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.

Coordinator for Liturgical Ministry

Director of Liturgy and Music
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Chapel Manager
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Director of University Ministry
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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)
_____ Lavaliere 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: Monday, May 17, 2010