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
_____ Other Rite / Feast / Ritual Mass: _________________________________

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 OR Diocese of Winona-Rochester, 55 W. Sanborn, Winona, MN 55987