

(Letters and numbers refer to corresponding Liturgy Preparation Sheet line items.)

Use for all Diocesan Eucharistic Liturgies including Confirmation. Return the Liturgy Sheet to the Office of Worship at least 15 days prior to the celebration.

To submit form electronically
please see page 3 for
step-by-step instructions.

A. PRELIMINARY INFORMATION

List place, date and time of celebration.

List the name and phone number of the person actually involved in the liturgy preparation.

List name of the principal celebrant and also of concelebrants, if there are any.

List name of MC – if known.

Choice of Mass:

- *Sundays*: In general, always use the Mass of the Sunday with its readings and prayers. Exceptions include Confirmation in Ordinary Time when the Ritual Mass would be used. For other exceptions, please contact the Office of Worship.
- *Solemnities*: (i.e, holy days and specially designated feast days in the Sacramentary) Always use the Mass proper to these days.
- *Other days*: Ritual Masses, such as Confirmation, etc., may be used with their readings and prayers. Ritual Masses are prohibited during 1) the Octave of Easter, 2) All Souls, 3) Ash Wednesday and 4) during Holy Week. (Norms given in the Sacramentary at the beginning of the Masses themselves also apply.)

Use the readings, prayers and prefaces proper to the Sunday or Solemnity. Don't mix them. e.g. Don't use the Sunday Mass readings with prayers from Ritual Mass for Confirmation.

B. OPENING RITE

1. Entrance Song: Choose a hymn, song or psalm with a theme appropriate to the liturgical day or season. (See Music Guidelines below for additional information.)
2. Select either the Sprinkling Rite (i) *or* one of the three forms of the Penitential Rite (ii, iii, iv):
 - (i) Sprinkling Rite: reserved to Sundays and anticipated liturgies only and is especially appropriate throughout the Easter Season. Omit Penitential Rite and Lord Have Mercy when sprinkling rite is used.
 - (ii, iii, iv) Penitential Rite: Select Form A, B, or C. The *Lord Have Mercy* is not used when Form C of Penitential Rite is used.
3. Glory to God: required on Sundays outside of Lent and Advent, and on all Solemnities and Feasts of the Lord. Singing is preferred. For liturgies with Bishop Trautman, do not add a *Glory to God* unless called for in the Ordo.
4. Opening Prayer: of the day, or Ritual/Votive Mass when permitted. Selection should agree with "Choice of Mass" in Section A – Preliminary Information.

C. LITURGY OF THE WORD

1. & 3. Readings of the day (three on Sundays, Solemnities and Feasts of the Lord, or as suggested in Ritual Masses; two on other days.) *NOTE: In Masses during the Easter Season* (Ritual Masses included) the ancient tradition of the Church should be observed: First Reading from the Acts of the Apostles, Second Reading from the Epistles, Gospel from St. John).
2. Responsorial Psalm: of the day or season. For Seasonal Psalms and Antiphons, see Sunday Lectionary, "Common Responsorial Psalms for the Seasons." The psalm should be sung if at all possible.
3. If there is no second reading, mark N.A. (Not Applicable)
4. Gospel Acclamation: The acclamation is *Alleluia*, except in Lent when *Glory and Praise...* or other response is used. Omit if not sung.
5. Gospel Reading: Should be proclaimed by a deacon. In the absence of a deacon, it should be proclaimed by a priest concelebrant, if there is one. "The person who proclaims the Gospel (deacon or presbyter) asks for and receives a blessing from the Bishop." See p. 62, Bishop's Ceremonial, section 17. After the reading, the Gospel book is brought to the bishop before being returned to its place.
7. Liturgical Rite: Note any blessing, sacrament or special ceremony to be celebrated at this time, number of participants, directions, etc.
8. Creed: Always said on Sundays and Solemnities. Omit Creed in Masses where another form of profession of faith occurs, e.g. Confirmation Mass, Baptism, etc.
9. General Intercessions: The Introduction and the Closing Prayer are said by the presider.

