

# LITURGY PLANNING SHEET

## For Mass at which the Bishop is Main Celebrant

Please return this sheet to Mrs. Therese Rubini, Secretary to Bishop Koenig [trubini@cdow.org](mailto:trubini@cdow.org) with a CC to Father Michael Preston, Director of Worship [Worship@cdow.org](mailto:Worship@cdow.org) at least 14 days prior to the celebration.  
With questions call Fr. Preston at 443.924.8990 or email.

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Coordinator \_\_\_\_\_ Telephone \_\_\_\_\_

Mass Texts \_\_\_\_\_

Vestments (The Bishop will bring the Vestment) ☐ Diocesan ☐ Other (Color): \_\_\_\_\_

Principle Celebrant The Bishop

Concelebrant(s) \_\_\_\_\_

Deacon(s) \_\_\_\_\_

Special Liturgical Rites or Occasion \_\_\_\_\_

Incense ☐ Yes ☐ No If yes, when \_\_\_\_\_

### Introductory Rites

Penitential Rite: ☐ Bishop's Choice ☐ Invocations by Deacon ☐ Invocations by Bishop

Gloria: ☐ Recited ☐ Sung ☐ N/A

### Liturgy of the Word

*If the Mass falls on a Sunday, Solemnity, or Feast the readings of the day are to be used.*

First Reading: \_\_\_\_\_ Reader \_\_\_\_\_

Psalm Response \_\_\_\_\_

Second Reading: \_\_\_\_\_ Reader \_\_\_\_\_

Gospel: \_\_\_\_\_ Reader \_\_\_\_\_

*The person who proclaims the Gospel (deacon or presbyter) asks for and receives a Blessing from the Bishop.*

Homily by the Bishop ☐ Yes ☐ No If not, who will preach \_\_\_\_\_

Creed: ☐ Yes ☐ No

Universal Prayer: \_\_\_\_\_ Read by \_\_\_\_\_

*If a Deacon is present, the Deacon reads the Petitions. Please send the intercessions along with this completed form..*

## Liturgy of the Eucharist

Procession during the Preparation of the Gifts: ☐ Yes ☐ No

Eucharistic Prayer – Bishop's Choice

Preface – Bishop's Choice

Acclamations: ☐ Sung ☐ Recited

Lord's Prayer: ☐ Sung ☐ Recited

Communion Ministers:

\_\_\_\_\_ The Bishop \_\_\_\_\_ Priest Concelebrants \_\_\_\_\_ Deacon (s) if present \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Concluding Rites

Announcements/Remarks by: \_\_\_\_\_

Blessing and Dismissal

**\*\*Please make note of anything else that the Bishop needs to know for this Mass\*\***

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_