

Liturgy Planning Form – Archdiocese of New Orleans

Arch/Bishop: _____



The Office of Worship is delighted to be working with you in preparing for this special celebration. Please fill out the information below and return it to the Office of Worship four (4) weeks prior to the event. To assist you in your planning, please refer to the Guidelines page or feel free to contact our office at any time. We are here to work with you and to serve your needs. E-mail: worship@archdiocese-no.org; mail to Archdiocese of New Orleans - Office of Worship, 7887 Walmsley Avenue, New Orleans, Louisiana 70125 or fax to (504) 866-2906.

Date: _____ Place: _____

Event Name: _____

Time: _____ Address: _____ City: _____

Contact Person: _____ Phone: _____ Cell #: _____ E-Mail: _____

Master of Ceremonies: _____

Deacon(s): _____, _____

Please Note: It is preferred to have 6 altar servers to serve the Mass (1 cross, 2 candle, 1 book, 1 miter, 1 crosier)

ORDER OF THE MASS

Mass: _____

Entrance Song: _____ Hymnal & #: _____

Penitential Act: (recited) Choose from: A B C

Gloria: Yes No (It is SUNG for Solemnities & Sundays outside of Advent and Lent) (If sung, setting used _____)

Opening Prayer: _____

LITURGY OF THE WORD (Please list the readings being used – the actual book, chapter and verse. **A copy of the readings and Prayers of the Faithful must be submitted along with this form.**)

First Reading: _____ Lector: _____

Responsorial Psalm: _____ Sung: Spoken: (If sung, Hymnal & #: _____)

Second Reading: _____ Lector: _____

(optional – except on Sundays or Solemnity)

Gospel Acclamation: (always sung) _____

Gospel Reading: _____ Proclaimed by: _____

Homilist: _____

Prayers of the Faithful: (Attach a copy of your Prayers of the faithful to this form)

Prepared by: _____ Read by: _____

LITURGY OF THE EUCHARIST

Preparation of the Gifts Song: _____ Hymnal & #: _____

Holy, Holy, Holy; Mystery of Faith and the Great Amen are Always Sung.

Mass setting being used (list composer & publisher): _____

Lord's Prayer: **To be recited**

Lamb of God: **Always Sung**

Communion Song: _____ Hymnal & #: _____

Closing Song: _____ Hymnal & #: _____

SPECIAL NOTES:

Are there Announcements after Communion? Yes No By Whom: _____

(Attach a copy of the text.)

Is there a reception following the Mass? Yes No Where: _____

Comments (special needs): _____