

Liturgy Preparation Form – Liturgies with the Archbishop

Use this form for parish/school/institution liturgies at which the Archbishop or his delegate is the presider/celebrant or when the Archbishop is attending “in choir.”

DO NOT use this form for Confirmation Masses. There is a different form specifically for Confirmations.

Not all items pertain to every liturgy - use N/A for these items.

I. BASIC INFORMATION

Title of Celebration: _____

Day and Date: _____

Time: _____

Location (include address): _____

Parking information for the Archbishop: _____

Primary Contact Person (on site): _____

Email: _____

Phone: _____

Estimated number of attendees: _____

Celebrant/Presider: _____

Vestment color / notes: _____

Where will the celebrant vest? _____

Homilist: _____

Readings (including Psalm)¹: _____

¹ 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.

II. MINISTERS²

Concelebrant(s)³: _____

Assisting Deacon(s)⁴: _____

Master of Ceremony (MC)⁵: _____

Sacristan: _____

Lector(s): _____

Reader(s) for Universal Prayer⁶: _____

Server(s)⁷: _____

Extraordinary Ministers of Holy Communion⁸: _____

Gift Bearers: _____

Hospitality Ministers (ushers, greeters): _____

Other⁹: _____

² 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.

³ List concelebrants here, or indicate an estimated number.

⁴ If the parish deacon is available, it is recommended that he serve as deacon of the Altar.

⁵ 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.

⁶ A deacon, if one is present, ordinarily announces the intentions of the Universal Prayer. For pastoral reasons, this may be another reader.

⁷ The number of servers needed will vary depending on the complexity of the liturgy. **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.

⁸ 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.

⁹ e.g. Honor Guard

III. RITUAL INFORMATION

Is this a Mass? ☐ Yes ☐ No

If yes, what Mass?¹⁰ _____

If no, what ritual is being celebrated?¹¹ _____

Will there be a printed Worship Aid?¹² ☐ Yes ☐ No

Incense used? ☐ Yes ☐ No

Universal Prayer (petitions): ☐ Composed by host location (PLEASE ATTACH TO THIS FORM)¹³

☐ 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? _____

Please list any other important information about the celebration (e.g. additional rites, significant language groups present, special guests, awards to be presented, remarks):

¹⁰ 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. Consult with the Office of Worship as needed.

¹¹ e.g. Exposition and Benediction of the Blessed Sacrament, Vespers, Liturgy of the Word, Order of Blessing

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

¹³ 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.

IV. MUSIC

Primary Liturgical Music Coordinator: _____

Email: _____

Cantor: _____

Accompanist: _____

Other Musicians: _____

List the music to be used here, or attach detailed music plans¹⁴. List all musical elements, including Eucharistic Acclamations, Gospel Acclamation, Psalm setting, etc.:

[illegible]

¹⁴ 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).