<table>
<thead>
<tr>
<th>Parish</th>
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<tbody>
<tr>
<td>Event</td>
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<tr>
<td>Date of Celebration</td>
<td>Time</td>
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<tr>
<td>Coordinator</td>
<td>Telephone</td>
<td>E-mail</td>
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<tr>
<td>Mass Prayer of the Day</td>
<td>or Other</td>
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<tr>
<td>Special Rite</td>
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**LITURGICAL MINISTERS:**

Celebrant                             
Deacon                                
Reader                                 
Music Director                         
Organ/Piano                            
Gift Presenters                        
Intercessions  □ Deacon or □ Reader (In the case of no Deacon)

**INTRODUCTORY RITES**

Gathering Song                         
Penitential Rite A (Sprinkling Rite- Easter time only) 
Penitential Rite B (Penitential Rite) a. b. c. 
Glory to God                           □ Sung □ Spoken □ Omit (Advent/Lent) 
Opening Prayer                         

**LITURGY OF THE WORD**

**FIRST READING** (Lectionary number) 
Psalm (All of psalm should be sung) 
**SECOND READING** (Lectionary number) 
Gospel Acclamation (Gs. Acclamation is sung) 
**GOSPEL** (Lectionary number) 
Homily □ Bishop □ Other
LITURGY OF THE EUCHARIST

Collection □ yes □ no

Preparation of the Altar (Music) __________________________________________

Presentation of Gifts by ________________________________________________

THE EUCHARISTIC PRAYER

Preface (Number) ______________________________________________________

Eucharistic Prayer (Number) _____________________________________________

Holy, Holy, Holy (Should be sung) ________________________________________

Memorial Acclamation (Should be sung) ___________________________________

Amen (Should be sung) _________________________________________________

THE COMMUNION RITE

Our Father □ spoken □ sung ______________________________________________

Lamb of God (Should be sung) ___________________________________________

Communion under both forms List number of Priests (Host) __________________
Deacon (Chalice) ______________

List number of lay ministers _____________________________________________

Communion procession song: _____________________________________________

Hymn of Thanksgiving ___________________________________________________
(silence or singing assembly)

Prayer after Communion (Bishop or celebrant only - prayer is from the Roman Missal)

DISMISSAL RITE

Announcements by _______________________________________________________

Blessing / Dismissal (Bishop or celebrant)

Recessional music _______________________________________________________
(may be instrumental, choral, or assembly)

NOTES_________________________________________________________________