

LITURGY PLANNING FORM
DIOCESE OF WINONA-ROCHESTER

Parish / Location: _____

Event: _____

Date of Celebration: _____ Time: _____

Master of Ceremonies (to be filled in by Diocese): _____

Event Contact

Name: _____

Telephone: _____

E-mail: _____

Mass Readings, Prayers, and Liturgical Color:

_____ Mass of the Day

_____ Other Rite / Feast / Ritual Mass: _____

Clergy

Concelebrating Priests: _____

Assisting Deacons: _____

Details Regarding the Mass

Entrance:

_____ Gathering Song / Entrance Antiphon: _____

_____ Enter in Silence

Penitential Rite:

_____ Confiteor _____ Kyrie with Invocations _____ Have mercy on us, Lord...

Gloria (only on Solemnities, Feasts, and Sundays outside of Advent and Lent):

_____ Sung: _____ Spoken

Readings:

_____ Readings of the Day

_____ From Rite / Feast / Ritual Mass: _____

First Reading: _____ *Lectionary Number:* _____

Psalm: _____ *Lectionary Number:* _____

Second Reading: _____ *Lectionary Number:* _____

Gospel: _____ *Lectionary Number:* _____

Homily:

_____ Bishop _____ Other: _____

Creed:

_____ Yes _____ No _____ Baptismal Promises

Prayers of the Faithful:

_____ Bishop _____ Deacon or Reader

Collection:

_____ Yes _____ No

Preparation of the Altar:

_____ Silence _____ Music: _____

Presentation of the Gifts:

_____ No _____ Yes, by _____

Eucharistic Prayer:

Preferred Eucharistic Prayer: _____

Sanctus Musical Arrangement: _____

Memorial Acclamation Musical Arrangement: _____

Amen Musical Arrangement: _____

Our Father:

_____ Spoken _____ Sung: _____

Fraction Rite:

Agnus Dei Musical Arrangement: _____

Communion:

Communion may be distributed under both forms

Number of ministers for the hosts:

Priests, including the Bishop: _____

Deacons, if not distributing the Precious Blood: _____

Lay EMHC's, if necessary: _____

Number of ministers for the chalices:

Deacons: _____

Priests: _____

Lay EMHC's, if necessary: _____

Communion Song: _____

Hymn of Thanksgiving (optional): _____

Announcements:

_____ No _____ Yes, by _____

Recessional:

_____ Silence _____ Music: _____

Additional Details

After the celebration will the Bishop greet the people?

_____ No

_____ Yes

_____ Outside the church

_____ Another location: _____

Is the Bishop invited to a meal either before or after the celebration?

*Please note that Bishop Barron does **not** eat fish or any seafood.*

_____ No

_____ Yes *If a meal was not originally planned, feel free to indicate your invitation and the Bishop's secretary will contact you as to whether a meal before or after will be possible.*

If yes, at what time? _____

Where will the meal take place? _____

Will there be pictures taken? _____

_____ No

_____ Yes *If yes, it is desired that pictures be taken **after Mass in the front of the church.***

Additional notes for the Bishop:

Please return to Leandra Hubka, Office of the Bishop, no later than one week before Mass: lhubka@dowr.org OR Diocese of Winona-Rochester, 55 W. Sanborn, Winona, MN 55987