

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 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)
 1st Reading: _____
 2nd 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.