

Liturgy Preparation Form – Archdiocesan Liturgies

See “Instructions for Preparing Archdiocesan Liturgies” before proceeding.
Not all items pertain to every liturgy - use N/A for these items.

BASIC INFORMATION

Name of Liturgical Celebration: _____

Day and Date: _____

Time: _____

Location: _____

Parking information for the Archbishop: _____

Primary Contact Person (on site): _____

Email: _____

Phone: _____

Primary Supporting Agency: _____

Archdiocesan Agency Contact Person: _____

Email: _____

Estimated number of attendees: _____

MINISTERS¹

Celebrant/Presider: _____

Homilist: _____

Concelebrant(s)²: _____

¹ If any of the ministers is still to be assigned, please write “TBA” in the appropriate blank so that the Office of Worship knows that these assignments are in process.

² If the liturgy is a Mass, members of the presbyterate are ordinarily invited to concelebrate. List concelebrants here, or indicate an estimated number.

Assisting Deacon(s)³: _____

Master of Ceremony (MC)⁴: _____

Sacristan: _____

Lector(s): _____

Reader(s) for Universal Prayer⁵: _____

Server(s)⁶: _____

Extraordinary Ministers of Holy Communion⁷: _____

Gift Bearers: _____

Hospitality Ministers (ushers, greeters): _____

Other⁸: _____

³ If the parish deacon is available, it is recommended that he serve as deacon of the Altar.

⁴ A Master of Ceremony (MC) is needed for more complex liturgies only. This person directs the movements of ministers and servers. The role of MC is not to be mixed with another liturgical role, such as deacon or concelebrant.

⁵ A deacon, if one is present, ordinarily announces the intentions of the Universal Prayer. For pastoral reasons, this may be another reader.

⁶ **At least 2 servers are needed for any Mass with the Archbishop.** More complex liturgies generally require at least 4 servers (crucifer/book; 2 candle-bearers/altar servers; mitre/crosier-bearer), plus a thurifer if incense is used. These roles can be split if more servers are present.

⁷ Ordinary Ministers (bishops, priests, and deacons) are the first choice as Communion Ministers. Extraordinary Ministers are used only if there is not a sufficient number of Ordinary Ministers.

⁸ e.g. Honor Guard

RITUAL INFORMATION

Is this a Mass? ☐ Yes ☐ No

If yes, what Mass?⁹ _____

If no, what ritual is being celebrated?¹⁰ _____

Vestment color: _____

Where will the celebrant vest? _____

Worship Aid: ☐ Prepared by host location¹¹
☐ Prepared by Office of Worship
☐ N/A¹²

Suggested readings (including Psalm)¹³: _____

Incense used? ☐ Yes ☐ No

Universal Prayer (petitions): ☐ Composed by host location (PLEASE ATTACH TO THIS FORM)¹⁴
☐ Composed by Office of Worship
☐ N/A – omitted or taken directly from special rite

Holy Communion under both kinds? ☐ Yes ☐ No (Sacred Host only) ☐ N/A

Any announcements given before final blessing? ☐ Yes ☐ No

If yes, given by: _____

Is there a reception or other gathering following this liturgy? ☐ Yes ☐ No

If yes, where? _____

⁹ e.g. Weekday in Ordinary Time, Memorial of St. Augustine, Votive Mass of the Sacred Heart, Mass for Various Needs: For a Spiritual or Pastoral Gathering. Note that, depending on the liturgical day, Votive Masses and Masses for Various Needs may be allowed, may require the Archbishop's permission, or may be altogether forbidden. This information can be found in the Ordo. Consult with the Office of Worship as needed.

¹⁰ e.g. Exposition and Benediction of the Blessed Sacrament, Vespers, Liturgy of the Word, Order of Blessing

¹¹ Submit to the Office of Worship for review before printing, at least 2 weeks prior to the event.

¹² The use of projection screens is discouraged; if used, contact the Office of Worship for further instructions.

¹³ Readings must be selected from among those options provided in the Lectionary for the Mass celebrated or from the options provided in ritual book for other liturgies.

¹⁴ Follow the models in the *Roman Missal*. Each petition should be brief and universal in nature. Consider the needs of the Church, the world, and the local community. The last petition at Mass is for the dead. There should be no more than 6 total petitions. Ordinarily, a deacon, if present, announces the intentions.

[illegible]

Primary Liturgical Music Coordinator: _____

Email: _____

Accompanist: _____

Suggested Musical Selections (or attach a detailed music list)¹⁵: _____

[illegible]

¹⁵ Norms for liturgical music (e.g. those found in the *General Instruction of the Roman Missal* and “Sing to the Lord: Music in Divine Worship”) are to be followed at all times. Consider the prescribed musical texts given in the Roman Missal and ritual books (e.g. Entrance and Communion antiphons). As a rule, the Ordinary of the Mass (Gloria, Eucharistic Acclamations, Lamb of God) and Gospel Acclamation are always sung. Be aware of seasonal restrictions on music (e.g. purely instrumental music is not used during Lent).