



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 or tchicoine@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-lingual*

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 PHOTOGRAPHER AT THIS LITURGY? Choose an item.

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