



LITURGY PLANNING SHEET FOR A VISIT BY THE BISHOP

(Please type or print)

- 1. PLACE: _____
- 2. DATE: _____ TIME: _____
- 3. CONTACT NAME: _____ EMAIL: _____
- 4. MUSICIAN NAME: _____ EMAIL: _____

5. EVENT/kind of liturgy (i.e. dedication of new church furniture, blessing of new crucifix, 50th anniversary of the church, etc,)

6. Is there anything else happening at the time of the liturgy that will require a special blessing or commissioning service?

7. Color of the Mass: white green red violet rose

Bishop will usually bring his own vestment. If he does not, can you provide a vestment?

7. Do you have a Deacon and/or Emcee that you have already asked to serve?

Deacon name: _____ MC name: _____

9. Names of expected concelebrants:

10. If this is a special Liturgy and there are groups or individuals that should have recognition, please give their name (individual or group) and the reason for being recognized in a special way.

12. Additional Information that would be helpful to Bishop Raica:

13. Will you have a reserved parking space for Bishop? _____

If yes, where is it located?

The Order of Mass

Mass Setting(s): _____

Entrance Procession Hymn: _____

Reading I: Lec. # _____ Name of Lector: _____

Responsorial Psalm: _____

Reading II: Lec. # _____ Name of Lector: _____

Gospel: Lec. # _____

Intercessions prepared by: _____

Presentation of Gifts Hymn: _____

Communion Hymn: _____

Recessional Hymn: _____

*If there will be **four or more ciboria and/or chalices** used for Communion please prefill them. A smaller cruet with wine for the presider's chalice and one ciboria with the large host and smaller hosts may be brought forward in procession.*

Please return this sheet at least two weeks prior to Bishop's visit to Beth Hicks in the Office for Worship.

If you have any questions, please contact the Worship Office at 989.705.3519, or email bhicks@dioceseofgaylord.org