**planning form   
*for* Mass Celebrated   
by Bishop William T. McGrattan**

**INSTRUCTION FOR APPLICANTS**

* Save your completed form and return it to [cristina.marcil@calgarydiocese.ca](mailto:cristina.marcil@calgarydiocese.ca) **two weeks before** your celebration.   
  Contact Cristina Marcil, Bishop’s Executive Administrative Assistant, at 403-218-5526 if you have any questions.

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| **GENERAL INFORMATION** | | | |
| **Liturgy Date:** |  | **Liturgy Time:** |  |
| **Event Name:** |  | **Event Address:** |  |
| **Hosting Parish:** |  | **Contact Person:** |  |
| **E-mail:** |  | **Phone Number:** |  |

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| **LITURGICAL INFORMATION – CONSULT THE ORDO** | | | |
| **Liturgical Day:** |  | **Liturgy to be Celebrated:** |  |
| **Assembly Size:** |  | **Vestment Colour:** |  |

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| **RITUAL BOOK, NUMBER, PAGE NUMBER**  **(Please complete if different from what is prescribed for the Mass of the Day)** | |
| **Lectionary** | Weekday  Sunday  Ritual  Other (*please explain)* |
| **First Reading:** |  |
| **Responsorial Psalm:** |  |
| **Second Reading:** |  |
| **Gospel:** |  |
| **Roman Missal** |  |
| **Mass Propers:** |  |
| **Preface:** |  |
| **Eucharistic Prayer:** |  |
| **Final Blessing:** |  |

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| **INTRODUCTORY RITES** | |
| **Penitential Act** | *Choose only ONE of the options. Most common is Option 1 with a sung Kyrie* |
|  | 1. I Confess (spoken) + Lord, Have Mercy |  Recited  Sung |
|  | 2. “Have Mercy on Us, O Lord…” (RM 490) |  Recited  Sung |
|  | 2. Invocations + Lord, Have Mercy |  Recited  Sung |
|  | 2. Sprinkling Rite (Sundays) |  Recited  Sung |
| **Glory to God** | Recited  Sung  Omitted |

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| **LITURGY OF THE WORD** | |
| **Readings** | Readings of the Day - *Preferred*  Proper Readings or Additional Reading. |
| * The *Responsorial Psalm* and *Gospel Acclamation* are to be sung at solemn Masses. * Contact the *Office of Liturgy* for assistance. | |
| **Nicene Creed** | Recited  Omitted | Use *Apostle’s Creed* during Lent and Easter |
| **Prayer of the Faithful** | Recited  Sung | Please attach a copy |

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| **LITURGY OF THE EUCHARIST** | |
| **Eucharistic Prayer** | Choice of Bishop McGrattan |
| **Eucharistic Acclamations** (Holy, Memorial Acclamation, & Amen) | Recited  Sung |
| **Lord’s Prayer** | Recited  Sung |
| **Lamb of God** | Recited  Sung |
| **Communion Procession** | Forms of Communion for the faithful  One Species  Two Species |
| **Do you anticipate a large number of non-communicants (non-Catholics) in the assembly?** | Yes  No | If *yes,* you will receive the diocesan wording to make an announcement about expectations during Communion. |

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| **WORSHIP AID** | |
| **Worship Aid?** | Yes  No | *Please attach a copy of the booklet or PowerPoint for review* |
| **Copyright Permission?** | Yes  No | *Copyright license MUST be indicated* |

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| **ADDITIONAL REQUESTS** | |
| **Special blessing of or prayer?**  (*Blessings normally occur*  *AFTER the homily OR following*  *the prayer after Communion*.) | Yes  No | *Please explain and paste text here OR attach* |

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| **MUSIC SELECTIONS**  **(Please indicate all relevant information such as *title, composer, and hymnal number*)** | |
| **Prelude***(Optional)* |  |
| **Processional** |  |
| **Blessing & Sprinkling OR** |  |
| **Lord Have Mercy\*** |  |
| **Gloria** (*when prescribed*) |  |
| **Responsorial Psalm \*\*** |  |
| **Gospel Acclamation** |  |
| **General Intercessions\*** |  |
| **Preparation of the Gifts** |  |
| **Holy** |  |
| **Memorial Acclamation** |  |
| **Amen** |  |
| **Lamb of God\*** |  |
| **Communion Procession** |  |
| **Song of Praise** (Optional)Allow time for silence prior to Song of Praise. |  |
| **Recessional** |  |
| **Postlude** (Optional) |  |

**\*** May be recited

**\*\*** The Responsorial Psalm text (refrain and verses) must be taken from the Canadian Lectionary. Musical settings are in the CCCB collection, *Psalms for Sundays and Solemnities* or from the collection by Gordon Johnson published by Novalis. For a weekday Mass, the Psalm from the lectionary might not be in these collections. If that is the case you may either apply a Psalm tone to the text (the Office of Liturgy can give you a resource) or you may substitute one of the Common Psalms for the liturgical season that are from either of the above collections. Please indicate in the table above if you will be using the Common Psalm.

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| **MINISTERS** | | **SERVERS (Min. of 5 for Solemn Mass)** | |
| **Celebrant** | Bishop McGrattan | **Cross Bearer** |  |
| **Master of Ceremonies\*** |  | **Candle Bearer** |  |
| **Concelebrant(s)\*** |  | **Crosier Bearer** |  |
| **Deacon(s)** |  | **Mitre Bearer** |  |
| **Reader** |  | **Thurifer\*** |  |
| **Petition Reader** *if a deacon is present, he reads the petitions* |  | **Gift Bearers** |  |
| **Gospel Reader** |  | **Others\*** |  |
| **Ciboria Stations** |  |  |  |
| **Chalice Stations** |  |  |  |

**\*Optional**

**CHECKLIST:**

**PLEASE RETURN** to the *Office Liturgy* no later than **two weeks** before the celebration:

Planning Form

Prayers of the Faithful

Worship Aid (if applicable)

Special blessing/prayer (if applicable)