

Instruction for Preparation of the Liturgical Planning Form for Any Eucharistic Celebration

Here are the guidelines for preparation of the Liturgical Planning Form for Eucharistic Celebration. You need to have the following information before begin filling out the form from the website of Liturgy & Worship as follows: [Diocesan Liturgical Preparation Form \(jotform.com\)](http://jotform.com)

1. Selection of Music with (a) source book, (b) name of hymn, and (c) hymn number
2. Readings as follow:
 - a. Consider the highest order of celebrations: Solemnity or Sunday; Ritual; Feast, and then Memorial.
3. Liturgical Ministers' names should be ready such as (a) readers, (b) altar servers, (c) extraordinary ministers of holy communion.
4. Prayers of the Faithful; see the sample guidelines on how to compose the Prayers of the Faithful in the Diocesan Liturgy Website. [Microsoft Word - Prayers of the Faithful.docx \(fwdioc.org\)](http://fwdioc.org)

Must please complete the field as follows:

I. Information of the Event

- a. **Note all fields with an asterisk * must be filled out for the form to be submitted.**
- b. **Main Celebrant** ~ check box Bishop Michael F. Olson (unless Bishop is delegated to other then check box other and fill in the name. Delegation will be informed by the secretary of the bishop to the parish.)
- c. **Principal Concelebrant** ~ check box for the pastor will be the principal concelebrant.
- d. **Event** ~ need to give the title of the event.
- e. **Date of the Event** ~ select the date from the Calendar.
- f. **Time** ~ type in correct time especially morning or evening.
- g. **Parish/Location** ~ type in name of the parish or location.
- h. **Physical Address** ~ type in the full address of the parish.
- i. **Contact Person** ~ name of liturgical coordinator of the celebration.
- j. **Cell Number** ~ cell phone number of the liturgical coordinator of the celebration.
- k. **Email** ~ email address of the liturgical coordinator of the celebration.
- l. **Music Contact Person** ~ name of the coordinator providing music at celebration.
- m. **Cantor Person** ~ name of the cantor.
- n. **Music Person's Cell Number** ~ cell phone number of the music's coordinator.
- o. **Music Person's Email** ~ email address of the music's coordinator.
- p. **Location of reserved parking for Bishop** ~ describe the location for Bishop's parking.
- q. **Who will meet Bishop** ~ name of the person who will receive Bishop.
- r. **Phone number** ~ cell phone number of the person who will receive Bishop.
- s. **Master Ceremony....** ~ the Office of Bishop will assign an MC for the celebration.

II. General Information

- a. **Language of Liturgy** ~ select choice of language of celebration. If choose Bilingual/Other, then type in your preferred languages.
- b. **Incensation** ~ choose none or in general for having incense at the celebration.
- c. **Name of assisting deacon(s)** ~ type in name of assisting deacon. If there are no deacons, the priest will assist in the proclamation of the Gospel.
- d. **How many concelebrants and names** ~ type in name of other concelebrants beside pastor/principal concelebrant.
- e. **Color of Vestment** ~ select color of vestments according to its celebrations. Please refer to the Ordo.

III. Introductory Rites

- a. **Altar Servers** ~ type names of altar servers: maximum needs are 5 altar servers and minimum needs are 3 altar servers.
- b. **Entrance Hymn** ~ name of the Entrance Hymn.
- c. **Hymnal** ~ name of the resource book.
- d. **Hymn #** ~ number of that hymn in the resource book.
- e. **Sprinkling Rite** ~ follow instructions especially on Sunday during the Easter Season.
- f. **Penitential Act** ~ select which form.
- g. **Gloria Composer/Hymn** ~ from which Mass setting and composed by whom.
- h. **Hymn #** ~ number in the resource book.
- i. **Please Note instruction of the Gloria even of Ritual Mass during Advent & Lent.**
- j. **Collect/Offertory/After Communion** ~ these are prayers for celebrant to pray at Opening, Offering the Gifts, and after the Communion. If Sunday celebration, then it will be respective to that Sunday, if choosing the other solemnity then it will be respected to its celebrations.
- k. **Language** ~ specify the language of those prayers. For the sake of using one Roman Missal if it is bilingual, please select the same language.
- l. **Preface** ~ select preface according to its celebrations.
- m. **Language** ~ specify the language of the preface.
- n. **Eucharistic Prayer** ~ select accordingly but not numbers II or IV.

