

Liturgical Planning Form

Welcome to St. John Francis Regis Chapel.

The attached **three page** form is provided to assist you in planning for a Mass/Eucharistic Liturgy in the John Francis Regis Chapel. It will help us in preparing the chapel to ensure that everything you need is ready.

It is not always necessary to have all the ministers present (hospitality, extraordinary ministers of Holy Communion, music, etc.) but the checklist is provided for you to consider the specific needs you and your group may have.

Depending on the liturgical season or the day, it may be appropriate to drop the Gloria, the Creed or the 2nd Reading. Also, depending on the season, the Rite of Sprinkling may or may not be appropriate.

If you have questions about any of this, please contact Mary McManus.

Coordinator for Liturgical Ministry

Coordinator for Music Ministry

Grace Brock – 303-964-5464 gbrock@regis.edu

Chapel Manager

Susan Arbo – 303-458-4115 sarbo@regis.edu

Director of University Ministry

Pete Rogers—303-964-5207

If you have questions or need the assistance of our University Ministry staff, please contact us.

Liturgical Check list for a Mass in the St. John Francis Regis Chapel

Occasion / Celebration: _____

Date: _____

Time: _____

Principal Celebrant: _____

Concelebrant(s): _____

Deacon: _____ Altar Server _____

Sound System requirements: (check all that are needed)

- _____ Lavalier microphone for the presider
- _____ Microphone on the Ambo (where the readings are proclaimed)
- _____ Musicians microphones (how many and what set up?)
- _____ Other – please specify: _____

Lighting requirements:

- _____ General lighting in the main chapel sanctuary, including altar and ambo
- _____ Other – please specify: _____

Seating requirements:

- _____ Number of anticipated guests
- _____ Number of people in the choir

Special Vestments needed? Yes No

If yes, please specify: _____

Sacristan: _____ (if needed we can assist with this)

Sacristian: A person charged with the care of the sacristy, the church, and their contents. The duties of the sacristian include caring for the sacred vessels, altar linens, vestments, lights, etc. The sacristian is responsible for the preparation of what is necessary for the Mass or other liturgical celebration.

Ushers/Greeters (1 usher for every 50 guests):

Cross Bearer: _____

Are the readings the readings of the day or reading for a special occasion?

- _____ Readings of the Day
- _____ For Special Occasion – Please specify: _____

Extraordinary Ministers of Holy Communion:

- For liturgies with 1-100 guests: 3 communion stations (including the priest / concelebrants)*
- For liturgies with 100-300 guests: 6 communion stations (including the priest / concelebrants)*
- For liturgies with 300-500 guests: 12 communion stations (including the priest / concelebrants)*

Will there be a worship aid? Yes No (If the worship aid contains all the information asked for below – Order of Mass – you need only attach the worship aid)

Will you need song books? Yes No

Will the presider use the Sacramentary, a script or a combination? _____

Order of Mass

Opening hymn: _____
Person giving the welcome and inviting all to rise and sing: _____

Introductory Rites:
(A) Sprinkling _____
(B) Penitential Rite (I confess / Lord have mercy / Kyrie / not used) _____
(C) Gloria (spoken / Sung / Not used) _____

First reading: _____
Reader: _____

Responsorial Psalm: _____ (reader/cantor/choir)

Second reading: _____
Reader: _____

Pre-Gospel antiphon: (sung / Omitted) _____

Gospel: _____ Book of Gospels (yes / no)

Homilist: _____

Creed (spoken / Sung / Not used)

Prayers of Faithful: (provided / spontaneous)
Reader(s): _____

Offertory Procession
Gift bearers: _____

Offertory hymn: _____

Preface # _____

Holy, Holy, Holy: (spoken / Sung)	Version: _____
Memorial Acclamation: (spoken / Sung)	Version: _____
Great Amen: (spoken / Sung)	Version: _____
Our Father: (spoken / Sung)	Version: _____
Lamb of God: (spoken / Sung)	Version: _____

Communion:
Who (among concelebrants) assists in giving cups/ciboria to communion ministers: _____

Communion hymn(s): _____

Who takes Communion to choir? _____

Who makes concluding announcements: _____ None: _____

Final hymn: _____

Anything special or unusual not indicated above?

Please return this form to the Office of the Chapel Manager no later than one week prior to the Mass.

Last updated: Wednesday, July 01, 2009