospels on the Altar
- Other vested deacons 2x2 (# \_\_\_\_\_)
- Concelebrating priests 2x2 (# \_\_\_\_\_)
- Master of Ceremonies
- Bishop
  - Assisting deacon(s) (# \_\_\_\_\_)
  - crosier-bearer  miter-bearer
  - server who assists with the book

**Use of Incense:**  No  Yes (Altar\*, Book of the Gospels, Gifts & People)

**Penitential Act:**

- A (*Confiteor*): The Kyrie is then  spoken  sung
- B (dialogue): The Kyrie is then  spoken  sung
- C (*Kyrie with tropes*; # \_\_\_\_\_)
  - Tropes are  proclaimed or  sung by: \_\_\_\_\_
  - Response is  spoken or  sung
- Sprinkling Rite (Sundays, esp. Easter Season; Accompaniment [NOT GLORIA]: \_\_\_\_\_)
  - Water:  Easter water (already blessed)  water to be blessed
  - Prayer at:  Chair (sanctuary; after procession)  Entrance (before procession\*)

*\*If the sprinkling rite begins before the procession, the incensation of the altar is omitted.  
Remember that there is also a prayer to close the sprinkling rite before the Gloria begins.*

**Gloria**  Sung  Recited  Omitted (if not required)

**LITURGY OF THE WORD** (please give the scripture citations and the lectionary numbers)

**Readings:**

1<sup>st</sup> Reading: \_\_\_\_\_ Responsorial Psalm: \_\_\_\_\_  sung  
 2<sup>nd</sup> Reading: \_\_\_\_\_ Gospel Acclamation: \_\_\_\_\_  omit if not sung  
 Gospel: \_\_\_\_\_

**Creed**  Recited  Sung  Omitted (if not required) ( Check here if Apostles' Creed Used)

**General Intercessions:** Intercessions prepared by parish; the intro / conclusion will be prepared by the bishop.

Petitions proclaimed by:  deacon (preferred)  other: \_\_\_\_\_

**THE LITURGY OF THE EUCHARIST:**

**Preparation of the Gifts & Altar**

Hymn: \_\_\_\_\_ Hymnal/number: \_\_\_\_\_

**The Eucharistic Prayer and Preparation for Communion**

Preface: \_\_\_\_\_

Responses (*Sanctus*, Memorial Acclamation, Great Amen, *Agnus Dei*):

sung (preferred)  spoken

Eucharistic Prayer:  I  II  III  IV  Other: \_\_\_\_\_

Lord's Prayer:  sung  spoken

**The Communion Rite**

Communion Hymn: \_\_\_\_\_ Hymnal/number: \_\_\_\_\_

**Concluding Rite**

Concluding Remarks:  no  yes (by whom: \_\_\_\_\_)

Blessing:  simple blessing  prayer over the people  solemn blessing  
(Specify: \_\_\_\_\_) (Specify: \_\_\_\_\_)

Hymn: \_\_\_\_\_ Hymnal/number: \_\_\_\_\_

**Additional Notes/Rites:**

**Continue Additional Notes/Rites:**