

## Liturgy Planning Guide – Most Reverend R. Daniel Conlon

**Important: 1) Please complete this form and return it with the Confirmation Questionnaire (if applicable) to Bishop R. Daniel Conlon no later than 3 weeks prior to your event. Email: [jgrzadzinski@dioceseofjoliet.org](mailto:jgrzadzinski@dioceseofjoliet.org) or Fax: (815) 722-6632**

**2) Location of reserved parking place for Bishop: \_\_\_\_\_**

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location/Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Special directions: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Vestments: Bishop brings his own \_\_\_\_\_ OR Bishop uses parish's \_\_\_\_\_ (Bishop will always have his own alb.)

Color \_\_\_\_\_ Other vestment issues \_\_\_\_\_

Other vestment issues (e.g. dalmatics): \_\_\_\_\_

**If the liturgy is not Eucharist, enclose a complete Order of Service and the information below will not be needed.**

- Bishop will be:  Main Celebrant -OR-  Presider (Vested in Choir Robes. Bishop will require a kneeler and arm chair)
- For most celebrations, a diocesan MC will attend and assist the Bishop and five altar servers will be needed.
- Will there be a Deacon(s) of the Mass?  No  Yes – \_\_\_\_\_
- Announcements should be made prior to Mass. Need an Exception: \_\_\_\_\_
- Penitential Rite:  1  2  3 -OR-  Sprinkling Rite
- Kyrie:  Recited  Sung  Not Required
- Will Incense be used?  No  Yes – If yes, when?  Gathering  Gospel  Gifts  Other \_\_\_\_\_
- Gloria:  Recited  Sung  Not Required
- Presidential Prayers:  Mass of the Day  Ritual or Votive Mass \_\_\_\_\_
- Readings:  Readings of the day -OR-  Other readings below: (provide Lectionary references or Biblical references)  
 1<sup>st</sup> Reading: \_\_\_\_\_  
 2<sup>nd</sup> Reading: \_\_\_\_\_ Gospel: \_\_\_\_\_
- Homily to be given by:  Bishop  Other Homilist; provide name: \_\_\_\_\_
- General Intercessions – to be read by:  Deacon  Reader
- Gift Procession:  No  Yes – Bishop would prefer to receive the gifts at his chair.
- Acclamations of the Eucharistic Prayer will always be sung (if there is any singing planned)
- *Our Father*:  Sung  Recited
- Communion:  One Species – Body only  Two Species – Body and Blood
- Songs and ceremonies after Communion are generally to be avoided. Presentations and recognitions should occur before or after Mass. Need an Exception: \_\_\_\_\_
- Any very brief announcements following *Prayer after Communion*?  No  Yes – by \_\_\_\_\_
- Blessing:  Simple \_\_\_\_\_  Solemn \_\_\_\_\_ (Give Missal reference)

Final Note: Participation materials for liturgical services must have permission of the publisher for copyrighted material (texts and music); permission should be indicated in the reproduced material.