

Liturgy Preparation Form Including Confirmation

- ◆ **All liturgies presided over by the cardinal, archbishop or a bishop are to be reviewed by the Office of Worship.**
- ◆ Additional copies of this form and other liturgy preparation forms are available online at www.archgh.org/worship and click on **Liturgy Preparation Materials** on the left menu.
- ◆ Complete this "Liturgy Preparation Form" and submit it to the Office of Worship **no later than 45 days prior to the date of the liturgy.** Upon receiving and reviewing the form, a staff member of the Office of Worship will contact the person listed. Some information on the first page is from the Liturgy Request Form.
- ◆ Exposition and Adoration of the Blessed Sacrament may only be celebrated in those spaces which are permitted to reserve the Blessed Sacrament, i.e., parish churches and chapels.
- ◆ Mass may not be celebrated while the assembly is seated at tables where a meal will be served.
- ◆ The Gloria, Responsorial Psalm, Alleluia, Holy Holy, Memorial Acclamation, Great Amen are to be sung in addition to the hymns. Contact the Office of Worship with questions.
- ◆ **NOTE:** Cardinal DiNardo always sings the various greetings and prayers, the Introductory Dialogue to the Preface, and the Blessing. The cantor/song leader should be aware of this in order to lead the faithful in the proper responses.
- ◆ For Confirmation, the confirming celebrant will bring the Chrism for the liturgy and will stand to administer the Sacrament. Additional Chrism is always available from the Co-Cathedral. Parishes may not add oil to the oils provided from Chrism Mass.

Use the **TAB** key to move from field to field and the **SPACE** key to activate check boxes. Complete **ALL** fields.

Presider: Cardinal DiNardo Bishop Dell'Oro, CRS Bishop Carmody Bishop Lopes
 Bishop Guillery Rev. Thomas Rafferty Other: _____

Liturgy Date: _____ Time: _____

Occasion: _____

Location:¹ _____

Street: _____

Principal Contact: _____

E-Mail: _____ Phone: _____

Person Preparing the Liturgy: _____

E-Mail: _____ Phone: _____

Music Director: _____

E-Mail: _____ Phone: _____

Expected number of faithful attending this liturgy: _____

If Confirmation, indicate location to meet candidates: _____

If Confirmation, indicate time to meet candidates: _____

If Confirmation, indicate the number to be confirmed: _____

If Confirmation, provide number of adults²: _____

(SEE FOOTNOTE 2 BELOW)

If Confirmation, name of other parish(es) joining: _____

Mass Language: *(English, Spanish, Vietnamese, etc. If bilingual enter both languages in the field)* _____

Please complete this form and email it to the Office of Worship: worshipoffice@archgh.org. Documents may be faxed to 713-741-8767, but email is preferred. Contact the Office of Worship with any questions or for electronic copies of this form: 713-741-8760.

¹ Organizations are to contact the Office of Worship to discuss space needs before completing an agreement with a parish or other facility. The **strong** preference is that the celebration of the Mass should only take place in a parish church or chapel. Exceptions are made when the number of expected participants will be too large for the church or chapel or when Mass is celebrated as part of a multi-day conference.

² Permission will be given on a case by case basis for serious cause only (See Cardinal DiNardo letter dated 10-17-2015). Provide baptismal record dated within 6 months of intended reception of Confirmation and a letter stating why the adult must be confirmed at this time with the liturgy preparation form.

Ministers for the Celebration of the Mass

Deacons of the Mass:³ 1, 2 or 3

Names: _____

Master of Ceremonies:⁴ _____

Ministers to arrange: Lectors 1 or 2 Cantor Altar Servers⁵ 5 or 6 Sacristans

Number of Ushers\Greeters⁶: _____ Number of Ministers of Holy Communion:⁷ _____

Musical Instruments planned: _____

Name	Parish/Institution
Concelebrating Priests Expected: _____	,
_____	,
_____	,
_____	,

Describe the environment planned for the liturgy: _____

Introductory Rites

Entrance Procession Procedures⁸ Incense:⁹ Yes or No

Notes: _____

Entrance Hymn: ¹⁰ _____

Hymnal & #: _____

Penitential Act:¹¹ Confiteor (#4) Have Mercy on us (#5) Lord, have mercy (#6) Chanted or Recited

Who will initiate Penitential Act?¹² Accompanist Cantor Deacon Priest Celebrant (normally only if Confiteor)

Gloria¹³ Composer/Setting:¹⁴ _____

Opening Prayer:¹⁵ _____ page # _____

Liturgy of the Word¹⁶

First Reading: _____ Responsorial: _____

Second Reading: _____ Responsorial Hymnal & #: _____

Gospel Acclamation: _____

Acclamation Setting, Hymnal & #: _____

Gospel Procession: Yes or No Incense:⁸ Yes or No

Gospel:¹⁷ _____ Proclaimed By: _____

³ For smaller liturgies one deacon is required. Normally two deacons to assist the Cardinal or bishop. Contact the Worship Office with questions.

