LITURGY PLANNING FORM

Archdiocese of Washington • The Office of Worship

P.O. Box 29260 • Washington, D.C. 20017-0260 • 301-853-4594

**Return the completed form to:**liturgy@adw.org

(Please do not send as pdf)

**IF PLANNING FOR THE SACRAMENT OF CONFIRMATION,**

**PLEASE USE THE CONFIRMATION PLANNING FORM**

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| **I. GENERAL INFORMATION** |
| **Parish/Group/Offices**      | **Phone**      |
| **Event**      |
| **Location/Address**      |
| **Day of Week & Date of Event**      | **Time of Liturgy**      |
| **Liturgical Feast *(e.g. Second Sunday of Easter)***      |
| **Contact Person**      | **Phone**      |
| **Contact Person’s Email Address**      | **Contact’s Cell Phone**      |
| **Pastor’s Name** *(if not the contact)*      | **Pastor’s Cell Phone**      |
| **Pastor’s Email Address** *(if different)*      |
| **Celebrant**      |
| **Homilist**      |
| **Concelebrant(s)**      |
| **Deacon(s)** *(If there are no deacons, please indicate* ***NONE****)*      |
| **Number of Servers**      | **Number of Lectors**      |

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| **II. INTRODUCTORY RITES** |
| **Incensation of the Cross and Altar?** [ ]  Yes [ ]  No |
| **GREETING** (Introductions of Clergy and VIPs present and the Celebrant): **PLEASE COMPLETE!****The Cardinal or Bishop is greeted by:**      *(Greeting takes place after the Sign of the Cross)* |
| **PENITENTIAL ACT** *(Please choose one option and complete the choices given)***Option 1** [ ]  **Confiteor –** Confiteor spoken by Celebrant, Kyrie sung  OR [ ]  **Confiteor –** Confiteor spoken by Celebrant, Kyrie recited *(please consider using Invocations)***Option 2** [ ]  **Invocations –** *(Invocations* “Lord Jesus, you…” *with response* “Lord, have mercy.”*)* [ ]  Spoken by the celebrant [ ]  Spoken by the deacon [ ]  Sung by the cantor**Option 3**  [ ]  **Rite of Blessing and Sprinkling Holy Water\*** will replace the Penitential Act. (See Appendix II in Roman Missal)  *\*On Sundays, especially in Easter time, in place of the customary penitential act, the blessing and sprinkling with water may occasionally be performed to recall baptism*. – Revised General Instruction of the Roman Missal, no. 51*Comments*      |
| **GLORIA** *(Omitted on Sundays in Advent and Lent and most weekdays.)*  [ ]  Sung [ ]  Recited [ ]  Omitted  |
| **COLLECT, PRAYER OVER THE OFFERINGS, AND PRAYER AFTER COMMUNION**Roman Missal Publisher:       [ ]  From the Mass of the Day :        [ ]  Other :        |

| **III. LITURGY OF THE WORD**  |
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| *According to Church custom, during the Easter Season the Old Testament is not normally read at Mass. In this season the First Reading is normally taken from the Acts of the Apostles and the Gospel is taken from St. John.* |
| **First Reading** | Scripture Citation      *Comments*  | Lectionary Number:      |
| **Psalm** | Scripture Citation      *Comments*  | Lectionary Number:      |
| **Second Reading***(if applicable)* | Scripture Citation      *Comments*  | Lectionary Number:      |
| **Gospel** | Incensation at the time of Gospel?  [ ]  Yes [ ]  NoScripture Citation      *Comments*       | Lectionary Number:      |
| **Creed** *(omitted on most weekdays)* [ ]  Nicene Creed  [ ]  Apostles’ Creed *(May be used especially during Lent and Easter Time)* [ ]  Recited [ ]  Sung [ ]  Omitted |
| **Universal Prayer is read by**  [ ]  Deacon [ ]  Lector [ ]  Other*(In general, please limit the number of intercessions to 4 to 6; prayers are to be brief and if possible submitted in advance to the Office of Worship.)**Comments*       |

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| **IV. LITURGY OF THE EUCHARIST** |
| **Procession of Gifts** *(Bread and Wine)* [ ]  Yes [ ]  No*Comments*  |
| **Incensation of the Offerings,****the Cross, and the Altar?**  [ ]  Yes [ ]  No |
| **Preface Title**          |
| **Holy, Holy, Holy**  [ ]  Sung [ ]  Recited |
| **The Mystery of Faith** [ ]  Sung [ ]  Recited |
| **Great Amen**  [ ]  Sung [ ]  Recited |
| **The Lord’s Prayer and Doxology**  [ ]  Sung [ ]  Recited *\*Please note that Cardinal Wuerl prefers that the Lord’s Prayer be chanted in Masses at which he is the celebrant. The Cardinal intones the Lord’s Prayer.* |
| **Lamb of God**  [ ]  Sung [ ]  Recited |
| **Communion to be distributed under**  [ ]  One form [ ]  Both forms |
| *Priests and deacons, if available, should serve as ministers of Communion. If there is not a sufficient* *number of priests and deacons, Extraordinary Ministers of Holy Communion should be assigned and available.* |
| **Will there be a hymn of thanksgiving****after the distribution of Communion?** [ ]  Yes [ ]  No |

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| **V. CONCLUDING RITE** |
| **Are there announcements (or remarks)** **to be made?** [ ]  Yes [ ]  No*Comments*       |
| **When are announcements offered?**       |
| **Who will offer the announcements?**       |
| **Will there be a reception?** [ ]  Yes [ ]  No |

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| **VI. EVENT WORSHIP AIDS OR BIOGRAPHICAL INFORMATION** |
| If there are worship aids that include biographical information about Cardinal Wuerl or the Auxiliary Bishops, or if there is media coverage, please contact the Office of Media and Public Relations for the Archdiocese of Washington for guidance at 301-853-4516 or communications@adw.org.  |

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| **VII. OTHER INFORMATION** |
| **Where should the celebrant park and who will meet him upon arrival?**      |
| **Where will the celebrant vest prior to Mass?**      |
| **Please list any special features for this Mass** *(i.e. Blessings, Dedications, Presentations, Class photos)*      |

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| *Office use only* |
| **Master of Ceremonies**      | **MC’s Cell Phone**      | **MC’s Email Address**      |

**Please save this form to your computer as a MS Word document.**

**Email a copy to** **liturgy@adw.org** **as an attachment.**

**Pastors: Please share a copy of the completed form with Deacons, Directors of Liturgy and Music, and others who participate in the planning of this Liturgy.**