

Liturgy Planning Form – Archdiocese of New Orleans

Arch/Bishop: _____



The Office of Worship is delighted to be working with you in preparing for this special celebration. Please fill out the information below and return it to the Office of Worship four (4) weeks prior to the event. To assist you in your planning, please refer to the Guidelines page or feel free to contact our office at any time. We are here to work with you and to serve your needs. E-mail: worship@archdiocese-no.org; mail to Archdiocese of New Orleans - Office of Worship, 7887 Walmsley Avenue, New Orleans, Louisiana 70125 or fax to (504) 866-2906.

Date: _____ Place: _____

Event Name: _____

Time: _____ Address: _____ City: _____

Contact Person: _____ Phone: _____ Cell #: _____ E-Mail: _____

Master of Ceremonies: _____

Deacon(s): _____, _____

Please Note: There are to be 6 altar servers to serve the Mass (1 cross, 2 candle, 1 book, 1 miter, 1 crosier)

ORDER OF THE MASS

Mass: _____

Entrance Song: _____ Hymnal & #: _____

Penitential Act: (recited) Choose from: A B C

Gloria: Yes No (It is SUNG for Solemnities & Sundays outside of Advent and Lent) (Musical setting used _____)

Opening Prayer: _____

LITURGY OF THE WORD (Please list the readings being used – the actual book, chapter and verse. **A copy of the readings and Prayers of the Faithful must be submitted along with this form.**)

First Reading: _____ Lector: _____

Responsorial Psalm: _____ Sung: Spoken: (If sung, Hymnal & #: _____)

Second Reading: _____ Lector: _____

(optional – except on Sundays or Solemnity)

Gospel Acclamation: (always sung) _____

Gospel Reading: _____ Proclaimed by: _____

Homilist: _____

Prayers of the Faithful: (Attach a copy of your Prayers of the faithful to this form)

Prepared by: _____ Read by: _____

LITURGY OF THE EUCHARIST

Preparation of the Gifts Song: _____ Hymnal & #: _____

Holy, Holy, Holy; Mystery of Faith and the Great Amen are Always Sung.

Mass setting being used (list composer & publisher): _____

Lord's Prayer: **To be recited**

Lamb of God: **Always Sung**

Communion Song: _____ Hymnal & #: _____

Closing Song: _____ Hymnal & #: _____

SPECIAL NOTES:

Are there Announcements after Communion? Yes No By Whom: _____

(Attach a copy of the text.)

Is there a reception following the Mass? Yes No Where: _____

Where will the arch/bishop vest and prepare for Mass? _____

Where will a parking space be reserved for the arch/bishop? _____

Comments (special needs): _____

HELPFUL INFORMATION IN PLANNING THE LITURGY

COMPLETING THE LITURGY PLANNING FORM

1. It will take the collaborative work of the pastor and the Music Director to plan this special Liturgy. Make this portion of the planning a priority. Good Liturgy requires careful and appropriate preparation and is the key of a successful celebration.
2. The Office of Worship will review the form to ensure that all is in accord with liturgical norms and work with the parish if changes are to be made.
3. It is preferred for the liturgy to have a single focus. Please try to avoid inserting too many different celebrations into the liturgy.
4. On the form, please designate the person who will be the main contact for the Office of Worship.
5. Follow the guidelines below. When in doubt or in need of additional guidance, call the Office of Worship at 504-861-6300. One of our team members will be more than happy to assist you in planning the Liturgy.
6. It's important that the finished Planning Form and Prayers of the Faithful be submitted **FOUR WEEKS** prior to the event. This will assist the arch/bishop in his preparation.
7. Please be sure to indicate if there are any blessings, etc that will take place during or after Mass. The Office of Worship is happy to assist with preparing those special celebrations.

