

Preparation Sheet for Solemn Liturgies

DATE: _____ TIME: _____ PLACE: _____

Address: _____

Celebration: _____

Contact Person: _____ E-Mail: _____

Work number: _____ Home number: _____

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: _____

Psalmist / Cantor: _____

Choir: _____

Server(s) / Acolyte(s)

Thurifer: _____

Boat: _____

Cross-bearer: _____

Book-bearer (hold Missal for bishop): _____

Candle-bearers: _____

Crosier-bearer: _____

Miter-bearer: _____

Server(s) assisting at the Altar: _____

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

Gifts: _____

EMHCs (only if not enough priests/deacons): _____

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

DETAILS:

Are there participation booklets? yes no

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? _____

Please let us know if the reception or meal is not at the church site.

Usual travel time from Davenport: _____ Where is the bishop to park? _____ (reserved space)

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 Bow to the altar OR Genuflect to Tabernacle in Sanctuary

Opening Hymn: _____

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

- Thurifer*
- Cross bearer and Candle bearers* (# _____)
- Other server(s)* (# _____)
- Readers* (# _____)
- Deacon with book of the Gospels (reader if no deacon)*
- Other vested deacons 2x2* (# _____)
- Concelebrating priests 2x2* (# _____)
- Master of Ceremonies*
- Bishop*
- Assisting deacon(s)* (# _____)
- crozier-bearer* *miter-bearer*
- server who assists with the book*

It is preferred that the procession keep moving rather than all the ministers "lining up" in front to await the bishop.

The same is true for the recessional.

Additional groups (e.g. Knights of Columbus, banner-bearers) precede the thurifer, who waits for them to be in place before proceeding.

Incense Altar yes no

Penitential Act: A (*Confiteor*): The Kyrie is then spoken sung
 B
 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)
Remember that there is also a prayer to close the sprinkling rite before the Gloria begins.

Gloria Sung Recited Omitted (if not required)

Collect: Mass of the Day Other: _____

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

Readings: 1st Reading: _____ Responsorial Psalm: _____
 2nd Reading: _____ Gospel Acclamation: _____
 Gospel: _____ Incense: yes no

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

General Intercessions: Intro / conclusion will be prepared by the bishop
 Petitions by: deacon (preferred) other: _____

THE LITURGY OF THE EUCHARIST: Mass Setting: _____

Preparation of the Gifts & Altar

Hymn: _____ Collection: yes no Incense: yes no
 Prayer over Gifts: Mass of the Day Other: _____

The Eucharistic Prayer

Preface: _____

Sanctus: sung (preferred) spoken
 Eucharistic Prayer: I II III IV Other: _____
 Memorial Acclamation sung (preferred) spoken
 We proclaim your death... When we eat... Save us, Savior...
 Great Amen sung (preferred) spoken

The Preparation for Communion

Lord's Prayer: sung (setting: _____) spoken
Agnus Dei: sung (preferred) spoken

The Communion Rite

Please bring the lavabo to the bishop after he returns to the chair.

Communion Hymn: _____ Hymn after Communion or Silence: _____

Prayer after Communion: Mass of the Day Other: _____

Concluding Rite

Concluding Remarks: yes (by whom: _____) no

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

Hymn: _____

Additional Notes/Rites: