

GENERAL PLAN SHEET FOR MASS WITH THE BISHOP

**NAME OF PARISH/GROUP CELEBRATING THE MASS:**

**DATE OF MASS:**

**TIME :**

**PLACE HELD:**

**DEACON(S):**

**CONCELEBRANTS:**

**SERVERS (*number and names*):**

**PERSON/GROUP RESPONSIBLE FOR MUSIC:**

Email:

Phone:

**SACRISTAN(s)/ (Set up):**

**CONTACT PERSON:**

**EMAIL:**

**PHONE: (c)**

**(w)**

**(h)**

**WHO INVITED TO ATTEND:**

**NUMBER EXPECTED:**

**HAS PRIEST AND/OR PARISH LIFE DIRECTOR OF CHURCH WHERE MASS IS BEING CELEBRATED BEEN CONSULTED:**

MASTER OF CEREMONIES (*Worship Office will assign*)

**PLEASE FILL IN THE INFORMATION ON THE BLANK:**

Entrance Procession:

**Incense** \_\_\_\_ YES \_\_\_\_ NO

**Cross** \_\_\_\_ YES \_\_\_\_ NO

**Candles** \_\_\_\_ YES \_\_\_\_ NO      **NUMBER OF CANDLES** \_\_\_\_\_

**Other Ministers** (those to be commissioned, lector, extra servers, etc.) \_\_\_\_\_

**Book of Gospels** \_\_\_\_ YES \_\_\_\_ NO      **CARRIED BY:** \_\_\_\_\_

*(Carried by the Deacon, if present - the Lectionary is never carried in the procession. For weekdays, check to see if reading is contained in the Book of Gospels)*

Second Assisting Deacon (if present) OR one or both deacons if no Book of the Gospels

Concelebrants

MC

Bishop

Mitre/Crozier Bearer(s)

**INTRODUCTORY RITE**

**GATHERING SONG:**

**BOOK AND NUMBER**

*Check one (Penitential Act OR Sprinkling Rite) and fill in the blanks:*

**PENITENTIAL ACT :**

**FORM** \_\_\_\_ First (Confiteor) \_\_\_\_ Second *Kyrie is* \_\_spoken \_\_sung by: \_\_\_\_\_  
\_\_\_\_ Third

**OR** \_\_\_\_ **SPRINKLING RITE (Sundays during Easter season)**

*Song sung during the sprinkling rite:* \_\_\_\_\_

GLORIA (*Sundays and feast days should be sung, but may be said- omit on regular weekdays, Sundays in Advent and Lent*)

**SETTING:**

COLLECT

**LITURGY OF THE WORD**

**1<sup>ST</sup> READING:**

**LECTOR:**

**RESPONSORIAL PSALM** (*preferably sung*):

**CANTOR:**

**2<sup>ND</sup> READING:**

**LECTOR:**

**ALLELUIA/GOSPEL ACCLAMATION SETTING** (*sung*):

Procession w/Incense :  yes  no Candles:  yes  no

**GOSPEL:**

**READ BY:** *please print name:*

**HOMILY**

**CREED:** *On Sundays and solemnities only please check one:*  Nicene Creed  Apostle's Creed

**UNIVERSAL PRAYER:** [*Copy must be included*] (*Circle one: Read by Deacon, if present or lector*)

INTRO/CONCLUSION WRITTEN FOR BISHOP?  YES  NO

**LITURGY OF THE EUCHARIST**

PREPARATION OF GIFTS

**SONG:**

**BOOK AND NUMBER**

Incense  yes  no

**GIFT BEARERS:**

PRAYER OVER THE OFFERINGS

THE EUCHARISTIC PRAYER

**SANCTUS ACCLAMATION** (*should be sung*) Setting:

**MEMORIAL ACCLAMATION** (*should be sung*) Setting:

**GREAT AMEN** (*should be sung*) Setting:

COMMUNION RITE

**LORD'S PRAYER**  RECITED  SUNG : Setting:

SIGN OF PEACE

BREAKING OF THE BREAD/**LAMB OF GOD SETTING:** (*should be sung*):

**COMMUNION SONG** **BOOK AND NUMBER**

**AFTER COMMUNION**  Sacred Silence **or**  Hymn of Praise:

PRAYER AFTER COMMUNION

**CONCLUDING RITE**

BLESSING **or** SOLEMN BLESSING/PRAYER OVER THE PEOPLE

**RECESSIONAL SONG**

**BOOK AND NUMBER**

**OTHER CONSIDERATIONS:**

**PRAYER TEXTS** (*If appropriately chosen from options: ex. Ritual Mass, Mass for Various Needs and Occasions...may leave this blank*):

**OTHER PERTINENT INFO FOR CONSIDERATION:**

**IS THE BISHOP REQUESTED TO COME TO A RECEPTION?**

YES: What time?  Where?  NO

**NOTES:**

1. # of servers needed will depend on whether incense, cross and candles are used or not. Generally, at least 4-5 servers are needed, 6 if incense is being used. Balance Male/female if possible)
2. Please make sure all liturgical ministers are trained for that ministry (trained and commissioned for extraordinary ministers of Holy Communion). Balance males/females if possible.
3. At least one assisting deacon is preferable for Mass with the Bishop, unless the parish has no assigned deacon. If a deacon is assigned to the parish, he is expected to serve unless appropriate circumstances prove otherwise. If more than one deacon is assigned to a parish, the parish chooses which 2 deacons assist the Bishop.
4. Unless there are other readings that may be used (feast or obligatory memorial; confirmation, etc.) the Bishop will use the readings of the day. **No worship aid is to be printed until approval of the Worship Office is received and unless any necessary copyright info is included in the worship aid.**
5. Pastor/Priest(s)/Parish Life Director of church where the Mass is taking place must be consulted prior to scheduling Mass with the bishop and should be consulted regarding this plan sheet.
6. Please reserve a parking space for the Bishop and inform his secretary where and how it is marked prior to the day.

**RETURN THIS SHEET AT LEAST 2 WEEKS PRIOR TO MASS TO:**

Karen Rood, Director of Worship  
Diocese of Lexington  
1310 W. Main St.  
Lexington, Ky. 40508

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