Deadline: 3 weeks prior to the liturgy

**Attention users of Pages for Mac (Apple’s Word Processor):** *If you use Pages to complete this form, the checkmark boxes and any drop-down lists
do not work. Please consider using Microsoft Word to complete this form.*

The following instructions are provided in light of past questions received by the Office of Worship regarding the completion of a Liturgy Planning form.

If you have any questions, please feel free to contact the Office of Worship.
We are happy to assist you with this form, and too, answer any questions.

Instructions:

1. Download the Liturgy Planning form.
2. Complete the form.
3. Save the form as a Word Document (.doc OR .docx) as a new name.
4. Email the newly saved Word Document to
worship@richmonddiocese.org; please email the file at least three (3) weeks prior to the liturgy.
5. Approximately two weeks prior to the liturgy, the Liturgy Contact Person (listed on the Liturgy Planning Form) is contacted by the Office of Worship. If someone else should be contacted, please indicate such in the email with the attached, completed form sent to worship@richmonddiocese.org.

Please DO NOT email as a PDF.

Thank you!

LITURGY PLANNING FORM

Catholic Diocese of Richmond

Office of Worship • 804-622-5235

**SUBMISSION DEADLINE: three (3) weeks prior to the liturgy**

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| **GENERAL INFORMATION** |
| **Parish/School/Campus/Group**       |
| **Liturgical Feast/Event** *(e.g. Second Sunday of Easter, Dedication of a Church, Blessing of…, etc.)*      |
| **Location/Address** *(please provide street number, street name, city, and zip code)*      |
| **Date of Event**      | **Time**      |
| **Liturgy Contact Person**      | **Liturgy Contact’s Phone**      |
| **Liturgy Contact’s Email**      | **Liturgy Contact’s Cell Phone**      |
| **Pastor’s Email** *(if different)*      | **Pastor’s Cell Phone** *(if different)*      |
| **Celebrant**Bishop Barry Knestout | **Homilist**      |
| **Master of Ceremonies (MC) for the Bishop/Liturgy***To be assigned by the Office of Worship* |
| **Greeting/Acknowledgments/Offering Thanks by the Pastor** Will the Pastor/ [ ]  Greet the Bishop at the start of Mass, after the Sign of the Cross Chaplain: **OR** [ ]  Acknowledge/thank the Bishop following the Prayer after Communion **OR** [ ]  Both (start of the Mass ***and*** following the Prayer after Communion) |
| **Announcements** Are there any? [ ]  Yes [ ]  No When? [ ]  Before Mass begins **OR** [ ]  Following the Prayer after CommunionMade by whom?      Comments:       |
| **Reception** Will a reception occur after Mass? [ ]  Yes [ ]  No If so, the location:       |

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| **TEXTS FOR THE LITURGY** |
| Mass Proper |  |
| Penitential Act | [ ]  Invocations led by: [ ]  the Bishop [ ]  the Deacon [ ]  the cantor (sung)[ ]  *Confiteor led by the Bishop* *[ ]  Kyrie recited [ ]  Kyrie sung by the cantor**[ ]* Rite of Blessing and Sprinkling Holy Water*will replace  the Penitential Act (****option available during Easter Season****)* |
| Gloria | [ ]  Sung [ ]  Recited  |
| Readings*Lectionary #(s): 667* | 1st Reading: Readings to be prepared by the Office of WorshipPsalm:      2nd Reading:      Gospel:       Any comments:  |
| Profession of Faith (Creed) | [ ]  Sung [ ]  Recited [ ]  Nicene Creed  |
| Prayer of the Faithful | [ ]  Occurs as Normal **OR** Read by: [ ]  Deacon [ ]  Lector [ ]  Other |
| Preface |  |

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| **LITURGICAL MINISTERS, VESTMENT COLOR, INCENSE** |
| Vestment color | [ ]         |
| Altar Servers | [ ]  Four (4) Up to four are welcome       Indicate how many you will have |
| Deacons | [ ]  No Deacon will be present for the MassIf **one (1)** serving:      If **two (2)** serving: Word:       Eucharist:       |
| *Who is reading the Gospel?* |       |
| Incense | [ ]  Omitted*[ ]  Incense (****for solemnities and liturgical feasts only****) used at* *[ ]  Beginning/Entrance [ ]  Gospel [ ]  Gifts* |
| Distribution of Communion | [ ]  under one form  |
| Other Notes/Comments |       |

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| **CLERGY PRESENT FOR THE LITURGY** |
| **Priests**: *(please list first and last name, parish name, parish city for all priests present; see the example)* |
|  **Fr. John Doe** | **St. Anthony of Padua, Jonesville** |
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| **Deacons**: *(please list first and last name, parish name, parish city for the deacon(s) present, including the deacon(s) who is the (are) deacon(s) of the liturgy; see the example below)* |
|  **Deacon John Doe** | **St. Anthony of Padua, Jonesville** |
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| **MUSIC FOR THE LITURGY** |
| Liturgy of the Eucharist | Sanctus/Holy, Holy: [ ]  Sung [ ]  RecitedThe Mystery of Faith: [ ]  Sung [ ]  RecitedGreat Amen: [ ]  Sung [ ]  Recited |
| The Communion Rite | Lord’s Prayer: [ ]  Sung [ ]  RecitedDoxology (*For the kingdom*, etc.): [ ]  Sung [ ]  RecitedLamb of God: [ ]  Sung [ ]  RecitedIs there a post-Communion hymn? [ ]  Yes [ ]  No Sung by the choir or all present? [ ]  Choir [ ]  All |

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| **EVENT PROGRAMS OR BIOGRAPHICAL INFORMATION** |
| Before preparing any programs with biographical information on Bishop Knestout or any media about his homily/talk, please contact Ms. Deborah Cox in the Office of Communications for assistance at (804) 622-5226 or dcox@richmonddiocese.org. |

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| **OTHER INFORMATION** |
| Please note the following… Where the bishop should park: **In a spot reserved near the entrance of the church** Additional information concerning parking:       Where the Bishop will vest: **In a private location; please consult the FAQ for additional details.** Who will meet/greet the bishop upon his arrival: **The pastor** |
| Please list any special features or instructions for the Mass *(*i.e.*, specifics concerning the blessing, the dedication, any presentations to occur, photographs to be taken, etc.):*      |

**Please save this form to your computer and then send a copy**

**to** **worship@richmonddiocese.org** **as an attachment.**

**Thank you!**