**DIOCESE OF GREEN BAY – BISHOP DAVID L. RICKEN**

MASS PREPARATION FORM

**Please return the completed form 4 weeks in advance to: worship@gbdioc.org**

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| **I. GENERAL INFORMATION** | |
| **Parish/Institution/Group/Office Name:** | **Phone:** |
| **Location/Address:** | **Master of Ceremonies:**  *Assigned by Diocese* |
| **Date of Event:** | **Time:** |
| **Celebration/Liturgical Feast Used** (e.g. *Second Sunday of Advent, Church Anniversary,* etc.): | |
| **Liturgical Color (of the day):** |  |
| **Contact Person/Person Completing Form:** | **Phone(s):** |
| **Contact Person’s/Person Completing Form’s E-mail:** | **Cell Phone:** |
| **Pastor’s/Administrator’s/Pastoral Leader’s E-mail** (if different): | **Cell Phone:** |
| **Principal Celebrant & Homilist:** Most Rev. David L. Ricken, DD, JCL | |
| **Concelebrant(s)** (if applicable)**:** | |
| **Deacon(s)** (if applicable)**:** | |
| **No. of servers:**       **Names:**  *Minimum of 4 servers are needed (Cross/Book, 2 Candles/Servers, Miter/Crosier). Minimum of 5 if incense is used in entrance procession.* | |

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| **II. BEFORE THE LITURGY** |
| **Reserved Parking Location:** |
| **Vesting Location:** |
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| **III. INTRODUCTORY RITES** |
| **Entrance Song/Chant:** |
| **Use of Incense in Entrance Procession** YesNo |
| **Welcome** Yes  No  *If yes, by whom?* |
| **Penitential Act** (Please choose one option and complete the choices given)  **Option 1** Form A – Confiteor spoken by Celebrant, Kyrie recited/sung by:  Bishop  Priest/Deacon  Cantor/Choir  **Option 2** Form C – Invocations with response “Lord/Christ have mercy”  **Option 3** Rite of Blessing and Sprinkling with Holy Water (Sundays of Easter only)  Accompanying music: |
| **Gloria**  Sung  Recited  Omitted (Sundays of Advent, Lent, and most weekdays )  **Collect (Opening Prayer)** |

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| **IV. LITURGY OF THE WORD** | |
| *(Include Copy of Readings & Psalm with this Form)*  **First Reading** Scripture citation:  Proclaimed by: | Lectionary number: |
| **Psalm Response** Scripture citation:  Sung, by cantor/choir  Recited by: | Lectionary number: |
| **Second Reading** Scripture citation:  Proclaimed by: | Lectionary number: |
| **Gospel** Scripture citation: | Lectionary number: |
| **At Time of Gospel**  Use of Gospel Book  Yes  No  Gospel Proclaimed by  Priest  Deacon Name: | |
| **Universal Prayer (General Intercessions)** Name (if no Deacon available):  *(Include Copy of Intercession with this Form)* | |
| **V. LITURGY OF THE EUCHARIST** | |
| **Song/Hymn for the Preparation of the Gifts:** | |
| **Sanctus** (Holy, Holy, Holy)  Sung  Recited | |
| **Memorial Acclamation**  Sung  Recited | |
| **Great Amen**  Sung  Recited | |
| **Lord’s Prayer**  Sung  Recited | |
| **Agnus Dei** (Lamb of God)  Sung  Recited | |
| **Communion Under Both Forms**  Yes  No  No. of ciboria:       No. of chalices: | |
| **Location Bishop will Distribute Communion:** | |
| **Communion Song(s)/Hymn(s)/Chant(s):** | |
| **Post-Communion Song/Hymn of Praise (if used):** | |
| **VI. CONCLUDING RITES/AFTER LITURGY** | |
| **Prayer After Communion**  **Announcements/Remarks**  Yes  No  *If yes, by whom?* | |
| **Recessional Song/Hymn:** | |
| **Not Required: Reception**  Yes  No If yes, Time:       Location:  **Dinner**  Yes  No If yes, Time:       Location: | |

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| **FOR OFFICE USE ONLY** |
| **CHASUBLES:       DALMATICS:** |

**FIRST READING**

**RESPONSORIAL PSALM**

*Option 1 – Photo/Image:*

(Please insert or scan image of music. If unable to do so, please email [worship@gbdioc.org](mailto:worship@gbdioc.org) and include the music book, number, and composer.)

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*Option 2 – Plain Text:*

**SECOND READING**

**GOSPEL**

**UNIVERSAL PRAYER**

**INTRODUCTION**

**Bishop:**

**INTENTIONS:**

1) (For the Church):

2) (For Public Authorities/World):

3) (For Those in Need):

4) (For the Local Community):

5) For Pope Francis’ Monthly Intention:

6) For Bishop Ricken’s Monthly Intention:

**CONCLUDING PRAYER**

**Bishop:**