

Episcopal Liturgy Planning Form – Part 1

This form is intended to help you prepare for your upcoming liturgy with Archbishop Richard Smith. This information helps us to organize the event, and accommodate your specific needs with regard to the Liturgical Norms of the Church. Please complete Parts 1 & 2 and return it to the Office of Divine Worship **two weeks prior to the event** (mdolan@caedm.ca) so that we may prepare the necessary ceremonials. Keep a copy of the planning form for your parish. **INSTRUCTIONS:** Complete form; 'Save As' to your 'Documents'; attach to new email(s).

Parish: _____ **Date & Time:** _____
Contact: _____ **Event:** _____
Phone: _____ **Email:** _____
Parking: _____
Vesting: _____
Comments: _____

Procession, Reception, etc...

MINISTERS *Please note that the Master of Ceremonies does NOT concelebrate.*

Celebrant: Archbishop Richard Smith

Pastor(s): _____

Deacon(s): _____

Concelebrant(s): _____

INTRODUCTORY RITES

Penitential Act: Lord Have Mercy, Kyrie Recited Sung Other _____

LITURGY OF THE WORD *The pastor has two options. Select ONE.*

Preferred: Readings of the Day (reference the ORDO)

Alternate: *Please submit alternate readings/substitutions to the Office of Divine Worship for approval.*

1st Reading: _____

Responsorial Psalm: _____

2nd Reading: _____

Gospel Acclamation: _____

Gospel: _____

Homily: *Given by Archbishop Smith*

LITURGY OF THE EUCHARIST

Eucharistic Prayer: *Choice of Archbishop*

CONCLUDING RITES

Announcements: Yes No