

# LITURGY PLANNING SHEET FOR MASS

*If filling in by hand, please PRINT*

Event:	Place:
Date:	Time:
Contact Person:	Ph. #:
Attendance estimate:	

Is there a reception?      Y    N	Where / When:
Is there a dinner?        Y    N	Where / When:
Confirmed celebrant's attendance with his secretary?      Y    N	

Notes:

## GENERAL

Presider:	MC:
Number of Concelebrants:	Deacon:

Sacristan:	Commentator:
Musicians <i>(Director, Organist, Cantor)</i> :	

Altar Server:	Altar Server:
Miter Bearer:	Crosier Bearer:
Crucifer:	Thurifer:

Mass Texts Being Used:	
Liturgical Color:	

Does the parish/institution have a book of the gospels?      Y    N
Does the parish/institution have deacon vestments?      Y    N

Notes:

**Write in "Celebrant's Choice" for options left to the celebrant.  
If an item doesn't apply, fill in N/A**

## INTRODUCTORY RITES

<b>Title of Entrance Song:</b>		
<b>Incense:</b> Y      N		
<b>Penitential Rite:</b>	<b>Form:</b>	SING    RECITE
<b>Gloria:</b> Y      N	<b>Mass Setting if Sung:</b>	
<b>Which Mass Collect:</b>		

## LITURGY OF THE WORD

<b>Reading I:</b>	<b>Lect. #</b>	<b>Lector:</b>
<b>Psalm:</b>	<b>Lect. #</b>	SING    RECITE
<b>Reading II:</b>	<b>Lect. #</b>	<b>Lector:</b>
<b>Gospel Accl:</b> SING      OMIT	<b>Incense:</b> Y      N	
<b>Gospel:</b>	<b>Lect. #</b>	<b>Proclaimer:</b>
<b>Homilist:</b>		
<b>Reader of Universal Prayer:</b>		

## LITURGY OF THE EUCHARIST

<b>Procession:</b> Y      N	<b># of Gifts:</b>	<b>Incense:</b> Y      N
<b>Title of Offertory Song:</b>		

<b>Eucharistic Prayer:</b>	<b>Preface:</b>	
<b>Music Setting for the Following if Sung:</b>		
<b>Holy, Holy:</b> SING    RECITE	<b>Our Father:</b> SING    RECITE	
<b>Mystery of Faith:</b> SING    RECITE	<b>Form:</b> A      B      C	<b>Lamb of God:</b> SING    RECITE
<b>Amen:</b> SING    RECITE		

<b>Communion under Both Kinds:</b> Y      N		
<b>Number of Communion Stations:</b>	<b>Host:</b>	<b>Cup:</b>
<b>Title of Communion Song:</b>		
<b>Song of praise by Whole Congregation after Communion:</b> Y      N		
<b>Title of song if "YES":</b>		
<b>Title of Closing Song:</b>		

<b>Notes:</b>

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If an item doesn't apply, fill in N/A**