



When completed, please [email](mailto:divineworship@columbuscatholic.org) this form to Fr. Paul J. Keller, O.P., (divineworship@columbuscatholic.org). Please download this document, fill it out, and save as a new document, and return it **AS AN ATTACHMENT, NOT AS A LINK**, six weeks prior to the event.

GENERAL INFORMATION:

Event _____ Date _____ Time _____ a.m. p.m.

Name of Parish, or event location _____

Event Address _____

Bishop's parking exact address/location _____

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

Vestments provided by Parish Chancery Number of Chasubles _____ Number of Dalmatics _____

The Bishop's vesting location _____

Language of the Mass _____ Will the event be livestreamed? No Yes

MINISTERS:

Pastor _____ Deacon(s) _____

Concelebrants(s) _____

Number of Lectors _____ Number of Gift Bearers _____ Total Stations for Hosts _____ Precious Blood _____

Note: Priests and deacons at Mass distribute Holy Communion before Extraordinary Ministers are utilized.

Musician name(s) _____

Cantor name(s) _____

Number of Servers _____ (*6 are preferred, Cross, Book, 2 Candles/Servers, Miter, Crosier; 7 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 _____ Presenter 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

Gloria Sung-setting _____ Recited Omitted

Intoned by The Bishop Cantor/Choir

LITURGY OF THE WORD:

First Reading: Lectionary # _____ Citation _____ Language _____

Responsorial Psalm: Lectionary # _____ Citation _____ Language _____

Second Reading: Lectionary # _____ Citation _____ Language _____

Incense at the Gospel? No Yes

Gospel Acclamation Sung-setting _____ Recited Language _____

Gospel Reading: Lectionary # _____ Citation _____ Language _____

Homilist _____

Universal Prayer/Prayer of the Faithful (*Fill in below. Include The Bishop'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 _____

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 (*after Prayer after Communion*) _____

Solemn Blessing (*optional*) _____ Recessional Hymn _____

Luncheon/Dinner Reception No Yes, time location _____

Additional Notes:

UNIVERSAL PRAYER/PRAYER OF THE FAITHFUL:

(No more than 5 intercessions. Please refer to instructions found at <https://bit.ly/4bIlVE1>)

CHANCERY USE: 4.3

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