



# LITURGICAL PLANNING FORM

FOR MASSES CELEBRATED BY BISHOP ROZANSKI  
IN THE DIOCESE OF SPRINGFIELD



*This form, along with "A Guide for Mass with the Bishop",  
are meant to assist in the planning for Masses celebrated by the bishop.*

## BASICS

Event: \_\_\_\_\_

Date (Please include day of week): \_\_\_\_\_

Time: \_\_\_\_\_

Site: \_\_\_\_\_

Address: \_\_\_\_\_

### Mass to be Celebrated:

The Mass to be celebrated and the readings to be proclaimed are determined by the rubrics or, if there is any option to be exercised by the Bishop. Please review this with his office ahead of time.

Will Spanish speakers be present? Yes / No  
(please circle one)

## CONTACT

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

(Cell phone will be used only in case of necessity or emergency, such as cancellation due to inclement weather or an unexpected late arrival.)

## READINGS

Of the Day / For the Sacrament / Other  
(please circle one)

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

Responsorial Psalm: \_\_\_\_\_

Sung / Spoken  
(please circle one)

Second Reading: (if required) \_\_\_\_\_

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

## **SPECIAL EVENT** *(please circle if applicable)*

*Administration of a Sacrament / Dedication / Blessing of Person / Special Prayer*

*Blessing of Object or Space / Anniversary / Other:* \_\_\_\_\_

## **HOLY COMMUNION**

**Note:** The ordinary ministers of Holy Communion are Priests and Deacons. It is not necessary that Holy Communion be offered to the faithful under both species, particularly if there will be an insufficient number of ordinary ministers present at Mass. If it is the usual practice for the parish to offer Holy Communion under both species, however, this practice may of course be continued when the Bishop celebrates. There should always be two Precious Blood stations for every Host station.

## **MINISTERS OF THE LITURGY**

*Principal Celebrant (if other than the Bishop):* \_\_\_\_\_

*Homilist (if other than the Bishop):* \_\_\_\_\_

*Number of Concelebrants (if known):* \_\_\_\_\_

*Will there be a Deacon of the Word?    Yes / No*  
*(please circle one)*

*Name:* \_\_\_\_\_

*Will there be a Deacon of the Altar?    Yes / No*  
*(please circle one)*

*Name:* \_\_\_\_\_

## **MUSICIANS**

*Name of Choir or Group:* \_\_\_\_\_

*Director's name:* \_\_\_\_\_

*Organist's name:* \_\_\_\_\_

*Cantor's name:* \_\_\_\_\_

## **ALTAR SERVERS**

It is kindly requested that at least four and no more than six altar servers be assigned for a Mass celebrated by the bishop.

## **LECTORS**

Lectors are needed for the first reading and the second reading (if there is one). Lectors should be provided with a copy of the readings and / or the Universal Prayer (Prayer of the Faithful) well in advance of the day of the Liturgy for their preparation.

## **SPECIAL PARTICIPANTS**

If it is intended that other groups or special participants be included (such as the Knights of Columbus or other groups) please indicate

Who: \_\_\_\_\_

How: \_\_\_\_\_

## **PRIOR TO THE MASS**

Where will the Bishop park (it is helpful for a space to be reserved): \_\_\_\_\_

Where will the Bishop vest: \_\_\_\_\_

## **THE CELEBRATION OF MASS**

### **INTRODUCTORY RITES**

**Note:** It is appropriate, although optional, for the Pastor to welcome the Bishop immediately following the Sign of the Cross and “Peace be with you.”

*Penitential Rite: A (I Confess ...) / B (Have mercy on us, O Lord...) / C (the “tropes”)*  
(please circle one)

*Done by: Deacon / Bishop (please circle one)*

*Kyrie (Lord, have mercy): Sung / Spoken (please circle one)*

### **LITURGY OF THE WORD**

#### **Universal Prayer**

- Intercessions should be prepared according to the General Instruction of the Roman Missal. See also “A Guide for Mass with the Bishop”.
- Please limit these to no more than 6 intercessions.
- An intercession for vocations to the Priesthood and to the Consecrated Life should be included.
- Please include an introduction and a concluding prayer to be prayed by the Bishop and please make these available to the Master of Ceremonies before Mass.

#### **Preparation of the Altar**

To be done by the Deacon of the Altar and the Master of Ceremonies, and assisted by the servers.

#### **Offertory Procession**

The gifts – no more than 6 – should be only bread and wine.

#### **Eucharistic Prayer**

Concelebrants should, if at all possible come around the altar after the Prayer over the Offerings and remain there until after receiving Holy Communion.

**Note:** Unconsecrated hosts should be distributed into the various ciboria before Mass begins, rather than moved from a main paten or bowl into smaller ciboria at the time of the Lamb of God. Likewise, if multiple chalices are to be used, wine should be poured into chalices before Mass, except for the principal chalice.

**The Lord's Prayer:** Spoken / Sung (*please circle one*)

### **Holy Communion**

The Deacon(s) will receive from the Bishop. While the Bishop is administering Holy Communion to the Deacon(s), any Extraordinary Ministers of Holy Communion should come forward.

### **CLOSING RITES**

After the Prayer after Communion, will there be any additional announcements?

*Yes / No (please circle one)*

If "Yes," who will make them: \_\_\_\_\_

Will there be any presentations?

*Yes / No (please circle one)*

To Whom? \_\_\_\_\_

What? \_\_\_\_\_

### **Blessing and Dismissal**

The Bishop will offer brief remarks and then introduce the blessing. Following the blessing the Deacon dismisses the people.

### **FOLLOWING THE MASS**

#### **Greeting of the People**

The Bishop will greet people as they leave Mass. Following this he will change out of the vestments for Mass and then proceed as below.

What will happen after the Mass (if anything): *Yes / No (please circle one)*

Will there be a reception after the Mass?

*Yes / No (please circle one)*

If "Yes," where: \_\_\_\_\_

Will the Bishop be expected to speak there? *Yes / No (please circle one)*

**If you have any questions please contact Stacy Dibbern, Manager, Bishop's Office. She may be reached by phone at (413) 452-0803 or by E-Mail at [bishopsoffice@diospringfield.org](mailto:bishopsoffice@diospringfield.org).**

**Please mail this completed form**

**Stacy Dibbern, 76 Elliot St., P.O. Box 1730, Springfield, MA 01102-1730**