⁴ Fr. Matthew Suniga serves when the cardinal is the main celebrant. The archdiocese has several deacons who have been trained to serve as MC. One will be assigned by the Cardinal's Office or the Office of Worship for most Confirmation Masses.

⁵ Thurifer, crucifer, 2 candle bearers, miter\crozier, book (*normally the crucifer*)

⁶ Welcome, distribute worship aids, assist with communion (& collection if any)

⁷ Ordinary ministers (bishops, priests and deacons) serve first, then extraordinary ministers if necessary. Approx 3 ministers for every 100-200 (1 bowl and 2 cup ministers)

⁸ **Confirmation** – the candidates are to be seated 10 minutes before Mass allowing for silence before the entrance of ministers.

⁹ Cardinal DiNardo will always use incense at the Introductory Rites, Gospel and Preparation of the Altar and Gifts. Note that Incense may not be allowed in hotel ballrooms. Check with facility regarding their guidelines.

¹⁰ Hymns, songs and Mass settings not from a mainline Catholic hymnal must be submitted for review along with this liturgy form.

¹¹ When Confiteor is chosen, the Kyrie/Lord Have Mercy without verses immediately follows and before the Gloria. The Sprinkling Rite is not to be used outside of the Easter Season. Contact the Office of Worship.

¹² This question aims to eliminate the uncertain silence when presider and musician do not know who will begin Penitential Act.

¹³ Ritual Masses for Initiation, Sundays, Solemnities and Feasts require the Gloria which should be sung. Ritual Masses are not allowed on Sundays of Advent and Lent so Gloria omitted on these Sundays. Otherwise, sung for Ritual Masses in Advent and Lent.

¹⁴ Setting refers to the arrangement title, e.g., Mass of Creation, Mass of the Angels and Saints, Misa del Pueblo Inmigrante

¹⁵ On Sundays, Solemnities and Feasts the prayers assigned to the liturgical day are used. Description, e.g., Confirmation A, 4th Sunday Easter

¹⁶ On Sundays, Solemnities and Feasts the Readings of the Day are always to be used. Psalm may be seasonal psalm or that of the day. In the Easter Season the first reading is from the Acts of the Apostles" (GIRM 357). Typically 2 lectors are used for 2 readings.

If Confirmation, who will present the candidates?¹⁸ _____

Homilist: _____ Homily Note: _____

Special Rites \ Blessings¹⁹: _____

Profession of Faith (Sundays & Solemnities, Confirmation²⁰): Recited, Special Form, Omitted

Prayer of the Faithful: Sung OR Recited

Source: ²¹ _____ Read By: ²² _____

Liturgy of the Eucharist

Preparation of the Altar and the Gifts Incense: Yes or No

Presentation Hymn:²³ _____ Composer: _____

Who will present the gifts: _____

Prayer Over the Gifts page number: _____ Preface Number: _____

Holy, Holy Mass Setting: _____

Memorial Acclamation Mass Setting: _____

Amen Mass Setting: _____

◆ These are sung with the participation of all the faithful.
◆ Normally these are from the same Mass setting.

Communion Rite

Communion to be distributed under one form both forms²⁴

Lord's Prayer: Recited OR Chanted (Setting): _____

Lamb of God Mass Setting: _____

Communion Hymn(s):²⁵ _____

Hymnal & #(s): _____

Prayer After Communion page #: _____

Concluding Rite

Comments / Thank You / _____

Presentations _____

Blessing: Simple OR Solemn (page # _____) OR Prayer Over the People (page # _____)

Closing Song OR Instrumental

Title if Song: _____

Hymnal & #: _____

General notes: _____

¹⁷ Should be proclaimed by a deacon or priest other than the principle celebrant.

¹⁸ If more than 25 persons are to be presented, they should be presented as a group rather than by name.

¹⁹ **Confirmation** – the cardinal and bishops prefer that the faithful hear the conferral of Confirmation. Music should be used, however, when larger numbers are being confirmed.

²⁰ **Confirmation** – the Renewal of Baptismal Promises replaces the usual Professional of Faith.

²¹ These are preferably from the ritual text (e.g., Roman Missal Appendix V, Rite of Confirmation). Otherwise the written Prayers of the Faithful must be submitted with the Liturgy Preparation Form for review and approval. If they are being composed, indicate the person's name.

²² Deacon or other minister

²³ The song for the Presentation MUST last until the entire action is complete, i.e., incense and lavabo are complete.

²⁴ Norm is distribution under both kinds. Masses in conference settings on carpet should only distribute under both kinds if the risk of spilling the Precious Blood has been adequately addressed. Contact the Office of Worship for approval.

²⁵ The Communion Song begins as the priest receives Holy Communion and lasts until all have received.