

Liturgical Preparation Form

This form is to assist in the planning for Masses celebrated by Archbishop Lori and the Auxiliary Bishops. Before any preparation is finalized, contact the respective Bishop's offices to review the details of the liturgy, including any worship aids, programs, or other details. If a worship aid is prepared, it is requested that the USCCB *Guidelines for the Reception of Communion* be included (see priority text at end of this form).

Please complete this form and send it via fax or email to the contact person indicated below. The form needs to be submitted at least **two weeks** prior to the celebration.

For Archbishop Lori, to [Father Louis Bianco](#), (410) 727-8234 and [Julie Grace Males](#), (410) 547-5403.

For Bishop Madden, to [Karen Mesaris](#), (410) 727-5452.

For Bishop Parker, to [Janet Franchy](#), (410) 410-547-5447.

Should you have any questions, please email [Julie Grace Males](#).

Note that this page cannot be printed before it is submitted. Nor will using the Print button in the gray bar above print the data entered; only the empty form fields will print. A confirmation page will be displayed after the form is submitted. Use **CtrlP** to send a copy of the confirmation page to the printer.

GENERAL INFORMATION

Bishop Requested: *

☐ Archbishop Lori ☐ Bishop Madden ☐ Bishop Parker

Mass to be Celebrated: *

Date: *



Time: *



Day:

Site: *

Address *



PARISH CONTACT INFORMATION

Name of Contact: *

Email

Phone

(ex. 410-547-5555)

Cell Phone *

The cell phone will be used only in case of emergency, such as cancellation due to inclement weather or an unexpected late arrival.

LITURGICAL INFORMATION

Liturgical Day: *

Ritual or Votive Mass: (if applicable)

(Please contact the Director of the Worship Office via [email](#) to confirm that a ritual or votive Mass is permitted.)

Color of Vestments: *

☐ White ☐ Green ☐ Red ☐ Purple ☐ Rose

(The Archbishop will bring his own vestments.)

LITURGICAL MINISTERS

Presider/Main Celebrant/Homilist: *

Concelebrants:

Deacon(s):

Master(s) of Ceremonies: *

☐ Father Bianco (for Archbishop Lori) ☐ Local Master of Ceremonies

Director of Music Ministry:

Readers:

1st Reading:

2nd Reading:

Intercessions for Universal Prayer:

Servers:

Gift Bearers:

Ushers/Greeters:

INTRODUCTORY RITES

Incense *

☐ Yes ☐ No

Processional Hymn *

Greeting

Penitential Act *

- ☐ Option A: (RM4) Confiteor led by the celebrant & followed by his absolution
- ☐ Option B: (RM5) "Have mercy on us, O Lord..." led by the celebrant & followed by his absolution
- ☐ Option C: (RM6) Recitation (by deacon) of the three "tropes"
- ☐ Option D: Rite of Blessing & Sprinkling with Holy Water (RM appendix II)

During the Sundays in Easter time, the Rite of Blessing and Sprinkling with Holy Water may take the place of the customary Penitential Act, as a reminder of Baptism.

Gloria *

☐ Recited ☐ Sung ☐ Omitted (on the Sundays of Advent and Lent and regular weekdays)

Mass Setting

Collect

☐ Mass of the Day ☐ Other

LITURGY OF THE WORD

First Reading: *

Lectionary Number:

Volume:

Psalm: *

Lectionary Number:

Volume:

☐ Sung ☐ Recited

Second Reading: *

Lectionary Number:

Volume:

Gospel Acclamation: *

Mass setting:

Incensation: *

☐ Yes ☐ No

Gospel: *

Lectionary Number:

Volume:

Creed: *

☐ Nicene Creed ☐ Apostles' Creed ☒ Omitted (on most weekdays)

Universal Prayer: *(Please try to limit to 4-6 intercessions.)*

LITURGY OF THE EUCHARIST

Offertory Hymn during the preparation of the Gifts: *

Incensation at the Preparation of the Gifts: *

☐ Yes ☐ No

Preface:

Eucharistic Acclamations:

Holy Holy *

☐ Recited ☐ Sung

Mystery of Faith *

☐ Recited ☐ Sung

Amen *

☐ Recited ☐ Sung

Communion Rite:

Lord's Prayer *

☐ Recited ☐ Sung

Lamb of God *

☐ Recited ☐ Sung

Communion under Both Kinds: *

☐ Yes ☐ No

#Patens:

#Chalices:

Communion Hymn *

Communion Meditation *

Prayer after Communion *

CONCLUDING RITES

Will there be any additional announcements?: *

☐ Yes ☐ No

These announcements should include the recognition and expressions of gratitude for those involved in the preparation and celebration of the liturgy.

**Note: If there is any applause, it should be held to the end of these announcements.*

Blessing and Dismissal: *

Recessional Hymn: *

INFORMATION CONCERNING ALTAR SERVERS

It is kindly requested that up to seven (experienced) altar servers be assigned for a Mass celebrated by a Bishop, if possible: Thurifer (if incense is used) Crucifer Crozier Bearer Acolytes (2) Book Bearer Miter Bearer INCENSATION *Incense may, and should, be used for festive occasions. If incense is to be used, kindly provide an experienced altar server who can manage this duty well.*

INFORMATION TO BE INCLUDED IN THE WORSHIP AID

Please include the *USCCB Guidelines for Reception of Communion* in the worship aid. The guidelines are found at the end of this form.

GREETING THE ARCHBISHOP OR BISHOP

Where will the (Arch)bishop park? *

It is helpful for a space to be reserved that would allow easy access for the (Arch)bishop to arrive about 15 minutes before the Mass begins and, if need be, to leave immediately following.

Where should the (Arch)bishop go when he arrives? *

Where will the (Arch)bishop vest? *

Archbishop Lori prefers a quiet, private room to vest with table or counter space to lay out his vestments, and also a glass of water and a lapel microphone, if one will be used. Note that the Archbishop and the Auxiliary Bishops prefer the "clip-on" style of wireless microphone, not the earpiece.

Please use the space below to add any comments or information that may be required to plan for this request.

Submittal Information

This form was submitted by: *

First

Last

Submitter's Email Address: *

Submitter's Phone Number: *

GUIDELINES FOR THE RECEPTION OF COMMUNION (to be included if worship aids are prepared) **For Catholics** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (canon 916). A frequent reception of the Sacrament of Penance is encouraged for all. **For Our Fellow Christians** We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad divisions which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (Jn 17:21).

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (canon 844 § 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches (canon 844 § 3). **For those not receiving Holy Communion** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another. **For non-Christians** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.
