**Diocesan Liturgy Parish Leader Planning Form**

Please complete the requested information. Please email any questions to Lorie Sage sage@diocesekcsj.org

* Required
	1. Email address \*
	2. Your First and Last Name \*
	3. Confirm Your Email address \*
	4. Liturgical Color
	5. Languages to be included in the Liturgy

*Check all that apply.*

English Spanish Other:

* 1. Liturgy to be celebrated in the Roman Missal (ODW will complete- no response needed)

*Mark only one oval.*

Option 1

* 1. Liturgical Books to be provided by your parish

*Check all that apply.*

Lectionary Roman Missal

* 1. Additional Liturgical books needed for parish celebrations ex. Parish anniversaries, Religious Jubilees etc. (Provided by ODW - No response is needed)
	2. Parking location for the Bishop
	3. Vesting location for the Bishop
	4. Vesting location for Priests and Deacons
	5. Estimated attendance
	6. MINISTERS: Concelebrating Priests (if known)
	7. MINISTERS: Deacons of the Mass and their roles

(Assigned by the Office of Divine Worship - No response needed)

* 1. MINISTERS: Name(s) of Sacristan(s)
	2. MINISTERS: Sacristans- If possible 7 candles should be provided when the Bishop presides.

*Check all that apply.*

We will provide 7 candles and an altar crucifix We do not have that many candles

We do not have an altar crucifix Other:

* 1. MINISTERS: Sacristans- The bishop prefers to use a book stand for the missal on the altar. The bishop prefers to use a presider’s chalice with one host on a paten. He also prefers a chalice veil. However, a burse is not used.

*Mark only one oval.*

We will provide these items We do not own these items

* 1. MINISTERS: Sacristans- The bishop prefers to have bells rung as follows: during the consecration, once for the showing of the host and once for the showing of the chalice. Bells are not rung before the consecration nor when he receives communion.

*Mark only one oval.*

Yes, we will ring the bells as described No, we do not own bells

* 1. MINISTERS: Sacristans- The bishop prefers that communion under both kinds be offered to all the faithful at this mass. Will communion under both kinds be offered?

*Mark only one oval.*

Yes No

* 1. MINISTERS: Who will serve as Greeters?
	2. MINISTERS: Who will serve as Ushers?
	3. MINISTERS: Servers needed for the celebration.

*Check all that apply.*

Thurifer (if Incense is used) Crossbear

Candle bearers (2)

VIMPS - Miter and Crosier bearer (2)

* 1. OPTIONAL MINISTERS: Will any Equestrian orders be present?

*Mark only one oval.*

Yes No

* 1. OPTIONAL MINISTERS: if Yes, which Equestrian orders?

*Check all that apply.*

Knights of Columbus Knights of Peter Claver Knights of Malta

Knights of the Holy Sepulchre

* 1. Penitential Rite

*Mark only one oval.*

Confiteor (I confess to almighty God...) Confiteor followed Kyrie sung by cantor Confiteor followed Kyrie sung by deacon Kyrie tropes spoken by deacon

Kyrie tropes chanted by deacon Sprinkling rite (During the Easter Season)

* 1. Gloria

*Mark only one oval.*

Sung Recited Omitted

* 1. Gloria music setting if sung
	2. COLLECT- cite RM page

(ODW will complete this information - no response needed)

* 1. LITURGY OF THE WORD

First reading citation and lectionary #

* 1. LITURGY OF THE WORD First reading proclaimed by:
	2. LITURGY OF THE WORD- (The palm is usually sung) Psalm if Recited - citation and lectionary #
	3. LITURGY OF THE WORD-

Second reading citation and lectionary #

* 1. LITURGY OF THE WORD- Second reading proclaimed by
	2. LITURGY OF THE WORD- Gospel procession

*Mark only one oval.*

Short Procession (at the KC Cathedral) Long procession (at the KC Cathedral) N/A

* 1. LITURGY OF THE WORD- Gospel citation and lectionary #
	2. LITURGY OF THE WORD- Gospel read by
	3. LITURGY OF THE WORD- Universal prayer prepared by
	4. LITURGY OF THE WORD- Will the Universal prayer have a sung response to the petitions?

*Mark only one oval.*

Yes No

* 1. LITURGY OF THE WORD- If YES, please indicate the music and text to be used?
	2. LITURGY OF THE WORD- The petitions of the universal prayer are usually read by the deacon, but they may be read by someone else if desirable.The person reading the petitions of the universal prayer (prayer of the faithful) should remain in place after the final petition facing the Bishop until he finishes the concluding prayer.
	3. LITURGY OF THE EUCHARIST - Will a collection be taken up?

*Mark only one oval.*

Yes No

* 1. LITURGY OF THE EUCHARIST - If YES, Will the collection be included in the procession of gifts?

*Mark only one oval.*

Yes No

* 1. LITURGY OF THE EUCHARIST - Who are the Communion Ministers? (vessel and position)
	2. LITURGY OF THE EUCHARIST - Prayer over the offerings - RM page
	3. Eucharistic Prayer - Preface Dialogue and Preface - RM page
	4. Will a second collection be taken up after communion?

*Mark only one oval.*

Yes No

* 1. Prayer after communion - Cite RM Missal page
	2. Announcements?

*Mark only one oval.*

Yes No

* 1. Announcements if "yes" delivered by
	2. CONCLUDING RITES - Will there be a Solemn Blessing/Prayer over the people?

*Mark only one oval.*

Yes No

* 1. CONCLUDING RITES - If yes, place in the RM
	2. Special notes for the Office of Divine Worship