

LITURGY PLANNING FORM
DIOCESE OF WINONA-ROCHESTER

Parish _____

Event _____

Date of Celebration _____ **Time** _____

Coordinator _____

Telephone _____

E-mail _____

Mass Prayer of the Day _____ *or* Other _____

Special Rite _____

LITURGICAL MINISTERS:

Celebrant _____

Deacon _____

Reader _____

Music Director _____

Organ/Piano _____

Gift Presenters _____

Intercessions 9 Deacon or 9 Reader (In the case of no Deacon)

INTRODUCTORY RITES

Gathering Song _____

Penitential Rite **A** (*Sprinkling Rite- Easter time only*) _____

B (*Penitential Rite*) a. ____ b. ____ c. ____

Glory to God 9 Sung 9 Spoken 9 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 9 Bishop 9 Other _____

Profession of Faith 9 Creed 9 Baptismal Promises

Prayers of the Faithful 9 Deacon 9 Reader or 9 Cantor

LITURGY OF THE EUCHARIST

Collection 9 yes 9 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 9 spoken 9 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 _____

PLEASE RETURN THIS FORM TO THE PASTORAL CENTER NO LATER THAN ONE WEEK PRIOR TO THE DATE OF THE EVENT.

SEND WITH ATTENTION TO STACEY GLITHERO

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