



THE ROMAN CATHOLIC DIOCESE OF OAKLAND

Episcopal Liturgy Planning Sheet - General

2016-2017

Use the TAB key to navigate through the form to complete. Thank you!

Date of Event (MM/DD/YY): _____	Time of Event: (HH:MM) _____
Name of Event: _____	Event Location: _____

Event Address: _____	City: _____
Parish Contact Name: _____	Contact Phone: _____
Contact Email: _____	Contact Position: _____
Parking for Bishop: <i>(please describe where):</i> _____	

Language(s) to be used: _____	(if Other) Specify: _____
Mass to be Celebrated: _____	(if Other) Specify: _____
Vestment Color: _____	Provided by: _____

Names of Deacons: <i>(parish-provided)</i> _____ _____	_____
Names of Servers: <i>(parish provided)</i> _____ _____	_____
<i>(3 minimum; 6 max)</i>	

Order of Mass

INTRODUCTORY RITES

Pre-Mass Activity? _____	If "yes", explain: _____
Musical Prelude? _____	Vesting place for Bishop: _____
Incense? _____	If "yes", then used at ENTRANCE, GOSPEL, and OFFERTORY
Processional Order:	Thurifer, Crossbearer, 2 Candle Bearers, other Servers/Laity, Deacon w/Book of Gospels, Concelebrating Priests, Pastor, Bishop w/2 other Deacons (if available), MC & bearers
Processional Hymn: _____	
Penitential Act _____	KYRIE (NO if Form C): _____
Gloria: _____	<i>use of GLORIA per GIRM #53</i>
Children's Liturgy of the Word Dismissal: _____	

LITURGY OF THE WORD

*The readings assigned in the Lectionary for the proper day are to be used on all Sundays and Solemnities.
For other days, Readings for the proper Ritual Mass or the Mass of the Day may be used.
The Responsorial Psalm should be sung if at all possible, and should be from the approved Psalm choices.
The Gospel Acclamation must be sung.*

First Reading:	_____	Language Read:	_____
Responsorial Psalm:	_____	Psalm by:	_____
Second Reading:	_____	Language Read:	_____
Gospel:	_____	Proclaimed by:	_____
Homily:	_____	If "other", name:	_____
RCIA Dismissal:	_____		
Creed:	_____	Intercessions:	_____

LITURGY OF THE EUCHARIST

Preparation of the Altar and Gifts (Hymn Name):	_____
- Eucharistic Acclamations (Sanctus/Mem. Accl./Amen):	_____ must be sung w/o prior approval
Lord's Prayer and Doxology:	_____
Lamb of God/Breaking of the Bread:	_____ Sung; should last throughout Fraction
Communion under both kinds? (Norm is YES)	_____
* Normally, there should be (2) chalices per (1) plate	_____
Communion Hymns (Names of Hymns):	_____
"Meditation Songs" should be the second (or last) song during Communion, and extend a short time after the Altar is cleared, but tshould not be a "separate" piece started after Communion has finished.	_____

CONCLUDING RITES

Brief Announcements (by the Pastor, or Reader, or other)?	_____
Other Blessings/Presentations/etc. (specify)?:	_____
Recessional Hymn (Hymn Name):	_____
Post-Mass Reception/Photos/etc. (specify):	_____

After completing the Form, please save the form as a .pdf, and attach it to an email, and send it to worship@oakdiocese.org.
Thank you!