

# LITURGY PLANNING FORM

## DIOCESE OF WINONA-ROCHESTER

Parish / Location: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Celebration: \_\_\_\_\_ Time: \_\_\_\_\_

Master of Ceremonies (to be filled in by Diocese): \_\_\_\_\_

### *Event Contact*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### *Mass Readings, Prayers, and Liturgical Color:*

\_\_\_\_\_ Mass of the Day Color: \_\_\_\_\_

\_\_\_\_\_ Other Rite / Feast / Ritual Mass: \_\_\_\_\_ Color: \_\_\_\_\_

### *Clergy*

Concelebrating Priests: \_\_\_\_\_

Assisting Deacons: \_\_\_\_\_

### *Details Regarding the Mass*

#### ***Entrance:***

\_\_\_\_\_ Gathering Song / Entrance Antiphon: \_\_\_\_\_

\_\_\_\_\_ Enter in Silence

#### ***Penitential Rite:***

\_\_\_\_\_ Confiteor \_\_\_\_\_ Kyrie with Invocations \_\_\_\_\_ Have mercy on us, Lord...

#### ***Gloria (only on Solemnities, Feasts, and Sundays outside of Advent and Lent):***

\_\_\_\_\_ Sung: \_\_\_\_\_ Spoken

#### ***Readings:***

\_\_\_\_\_ Readings of the Day

\_\_\_\_\_ From Rite / Feast / Ritual Mass: \_\_\_\_\_

*First Reading:* \_\_\_\_\_ *Lectionary Number:* \_\_\_\_\_

*Psalm:* \_\_\_\_\_ *Lectionary Number:* \_\_\_\_\_

*Second Reading:* \_\_\_\_\_ *Lectionary Number:* \_\_\_\_\_

*Gospel:* \_\_\_\_\_ *Lectionary Number:* \_\_\_\_\_

#### ***Homily:***

\_\_\_\_\_ Bishop \_\_\_\_\_ Other: \_\_\_\_\_

#### ***Creed:***

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Baptismal Promises

#### ***Prayers of the Faithful:***

\_\_\_\_\_ Bishop \_\_\_\_\_ Deacon or Reader

#### ***Collection:***

\_\_\_\_\_ Yes \_\_\_\_\_ No

#### ***Preparation of the Altar:***

\_\_\_\_\_ Silence \_\_\_\_\_ Music: \_\_\_\_\_

#### ***Presentation of the Gifts:***

\_\_\_\_\_ No \_\_\_\_\_ Yes, by \_\_\_\_\_

***Eucharistic Prayer:***

Preferred Eucharistic Prayer: \_\_\_\_\_

Sanctus Musical Arrangement: \_\_\_\_\_

Memorial Acclamation Musical Arrangement: \_\_\_\_\_

Amen Musical Arrangement: \_\_\_\_\_

***Our Father:***

\_\_\_\_\_ Spoken \_\_\_\_\_ Sung: \_\_\_\_\_

***Fraction Rite:***

Agnus Dei Musical Arrangement: \_\_\_\_\_

***Communion:***

Communion may be distributed under both forms

Number of ministers for the hosts:

Priests, including the Bishop: \_\_\_\_\_

Deacons, if not distributing the Precious Blood: \_\_\_\_\_

Lay EMHC's, if necessary: \_\_\_\_\_

Number of ministers for the chalices:

Deacons: \_\_\_\_\_

Priests: \_\_\_\_\_

Lay EMHC's, if necessary: \_\_\_\_\_

Communion Song: \_\_\_\_\_

Hymn of Thanksgiving (optional): \_\_\_\_\_

***Announcements:***

\_\_\_\_\_ No \_\_\_\_\_ Yes, by \_\_\_\_\_

***Recessional:***

\_\_\_\_\_ Silence \_\_\_\_\_ Music: \_\_\_\_\_

***Additional Details***

**After the celebration will the Bishop greet the people?**

\_\_\_\_\_ No

\_\_\_\_\_ Yes

\_\_\_\_\_ Outside the church

\_\_\_\_\_ Another location: \_\_\_\_\_

**Is the Bishop invited to a meal either before or after the celebration?**

*Please note that Bishop Barron does **not** eat fish or any seafood.*

\_\_\_\_\_ No

\_\_\_\_\_ Yes *If a meal was not originally planned, feel free to indicate your invitation and the Bishop's secretary will contact you as to whether a meal before or after will be possible.*

If yes, at what time? \_\_\_\_\_

Where will the meal take place? \_\_\_\_\_

**Will there be pictures taken?** \_\_\_\_\_

\_\_\_\_\_ No

\_\_\_\_\_ Yes *If yes, it is desired that pictures be taken **after Mass in the front of the church.***

**Additional notes for the Bishop:**

**Please return to Leandra Hubka, Office of the Bishop, no later than one week before Mass:**  
**[lhubka@dowr.org](mailto:lhubka@dowr.org) OR Diocese of Winona-Rochester, 2907 Jeremiah Lane NW, Rochester,**  
**MN 55901**