



GENERAL INFORMATION:

Event \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. p.m.

Name of Parish, or event location \_\_\_\_\_

Event Address \_\_\_\_\_

Exact address/location for Bishop's parking \_\_\_\_\_

Sponsor Group \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Liturgical Day (*Sunday, Solemnity, Feast, Memorial, Dedication, etc.*) \_\_\_\_\_

Special Mass Prayers \_\_\_\_\_ Liturgical Color White Green Red Violet Black Rose

Number of Chasubles \_\_\_\_\_ Number of Dalmatics \_\_\_\_\_

Vestments provided by Parish Chancery

Bishop's vesting location \_\_\_\_\_

Language of the Mass \_\_\_\_\_ Will Mass be livestreamed? No Yes

MINISTERS:

Pastor \_\_\_\_\_ Deacon(s) \_\_\_\_\_

Concelebrants(s) \_\_\_\_\_

Number of Lectors \_\_\_\_\_ Number of Gift Bearers \_\_\_\_\_ Total Stations for Hosts \_\_\_\_\_ Precious Blood \_\_\_\_\_

*Note: Clerics who are present at Mass distribute Holy Communion before Extraordinary Ministers are utilized.*

Musician name(s) \_\_\_\_\_

Cantor name(s) \_\_\_\_\_

Number of Servers \_\_\_\_\_ (*5 are preferred, Cross, 2 Candles/Servers, Miter, Crosier; 6 if incense is to be used*)

Number of Ushers \_\_\_\_\_ MC Name (Contact Divine Worship for approval-\$50 stipend) \_\_\_\_\_

Knights or other Fraternal groups present \_\_\_\_\_

SACRAMENT OF CONFIRMATION: (*If none, proceed to the next section*)

Number of candidates \_\_\_\_\_ Presentation of the candidates \_\_\_\_\_

Language of the Rite \_\_\_\_\_

Hymn(s) during the Chrismation \_\_\_\_\_

## INTRODUCTORY RITES:

Welcome address? No Yes, by whom? \_\_\_\_\_

Entrance chant, or hymn \_\_\_\_\_ Use of incense? No Yes

Penitential Act (*choose one*)

**Option 1A** Confiteor spoken by Bishop, Kyrie sung by Bishop Deacon Cantor/Choir

**Option 1B** Confiteor spoken by Bishop, Kyrie recited by Bishop Deacon

**Option 2** Form 2 (no.5 in Roman Missal) Bishop

**Option 3** Form 3: Invocations with response, spoken by Bishop Deacon

**Option 4** Rite of Blessing and Sprinkling with Holy Water (*On Sundays, especially in the Easter season, in the place of the customary penitential act, the blessing of and sprinkling with holy water may be done to recall baptism.*)

Gloria Sung-setting \_\_\_\_\_ Recited Omitted

Intoned by Bishop Cantor/Choir

## LITURGY OF THE WORD:

First Reading: Lectionary # \_\_\_\_\_ Citation \_\_\_\_\_ Language \_\_\_\_\_

Responsorial Psalm: Lectionary # \_\_\_\_\_ Citation \_\_\_\_\_ Language \_\_\_\_\_

Second Reading: Lectionary # \_\_\_\_\_ Citation \_\_\_\_\_ Language \_\_\_\_\_

Gospel Acclamation Sung-setting \_\_\_\_\_ Recited Language \_\_\_\_\_

Gospel Reading: Lectionary # \_\_\_\_\_ Citation \_\_\_\_\_ Language \_\_\_\_\_

Homilist \_\_\_\_\_

Universal Prayer/Prayer of the Faithful: *Attach below. Include presenter's invitation and closing prayer.*

Read by Deacon Lector (if no deacon is present) Lector's Name \_\_\_\_\_

## LITURGY OF THE EUCHARIST:

Preparation of the Gifts music \_\_\_\_\_

Use of incense at Preparation of the Gifts No Yes

Eucharistic prayer Bishop's Choice Request \_\_\_\_\_

Preface title \_\_\_\_\_

Sanctus Recited Sung Setting \_\_\_\_\_

Memorial Acclamation Recited Sung Setting \_\_\_\_\_

Great Amen Recited Sung Setting \_\_\_\_\_

Lord's Prayer Recited Chanted Language \_\_\_\_\_

Agnus Dei Recited Sung Setting \_\_\_\_\_

Communion chant or hymns \_\_\_\_\_

Optional hymn after Communion \_\_\_\_\_

**CONCLUDING RITES:**

Announcements/other activity (*follows Prayer after Communion*) \_\_\_\_\_

Solemn Blessing (*optional*) \_\_\_\_\_ Recessional Hymn \_\_\_\_\_

Luncheon/Dinner Reception      No      Yes, time location \_\_\_\_\_

Additional Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UNIVERSAL PRAYER/PRAYER OF THE FAITHFUL:**

**CHANCERY USE: 4.2**

Rcvd \_\_\_\_\_ Visum \_\_\_\_\_ Cmplt \_\_\_\_\_ Notes \_\_\_\_\_  
W2JG \_\_\_\_\_ W2MC \_\_\_\_\_ W2Othr \_\_\_\_\_ CerJG \_\_\_\_\_ CerMC \_\_\_\_\_ CerOthr \_\_\_\_\_ AddJG \_\_\_\_\_ AddMC \_\_\_\_\_ AddOthr \_\_\_\_\_