

Liturgical Particulars of Episcopal Mass

Occasion: _____

Liturgy Date: _____ Day: _____ Time: _____

Liturgical Color: WHITE GREEN RED BLACK VIOLET ROSE

Parish/Location: _____

Address: _____

Contact Person: _____ Phone/Cell No. : _____

Email: _____

The following information will be helpful to the Bishop in preparing for the Liturgy. Please complete and **return this form at least 3 weeks prior to the Liturgical celebration**. Please refer to the *Ceremonial of the Bishop* regarding the flow of the liturgy with the Bishop present.

General Information

1. Is the Bishop to (please check one):

- Celebrate the Mass as main celebrant?
- Preside in miter and cope [cf. *Ceremonial of the Bishop*, #40, 41]?
- Attend in choir (rochet, mozzetta, etc.) [cf. *Ceremonial of the Bishop*, #42]?

2. Master of Ceremony (to be assigned by the Diocesan Master of Ceremonies):

_____ Cell No.: _____

3. Names of Deacons who will be assisting (if deacons other than parish deacons are to be scheduled, please contact the Office of the Permanent Diaconate to schedule them):

4. How many con-celebrants? _____

Approximate number of the Faithful expected to attend: _____

There should be a minimum of 5 altar servers. How many total will there be? _____

5. Will there be incense used? Yes No
 If yes, another experienced server is to be scheduled.
 If yes, when: Procession and arrival at the altar
 Gospel
 Offertory
 Elevations during Consecration

Introductory Rites

- Penitential Rite: Confetior Option "C" Kyrie with trophs
 Kyrie: Recited Sung Not required, option "C" used
 Gloria: Recited Sung

What are the Roman Missal prayers to be used:
 Mass of the Day Other Mass, Roman Missal page number _____

Liturgy of the Word

- Readings of the Day Other

Scripture Citations Lectionary number

Reading I: _____

Responsorial Psalm: _____
 Recited Sung

Reading II: _____

Alleluia: Omitted Sung

Gospel: _____

Homily: The Bishop is the homilist.

Please give a brief profile of the people present at this function and anything that might be helpful for the Bishop to know. Also, indicate anything you want the Bishop to mention or emphasize.

Creed: Not required Recited Sung

Prayers of the Faithful: For Confirmation, please see the *Rite of Confirmation During Mass* provided on the diocesan website at:
www.rockforddiocese.org/divineworship/confirmation/

Liturgy of the Eucharist

Preparation of the Altar:

Procession with gifts: Yes No
(Please have gifts processed up before any collection.)

Will there be a collection: Yes No

Preface: _____ Page No: _____

Eucharistic Prayer: [cf. *General Instruction of the Roman Missal*, #365]

- First
- Second
- Third
- Other, please indicate: _____

Mass Parts: Recited Sung
 Holy, Holy, Holy Memorial Acclamation Doxology

Communion Rite:

Our Father: Recited Sung

Lamb of God: Recited Sung

Holy Communion: [cf. *Ceremonial of the Bishop*, #76-80]
 Under one species Under both species

Concluding Rite

Concluding remarks after the *Prayer After Communion*:

- No
- Yes, by: _____

With a reception follow the Mass?

- No
 - Yes
- If yes, where will reception be held? _____

Will a picture follow the Mass?

- No
- Yes

If yes, where will the picture be taken? _____

In addition to the Holy Sacrifice of the Mass, indicate what you would like the Bishop to do:

- Offer welcome at the beginning
- Offer grace before meals
- Give a talk/lecture
- Offer remarks at the conclusion
- Give a blessing
- Other _____

For Confirmation, how many are to be confirmed? _____

Approximate ages: _____

Please return this form along with:

- Prayers of the Faithful (if other than Confirmation)
- Music selection
- Copy of booklet/worship aid (must have approval in order to be used)
- Greeter to meet Bishop and assist in carrying his luggage

Name: _____

- Location of Bishop's reserved parking place [cf. *Ceremonial of the Bishop*, #43, 44]

If possible, please send a map of the Church, rectory, etc., and indicate where the Bishop will vest. Also indicate where any processions will begin, as well as their route. If there are any other functions at which the Bishop will be present, e.g., blessings, receptions, etc., please indicate those locations too. Thank you!

Please return this form to:

Deacon Thomas F. McKenna
Secretary to the Bishop
P.O. Box 7044
Rockford, IL 61125-7044
Email: officeofthebishop@rockforddiocese.org
Fax: 815/399-4769