

**Appendix I – Episcopal Liturgy Planning Sheet – Third Edition of the Roman Missal
(Diocesan Policy Art. 1035, §2)**

Please return to the Office of the Bishop no later than two weeks before the ceremony.

FAX: 767-1230; Email: ddeorosan@diocesealex.org

Parish: _____ Place: _____

Day: _____ Date: ___/___/_____ Time: _____

Purpose of Celebration: _____

How many concelebrants are expected? ___ How many altar servers? ___ Deacon: Yes No

From what publisher is your copy of the *Roman Missal*? _____

The MASS TEXTS (*Collect, etc. and Liturgy of the Word*) are from what Sunday, feast, etc.?

(Please attach a copy of the “musical setting” for all service music the Bishop must sing.)

Will incense be used? Yes No

(If incense is used, it is used at the entrance, the Gospel, and the Preparation of Gifts.)

The Introductory Rites

Entrance Song _____

(Please place Service Music and Hymnal at the Presider’s Chair for the Bishop’s use.)

Are the people accustomed to singing at the Sign of the Cross and/or Greeting? Yes No

(musical setting)

Choose A or B. The “Penitential Act Introduction” is used with Option B only. The “Lord, have mercy.” is used with Options 2 or 3 only. If a deacon is present, he may only lead option B 3. A cantor may also lead option B 3.

A. Rite of Blessing and Sprinkling of Water *(Have Appendix II marked in Roman Missal presented to the Bishop at Mass. Appropriate singing should always accompany the sprinkling itself.)*

B. Penitential Act Introduction Sung Recited by Bishop

1. “I confess...” Recited by Bishop

2. “Have mercy on us, O Lord.” Sung Recited by Bishop

“Lord, have mercy.” “Kyrie, eleison.” Sung Recited by Bishop; Sung by other

(musical setting)

3. Three-fold Invocation Sung Recited by Bishop *(have marked in Roman Missal presented to the Bishop at Mass; see also samples in Appendix VI.);* Sung Recited by other

(musical setting)

Glory to God Sung Recited Omitted (only included if required by the rank of the feast)

(musical setting)

The Liturgy of the Word

First Reading Scripture Reference _____ Lectionary # _____

Psalm Scripture Reference _____ Sung Recited

Second Reading Scripture Reference _____ Lectionary # _____

(Gospel Acclamation should be sung.)

Gospel _____ Scripture Reference _____ Lectionary # _____

by: _____; Will the Book of the Gospels be used? Yes No

Homily *(Is preached by the Bishop except in extraordinary circumstances)*

(Dismissal of the Catechumens and the Elect Yes No. Provide text to Bishop at Mass if applicable.)

Symbol *(Profession of Faith)* Sung Recited Omitted

_____ *(musical setting)*

Universal Prayer *(Prayer of the Faithful)* Sung Recited *(By one person only)*

The Liturgy of the Eucharist

Presentation of Gifts

Offertory Interlude Silence Song _____

(If incense is used, the gifts are incensed by the bishop, then the bishop is incensed, then the clergy, and then the congregation.)

The Eucharistic Prayer

Are the people accustomed to singing the responses to the preface dialogue? Yes No

The Holy, Holy, Holy, Memorial Acclamation, and Amen should be sung. Sung Recited

_____ *(musical setting)*

The Lord's Prayer Sung Recited

_____ *(musical setting)*

Lamb of God Sung Recited

_____ *(musical setting)*

Communion Song _____

Optional Song of Praise after Communion Sung by All _____

(A solo or choir meditation is not permitted.)

The Concluding Rites

Announcements after Prayer after Communion Yes No by: _____

Are the people accustomed to singing the responses to the blessing and dismissal? Yes No

Recessional Postlude Song _____

Will there be group and/or individual photos taken after the Mass? Yes No

Please Note: the bishop will be available for a short time after the celebration for individual photos and to visit with the community.

Revised – April 2018