



THE DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU

LITURGY PLANNING SHEET

Please return this completed sheet to the Office of Worship no later than ten working days prior to the celebration.

Parish/School/Organization: _____

Location of Mass: _____

Day: _____ Date: _____ Time: _____

Coordinator: _____ Cell Phone: _____

Principal Celebrant: _____

Other Concelebrants: No ___ Yes ___ How many? _____

Mass: _____
(i.e. 3rd Sunday of Easter, or Mass for the Spread of the Gospel, etc.)

Will there be music? No ___ Yes ___ Has musician been contacted? No ___ Yes ___

Will Holy Water be used **during the Mass**? No ___ Yes ___

Incense? No ___ Yes ___

LITURGY OF THE WORD

1. First Reading: _____ Lectionary # _____

Reader: _____

2. Responsorial Psalm: _____

Sung (preferred) ___ Recited ___

3. Second Reading (if applicable): _____ Lectionary # _____

Reader: _____

4. Gospel Acclamation: _____ (omit if not sung)
(The alleluia is omitted during Lent, General Instruction, #62)

5. Gospel: _____ Lectionary # _____

Proclaimed by: _____

6. Homily by: _____

7. Creed: No _____ Yes _____
(Creed is recited only on Sundays and solemnities, General Instruction, #68)

8. Prayer of the Faithful: No _____ Yes _____ Prepared by: _____

LITURGY OF THE EUCHARIST

Procession of Gifts: No _____ Yes _____

COMMUNION RITE

Communion under both forms: No _____ Yes _____

Approximate # of those receiving: _____

Extraordinary Ministers of Holy Communion: No _____ Yes _____
(Should only be engaged if insufficient number of priests or deacons, *Redemptionis Sacramentum*, #88)
Our office also suggests when receiving Holy Communion under both species that for every one host there be 2 cups.

Notes: If you need other items for Mass not listed or have any special requests (presentations, installations, awards, etc.), please note this on the lines below.

If you have any questions please contact the
Office of Worship of the Diocese of Springfield-Cape Girardeau
417-866-0841 or knewton@dioscrg.org