SELECTING SCRIPTURE

1. Within the Octaves of Christmas and Easter, on Solemnities, and on Sundays of Advent, Christmas, Lent and Easter, the Mass and readings of the day must be used.
2. It is normative that Masses celebrated on Saturday evening or Sunday use the Mass and readings of the Sunday. Please contact the Office of Worship to discuss exceptions.
3. Weekday Masses celebrated for special groups may use special Mass readings which reflect the particular celebration. Please contact the Office of Worship to discuss options
4. **You must provide a copy of the Readings and Prayers of the Faithful with the Liturgy Form.**

SELECTING MUSIC

1. It is preferred that all music selected come from a Catholic hymnal. If taken from another source, please attach the text.
2. Pre-recorded music is not to be used in the liturgy.
3. Remember when selecting music you want to choose pieces that are familiar and easy to sing so that the assembly can actively participate. Music for the offertory may be a choral
4. The music chosen should reflect the liturgical season. In Advent and Lent, the music should have a more somber tone than in Christmas or Easter time. Masses celebrated within Advent, Christmas, Lent or Easter should have some seasonal music.
5. There should be no music after the reception of Communion. Please provide for a time of silent prayer.

PREPARING THE MINISTERS

1. It is the responsibility of the planner of the liturgy to ensure that the Servers, Deacons, Readers, Hospitality Ministers, Extraordinary Ministers of Holy Communion and other liturgical ministers know and understand their responsibilities.
2. If a parish has deacons, at least one deacon should be present to proclaim the Gospel and assist the arch/bishop. If a parish does not have a deacon but the pastor would like request to have a deacon present, please call the Office of the Permanent Diaconate at 504-861-6329.
3. The Master of Ceremonies is assigned by the Office of Worship upon request of either the pastor or the archbishop. An MC is not assigned for every Mass, but if a pastor would like one assigned for this Mass, please contact the Office of Worship. The role of the MC is to assist the arch/bishop and coordinate the servers who directly minister to him (i.e., crozier, miter and book bearers).
4. Servers should arrive at the church no later than 30 minutes before the Mass.

WRITING THE UNIVERSAL PRAYERS

1. In preparing the Universal Prayers, please keep these prayers general rather than specific. It is preferred that the number of intercessions be limited to 6.
 - A prayer for the Church
 - A prayer for the Nation and its leaders
 - A prayer for the marginalized
 - A prayer for the local community (i.e. prayers for the good works of a particular ministry)
 - A prayer associated with the particular celebration
 - A prayer for the dead

LITURGICAL DETAILS

In order to assist you in preparing your liturgical ministers, the Office of Worship has prepared the following outline.

THE ORDER OF THE PROCESSION

Cross Bearer
2 Candle Bearers
Readers
Deacon with Book of the Gospels
Vested Deacons (if present)
Concelebrating priests
Master of Ceremonies (if present)
Arch/Bishop
1 or 2 assisting deacons
Crozier, Book, and Miter Bearers

ALTAR SERVERS

The following altar servers are to be recruited and assigned by the parish: Cross bearer, 2 candle bearers (who also serve at the altar), crozier bearer, book bearer, and miter bearer.

INTRODUCTORY RITES

The entrance song accompanies the procession of ministers to the altar. The music is to continue until the arch/bishop reaches the chair.

LITURGY OF THE WORD

The Liturgy of the Word is celebrated in the usual way. In keeping with the instructions of Sing to the Lord, the Responsorial Psalm and the Gospel Acclamation (both verses and refrain) are to be sung.

To manifest fitting respect to the Word of God, the readings and the Gospel are to be proclaimed from the Lectionary and the Book of the Gospels (if available).

LITURGY OF THE EUCHARIST

The Liturgy of the Eucharist is celebrated according to the Order of Mass.

At the presentation of the gifts, only bread and wine and a collection (if taken) or an offering for the poor (optional) are to be presented.

When possible, it is preferable that sufficient bread and wine for all communicants be consecrated at that Liturgy.

All who participate may receive Holy Communion under both kinds according to parish custom.

Ordinary ministers of Holy Communion (arch/bishop, priests and deacons) are to administer Holy Communion. If additional ministers are needed, then extraordinary ministers of Holy Communion may assist. Note: The Master of Ceremonies does not assist in the ministry of Holy Communion.

There should be no meditation song or music after the reception of Communion. Please provide for a time of silent prayer.

CONCLUDING RITES

Announcements: Announcements may be made following the Prayer after Communion. They are to be brief. It is appropriate for the pastor or another person to recognize by name, the priests present for the celebration and to thank those who served in the liturgy. If a booklet is prepared, the names of these people might be included there.

Recessional: The recessional takes place in the same manner as the entrance with the following exceptions. If incense was used, the thurible is not carried in the recessional. The Book of the Gospels also is not carried in the recessional.