IV. Liturgy of the Word

- a. **First Reading** ~ select Old Testament reading from the guidelines or according to its season. Be sure to look into the Ritual/Votive/Common lectionary and use that for proclaiming the reading. During the season of Easter, please follow the instructions that the Acts of the Apostle are used for the first reading. If it is the Feast Celebration of the parish, the readings are selected according to its feast.
- b. **Reader** ~ here to list name of who will be the reader.
- c. **Responsorial Psalm** ~ select from the guidelines or according to its season.
- d. **Second Reading** ~ select from the guidelines or according to its season.
- e. **Reader** ~ here to list name of who will be the reader.
- f. **Gospel Acclamation** ~ select from the guidelines or according to its season.
- g. **Gospel Reading** ~ select from the guidelines or according to its season.
- h. **Proclaimed by** ~ here list the name of assisting deacon or in the absence will be the concelebrant.

- i. **Homily** ~ select language, if bilingual please list (English and Spanish only); other language please indicates if there is a translator for approval.
- j. **Universal Prayer Prepared By** ~ please see the guidelines from the Diocesan Liturgy website and write in who prepares the Universal Prayer. Be sure to list the prayers in order according to the guidelines of the Church. If mention our Bishop's name, it should be by his first name only.
- k. **Proclaimed by** ~ by deacon if assisting at the celebration, if absent then a designated lay person may pronounce the intentions. If in other languages than English & Spanish, please provide the translation in English for review.
- 1. **Submit Petitions Here** ~ it is important to attach the Universal Prayers in the form of WORD here for review.

V. Liturgy of the Eucharist

- a. **Offertory Hymn** ~ name of the offertory hymn.
- b. **Hymnal** ~ from what resource book of this hymn.
- c. **Hymn #** ~ the number of this hymn in the resource book.
- d. **Mass Setting** ~ Here list name of which mass setting and composed by whom of the Holy-Memorial-Amen-Lamb of God.
- e. **Hymnal** ~ from which resource book of this mass setting.
- f. **Lord's Prayer** ~ state your choice of chanting or reciting.
- g. **Ministers of Holy Communion** ~ names of extraordinary ministers of Holy Communion not counting Bishop and principal concelebrant.
- h. **How many stations** ~ please tell number of stations of reception of Holy Communion.
- i. **Additional Names of Extraordinary Ministers of Holy Communion** ~ please provide names.
- j. **Communion Hymn** ~ please write the title of the communion hymns.
- k. **Hymnal 1** ~ Name of the first communion hymn.
- l. **Hymn #** ~ number of the hymnal 1.
- m. **Hymnal 2** ~ If there are two communion hymns, if not write NA.
- n. **Hymn #** ~ number of the hymnal 2.

VI. Concluding Rites

- a. **Are there announcements** ~ select if need and have the person ready to announce.
- b. **Location** ~ if announce for reception please indicate where will it be.
- c. **Any other instructions, please describe** ~ instructions regarding inside liturgy.
- d. **Please submit your Worship Aid** ~ here needs to attach PDF file if the celebration is having the worship aid. Be sure to have copyright in the worship aid for printing; otherwise, will not be approved and it is the parish liability.
- e. **This Diocesan Liturgy Planning form is for** ~ please select Special Celebration and follow the guidelines to describe the celebration and any other information.

Then click SUBMIT when completed ALL FIELDS WITH THE ASTERICK.

Please submit the liturgical planning form 3 weeks or more prior to the celebration. I will review it and will send to the coordinator of the approval form or may send back with more corrections

before approval. The office of Bishop needs approved liturgical planning form for Bishop's preparation. Please be prompt and on time.

Father Thu Nguyen