



DIOCESE OF TOLEDO
PLANNING SHEET FOR THE SACRED LITURGY
WHEN MASS IS CELEBRATED BY THE BISHOP'S DELEGATE



PERTINENT INFORMATION

Mass to be Celebrated (kindly use *Roman Missal* citation): _____

Parish/School/Institution hosting the Celebration: _____

Suggested Date for the Celebration:

Day: _____ Date: _____ Time: _____

Location of Mass: _____

Color of Vesture: _____

Vesting Location for Celebrant: _____

Address of Vesting Location: _____

Parking: Kindly provide a well-marked reserved parking spot for the Celebrant close to the vesting location.

It is preferred that a separate and private room in the parish rectory (if in proximity to the church) or otherwise near to the location of the Mass be provided. If Mass is celebrated in another location, a separate room near the place of the Mass is requested.

Name(s) of other Participating Parishes/Schools/Institutions: _____

Person(s) responsible for the planning:

Name: _____

Phone: _____

Mobile Phone: _____

Email: _____

Name: _____

Phone: _____

Mobile Phone: _____

Email: _____

SACRED MINISTERS OF THE LITURGY

Principal Celebrant: _____

Concelebrating Priests: _____

Deacon of the Mass: (where a parish or visiting Deacon is present) _____

On more solemn celebrations, kindly add:

Two Deacon Chaplains: (where parish or visiting Deacons are present)

1. _____

2. _____

Priest to Fulfill Diaconal Role in the Absence of a Deacon: _____

LITURGICAL MINISTERS

Master of Ceremonies: _____

Altar Servers: 1. Thurifer (with boat): _____

2. Crucifer: _____

3. Candle: _____

4. Candle: _____

The Celebrant may alter any previously made server assignments, if necessary.

Lectors: First Reading: _____

Cantor: Psalm: _____

Second Reading: _____
(if applicable)

Musicians: _____

Sacristan: _____

CELEBRATION OF MASS

Prior to Mass, will there be an Introduction/Welcome? Yes _____ No _____

If so, delivered by whom? _____

Route of the Liturgical Procession: _____

The use of incense is preferred. It is to be used at: Entrance, Gospel, and Preparation of the Gifts.

_____ Yes, incense will be used _____ No, incense will not be used

The Celebrant will impose incense, if used, before the Entrance Chant for the procession.

Will the Fourth Degree Honor Guard from the Knights of Columbus be Present? Yes _____ No _____

It is the responsibility of the Pastor or Pastoral Leader to coordinate the presence of the Knights of Columbus.

INTRODUCTORY RITES

Rite for the Blessing and Sprinkling of Water (*for use at Sunday Masses*): Yes _____ No _____

Penitential Act: Led by: Celebrant _____ Deacon _____ Cantor _____

The first or second form of the Penitential Act is led by the Celebrant.

Kyrie (*if the first or second form is used*): sung by: Celebrant _____ Cantor _____ Choir _____

Gloria (*if prescribed by the Mass of the day*): preferably sung _____ recited _____

LITURGY OF THE WORD (2002 *Lectionary* texts only)

First Reading: _____

Responsorial Psalm: _____ *preferably sung*

(Second Reading): _____

Gospel: _____

Homilist: Celebrant

Profession of Faith (*if required by the Mass of the day*): sung _____ recited _____

Universal Prayer: sung _____ recited _____ (*No more than six intentions are preferred*)

After the introduction by the Priest, it is the Deacon who announces the intentions of the Universal Prayer, usually from the ambo (GIRM 177). In the absence of a Deacon, the intentions are announced by a cantor, a reader, or one of the lay faithful (GIRM 71).

LITURGY OF THE EUCHARIST

Offertory Collection: Yes _____ No _____

Preparation of the Gifts: Number of persons in procession: _____

Gifts to be Brought Forward: _____

The offerings of bread and wine, which will become Christ's Body and Blood, are presented by the faithful and brought to the altar. Even money or other gifts for the poor or for the Church are acceptable. If money or other gifts for the poor or for the Church are brought forward they are to be put in a suitable place away from the altar (GIRM 73).

Liturgical Music and Incensation: music during the Preparation of the Gifts should accompany the liturgical action beginning with the offertory and continuing throughout the incensation of the people. Hymnody/Instrumental music should not conclude until after the incensation of the altar and people.

Holy, Holy, Holy: to be sung Mystery of Faith: to be sung Amen: to be sung

Lord's Prayer: sung _____ recited _____

If sung, intoned by: Celebrant _____ Cantor _____

Lamb of God: to be sung

Celebrant's station for distribution of Communion: _____
(*The flow of this procession works best when there are two chalices for each paten.*)

At the conclusion of the distribution of Communion: silence _____ Psalm/Canticle/Hymn _____

When the distribution of Communion is concluded, if appropriate, the Priest and faithful pray quietly for some time. If desired, a Psalm or other canticle of praise or a hymn may be sung by the whole congregation (GIRM 88). It is preferred that the music not be inadvertently lengthy.

CONCLUDING RITES

Announcements (following the Prayer after Communion)? Yes _____ No _____

Remarks from the Pastor or Pastoral Leader? Yes _____ No _____

Special Ceremonies? Yes _____ (*if yes, please attach a copy of the text*) No _____

Route of Recessional: _____

Are there other arrangements which the Master of Ceremonies should know about for the smooth flow of the liturgy? Yes _____ No _____

If yes, please describe: _____

Suggested Music Selections for the Celebration

Kindly note that liturgical music should be selected for its sacred quality as well as for the nature of the celebration. During the privileged seasons of Advent, Christmas, Lent, and Easter the music should reflect both the season as well as the nature of the celebration.

Prelude(s) (If planned by the Music Director): _____

Entrance Chant: _____

Preparation of the Gifts: _____

Mass Settings

Holy, Holy, Holy: _____

Mystery of Faith: _____

Amen: _____

Lamb of God: _____

Communion Chant(s): _____

Recessional: _____

Postlude (If planned by the Music Director): _____

Kindly return this planning sheet to Mr. Dan Demski in the Office for Divine Worship two weeks prior to the celebration. Mailing Address: 1933 Spielbusch Avenue · Toledo, Ohio 43604 Electronic Mail Address: ddemski@toledodiocese.org. Telephone: 419-244-6711, ext. 4878 or 1-800-926-8277, ext. 4878 (outside Toledo, within Ohio).