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

MASS PREPARATION FORM

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

|  |
| --- |
| **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.* |

|  |
| --- |
| **II. BEFORE THE LITURGY** |
| **Reserved Parking Location:**       |
| **Vesting Location:**       |
|  |
| **III. INTRODUCTORY RITES** |
| **Entrance Song/Chant:**       |
| **Use of Incense in Entrance Procession** **[ ]** Yes**[ ]** No  |
| **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)** |

|  |
| --- |
| **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:       |

|  |
| --- |
| **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 and include the music book, number, and composer.)

 ****

*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:**