

LITURGY PLANNER

DIOCESE OF MADISON

Phone (608) 821-3000 Fax (608) 821-3013

Please return this form at least 3 weeks before the celebration.

Mail to:
Priest Secretary to the Bishop
P.O. Box 44983
Madison, WI 53744-4983

PLEASE TYPE OR PRINT

1.0 Event, Feast or Occasion _____

1.1 Theme, if any: " _____ "

1.2 Day and Date _____ Time _____

2.0 Parish / Institution / Group _____ City _____

3.1 Contact Person _____

3.2 Address _____
street city state zip

3.3 Telephone () _____ Fax () _____

Please attach a copy of the letter notifying the Pastor of the area about this event or ask him to sign below...

6.0 Pastor's _____

Signature Pastor's Name (please print) Pastor's Signature

MINISTERS OF THE LITURGY

9.0 Readers 1. _____ 2. _____

10.0 Acolytes 1. _____ 2. _____ 3. _____

Please schedule 3 servers. They may also serve as:

10.1 Crucifer _____

10.2 Thurifer (optional) _____

10.3 Mitre / Crosier Bearer (optional) _____

10.5 Concelebrants (how many besides Pastor?): _____

Names:

INTRODUCTORY RITES

- 20.1 Opening Hymn _____
- 20.2 Incensation of the Altar (*optional*) []
- 20.3 *The Pastor may extend a public welcome to the Bishop immediately after the hymn.*
- 20.4 Rite of **Sprinkling** [] *OR* **Penitential Rite** []
Appropriate music (not the Gloria) may accompany the Sprinkling Rite.
- 20.5 **Gloria** [] sung [] recited [] omitted
The Gloria is sung or said on Sundays outside Advent and Lent, on solemnities and feasts, and in solemn local celebrations. It is preferable that the Gloria be sung if possible.
- 20.6 Opening Prayer Page _____ of the Sacramentary.

LITURGY OF THE WORD

*Readings are read from the Lectionary.
The Gospel may be read from the Evangelary.*

- 30.1 **First Reading** Citation _____ page _____ of Lectionary
First Reader _____
- 30.2 **Responsorial Psalm** Citation _____ [] sung [] recited
The Psalm should be sung if possible.
- 30.3 **Second Reading** Citation _____ page _____ of Lectionary
Second Reader _____
- 30.4 **Gospel Acclamation** [] sung
- 30.5 Incensation of the Gospel (*optional*) []
- 30.6 **Gospel** Citation _____ page _____ of Lectionary
Gospel Reader (Pastor) _____
The Pastor of the parish asks for the Bishop's blessing before the Gospel.
- 35.2 **Homily** *The Bishop will give the Homily.*
- 35.6 **General Intercessions** (*Please attach a copy of the petitions.*)
Read by _____
The Bishop will introduce and conclude the Intercessions.

LITURGY OF THE EUCHARIST

40.1 Music for the Preparation of Gifts _____

40.2 Gift Bearers _____

(Gifts other than bread, wine and gifts for the poor should not be offered at the Preparation.)

40.3 Incensation of the Gifts (optional) []

40.4 Prayer Over the Gifts page _____ of the Sacramentary

40.5 Preface Number _____ page _____ of the Sacramentary

40.6 Eucharistic Prayer Bishop's choice [] [I] [II] [III] [IV]

40.7 Eucharistic Acclamations *should always be sung*

Holy Holy Holy _____

Memorial Acclamation _____

Great Amen _____

40.8 Our Father [] sung [] recited

40.9 Lamb of God [] sung [] recited

COMMUNION RITE

50.1 Communion distributed under [] one specie [] both species

50.2 Music for Distribution of Communion _____

50.3 Prayer After Communion page _____ of the Sacramentary

50.4 *Special readings, wishes of gratitude and announcements are appropriate after the Prayer After Communion. Please identify any planned. They should be brief.*

CONCLUDING RITES

60.1 Final Blessing

60.2 Closing Hymn _____

71.0 If a [] reception is planned; if the celebration includes a [] meal: *Check all that apply.*

Time _____ Place _____

To help us prepare for the liturgy, please send us two drafts of any worship aid you plan to use.