

Liturgical Guidelines for Bishop Conlon For Occasions other than Confirmation

PLEASE BE SURE THESE GUIDELINES ARE FORWARDED TO THE PASTOR, PAROCHIAL VICAR, DEACON,
MUSIC/LITURGY DIRECTOR AND OTHERS INVOLVED IN THE LITURGY

General Information

- **Liturgy Planning Guide**

Please complete the enclosed Liturgy Planning Guide and return it to the Bishop's office at least three weeks before the ceremony.

- **Diocesan Master of Ceremonies (MC)**

For most liturgies, a Diocesan Master of Ceremonies will be assigned. The name and contact information for the MC will be made available to you in advance of your ceremony to answer questions regarding the liturgy, especially those involving the Bishop. The MC will also be present to assist you and the Bishop on the actual day of the liturgy. Feel free to contact your designated MC at any time while planning the liturgy for answers to your questions on procedures, the rite, readings, music, etc.

It is customary to offer a stipend to the MC for his time and travel expenses.

- **Parking**

Please arrange for a reserved parking place for the Bishop near the church entrance.

- **Announcements**

Please make any announcements and offer "thank you's" before Mass rather than after Communion.

- **Vestments**

The Bishop will bring his own vestments and can bring a matching dalmatic if a deacon(s) will be serving at the Mass. The Bishop will use the color of the day, unless otherwise specified.

- **Readings/Prayers**

If your ceremony takes place on a Sunday, solemnity or feast, please use the assigned readings and prayers of the day. On other weekdays, the readings in the Ordo will be presumed unless for a Votive or Special Occasion. When permitted, the prayers for Votive and Special Occasion Masses are welcome.

- **Servers**

At least five servers are needed (Cross bearer, 2 candle bearers, miter and crozier bearers).

Order of the Mass

1. Entrance Procession

Order of Procession

- a. Knights of Columbus (if present)*
- b. Cross bearer and candle bearers.
- c. Lectors (if desired)
- d. Deacon (with Gospel Book), priests, Emcee, Bishop, miter and crosier bearers.

The priests should genuflect/bow and reverence the altar ahead of the Bishop. If there is a deacon, he reverences the altar with the Bishop.

2. Rite of Penitence/Sprinkling Rite

During the Easter Season, the Bishop may use the sprinkling rite from the Missal. The deacon or server should carry the aspergillum bucket as the Bishop sprinkles the people. If the church is large with many aisles, the pastor or deacon can assist with the sprinkling.

Outside of the Easter Season, the Bishop will use one of the forms of the Penitential Rite.

Form I – The Bishop leads the Confiteor and Kyrie (unless it is sung)

Form II – The Bishop leads the tropes.

Form III – The Deacon (if present) or Bishop leads the tropes.

The Gloria is not sung except on Sundays, solemnities, feasts and when specified in the Missal.

3. Gospel

As the Gospel Acclamation begins, all stand except the Bishop. The deacon or pastor bows/kneels before the Bishop for a blessing before proclaiming the Gospel. After the Gospel, the deacon or pastor brings the Book of Gospels to the Bishop to kiss (if there is no Book of Gospels, then this is omitted).

4. Profession of Faith

Recited on Sundays and Solemnities

5. Presentation of the Gifts

The Bishop will normally receive the gifts at the chair.

6. Communion

If both species are offered, please be sure that sufficient wine is consecrated and that there are a sufficient number of cups for each host station. Be sure to calculate in advance the number of ministers of Holy Communion needed, so that all vested priests and deacons are utilized in distributing Communion.

7. Final Blessing

If a Solemn Blessing is indicated in the Missal, the Bishop will normally use it; otherwise, if the occasion calls for a Solemn Blessing, one may be chosen. After the Bishop offers the greeting, the Deacon (if present) gives the invitation, "Bow down for the Blessing."

If there is no Solemn Blessing, the Bishop will use the Pontifical Blessing if there is a printed program, and the following should be included in the program:

PONTIFICAL BLESSING

Bishop: The Lord be with you.
All: And with your spirit.
Bishop: Blessed be the name of the Lord.
All: Now and for ever.
Bishop: Our help is in the name of the Lord.
All: Who made heaven and earth.
Bishop: May almighty God bless you . . .
All: Amen.

*+ Please note that when the Pontifical Blessing is used, the Deacon **does not** make the invitation "Bow down for the Blessing."*

If there is no printed program, the Bishop will offer the simple blessing.

8. Recessional

Only the Bishop and Deacon kiss the altar. In front of the altar, all bow to the altar or genuflect to the tabernacle. The procession out of Church begins with the Knights of Columbus, crossbearer and servers, then the deacons, priests, MC, the Bishop, miter and crosier bearers last.

* The Knights of Columbus are most welcome to serve as an honor guard for the procession at the beginning and end of the liturgy. If they stand in the middle of the aisle, please ensure that there is enough room for the procession to comfortably pass between them.