

Diocese of Des Moines

**Liturgy Planning Form for Masses with Bishop**

To help in the preparation of the Mass, please fill in all fields of this form and email completed forms at least 30 days prior to the celebration to [worship@dmdiocese.org](mailto:worship@dmdiocese.org) or [tchicoine@dmdiocese.org](mailto:tchicoine@dmdiocese.org) and [ahemmingsen@dmdiocese.org](mailto:ahemmingsen@dmdiocese.org).

If you have any questions regarding this form, please contact Rev. Trevor Chioine at (712) 243-4721

or Sandy Riesberg at (515) 237-5046.

**EVENT**: Click or tap here to enter text. DATE: Click or tap to enter a date. TIME: Click or tap here to enter text.

PARISH/LOCATION: Click or tap here to enter text.

PHYSICAL ADDRESS: Click or tap here to enter text. CITY: Click or tap here to enter text.

CONTACT PERSON: Click or tap here to enter text.

PHONE: Click or tap here to enter text. EMAIL: Click or tap here to enter text.

MUSIC CONTACT: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

LOCATION OF RESERVED PARKING FOR BISHOP: Click or tap here to enter text.

**GENERAL INFORMATION**

LANGUAGE OF MASS: *English*  *Spanish*  *Bi-llingual*

INCENSE: *Entrance*  *Gospel*  *Preparation*

NAME OF DEACON(S) WHO WILL ASSIST: Click or tap here to enter text.

#OF CONCELEBRATING PRIEST(S): Click or tap here to enter text.

NAME OF CONCELEBRATING PRIEST(S): Click or tap here to enter text.

COLOR VESTMENTS: Choose an item.

NUMBER OF SERVERS: Click or tap here to enter text. NAMES OF SERVERS: Click or tap here to enter text.

**INTRODUCTORY RITES**

GATHERING HYMN: Click or tap here to enter text. HYMNAL & NUMBER: Click or tap here to enter text.

SPRINKLING RITE: Choose an item. (Normally only on Sundays of the Easter Season

PENITENTIAL ACT (from the Roman Missal): Choose an item.

GLORIA (Composer/Hymnal/Mass Setting): Click or tap here to enter text.

HYMNAL & NUMBER: Click or tap here to enter text.

**Gloria is always sung on Sundays (except in Advent & Lent, Solemnities, Feasts and Ritual Masses,**

**even in Advent and Lent.**

COLLECT: Click or tap here to enter text. (e.g. Third Sunday in Lent; Twenty-First Sunday in Ordinary Time)

**LITURGY OF THE WORD**

FIRST READING: Click or tap here to enter text. LECTOR: Click or tap here to enter text.

RESPONSORIAL PSALM (*always sung*): Click or tap here to enter text.

SECOND READING: Click or tap here to enter text. LECTOR: Click or tap here to enter text.

GOSPEL ACCLAMATION *(always sung):* Click or tap here to enter text.

GOSPEL READING: Click or tap here to enter text. PROCLAIMED BY: Click or tap here to enter text.

HOMILY: *English*  *Spanish*  *Bi-lingual*

UNIVERSAL PRAYER / PRAYER OF THE FAITHFUL prepared by: Click or tap here to enter text.

PROCLAIMED BY: Click or tap here to enter text. ***Please submit Universal Prayer with this form.***

**LITURGY OF THE EUCHARIST**

PREPARATION OF THE ALTAR & GIFTS, HYMN or INSTRUMENTAL: Click or tap here to enter text.

HYMNAL & NUMBER: Click or tap here to enter text.

EUCHARISTIS ACCLAMATIONS (Holy; Mystery of Faith; Amen, *always sung):* Click or tap here to enter text.

LORD’S PRAYER: Choose an item. LAMB OF GOD *(always sung)*: Click or tap here to enter text.

COMMUNION HYMN(S): Click or tap here to enter text. HYMNAL & NUMBER: Click or tap here to enter text.

**CONCLUDING RITES**

Announcements: *Yes*  *No*  Read by: Click or tap here to enter text.

CLOSING HYMN: Click or tap here to enter text. HYMNAL & NUMBER: Click or tap here to enter text.

**ADDITIONAL INFORMATION**

PLEASE INDICATE IF THIS LITURGY IS FOR A SPECIAL EVENT OR WITH A SPECIFIC GROUP, ORGANIZATION, OR COMMUNITY WITHIN THE DIOCESE (e.g. Women’s/Men’s Conference,

Knights of Columbus, Catholic Rural Life, etc.): Click or tap here to enter text.

DO YOU INTEND TO USE A WORSHIP AID? Choose an item.

WILL THERE BE A POTOGRAPHER AT THIS LITURGY? Choose an item.

SPECIAL NEEDS OR INSTRUCTIONS FOR THIS LITURGY? Click or tap here to enter text.