D. LITURGY OF THE EUCHARIST

1. Preparation of the Gifts: Music at the time of preparation should conclude as soon as the celebrant finishes washing his hands. (An instrumental is often appropriate.) The Prayer over the Gifts is taken from the Mass chosen above in Section A – Preliminary Information.
2. Eucharistic Prayer:
 - 2a. Preface is that of the day, season, Ritual Mass, etc, according to directives.
 - 2b. Acclamations should be sung when at all possible. Please list the title of the Mass setting being sung. (e.g. *Mass of Creation* – Haugen, *Mass of Angels and Saints* – Janco or *Heritage Mass* – Alstott).
 - 2c. Choice of Prayers 1-4; Reconciliation R1-R2; or other as appropriate. Prayer 4 cannot be used when a proper preface is required.
3. Communion Rite:
 - 3c. Communion Song: Choose appropriate psalms or songs to allow for greatest participation, i.e. those with an easily sung refrain. Begin singing as presider receives. Follow with a period of silence. (See Music Guidelines below and *Sing to the Lord*.)
 - 3d. Those Distributing Holy Communion: Communion under both forms is presumed. (Please state reason if not observed under section F – NOTES) The presider, priest concelebrants and deacons are the ordinary ministers of communion. If there are not enough ordinary ministers, extraordinary ministers may be employed.
 - 3e. Song of Praise and Thanksgiving: May be sung to conclude the communion Rite. All may stand to sing the song of praise. (See See Music Guidelines below and *Sing to the Lord*, # 193.)
 - 3f. Prayer after Communion should agree with the “Choice of Mass” in Section A – Preliminary Information.

E. DISMISSAL RITE

1. Parish announcements and remarks by the Pastor or appropriate individual may be made *following the Prayer after Communion*.
2. Blessing and Dismissal: For a specific text or one designated for the day, please note Sacramentary page number. The dismissal is given by the deacon (or presider, if no deacon is present).
3. Closing song: If a song of praise has been sung by all, an instrumental postlude or possibly a choir piece is appropriate.

F. NOTES: Please list and explain any other concerns in this section.

MUSIC GUIDELINES:

Please give complete source information for musical selections: title and composer, or, title, hymnal and number. Music choices should follow the guidelines established in the U.S. Bishop’s document, *Sing to the Lord* including a collaborative consideration of the Three Judgments: Liturgical, Pastoral and Musical (STL # 126-136.) Patriotic or Marian hymns are restricted to liturgies with those themes, such as the Feast of the Immaculate Conception or Masses for Various Needs (“For the Nation”). Popular devotions, while commendable in themselves, are to be kept separate from the Eucharistic Liturgy. Note, in particular, that music during the distribution of Communion begins when the presider receives the Eucharist and continues for as long as the Eucharist is being distributed (STL #189) so that a united community is modeled. Also note that a Song after Communion “may be sung by the entire congregation” and should not “draw undue attention to the choir or other musicians,” (STL #193).

Thank you for your cooperation. Please call or e-mail if you need assistance with any part of this preparation sheet.

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(To submit the Liturgy Preparation Sheet electronically, please follow the steps outlined on the next page.)



After you have completed filling out the Liturgy Preparation Sheet, if you choose to submit it electronically the following instructions are necessary.

1. Click the **Submit Form** button which appears in the purple bar at the top of page 1 of the Liturgy Planning Sheet.
2. Key your **Email address** and **Full Name** on the **Send Form**.
3. Click the **Send** button.

4. **Choose a delivery option from the bullets below:**

- If you use email software like Outlook, Outlook Express, or Eudora put a dot next to **Desktop Email Application** (see diagram at right.) Click **Ok**.

- a. An email message addressed to liturgy@eriercd.org will appear on your screen and the pdf you completed will be an attachment.

Click **Send**.

Ignore the text in the body of the email.

- If you use an online email service like Yahoo, Hotmail, Gmail, or an online email tool provided by your Internet Provider, put a dot next to **Internet Email** (see diagram above.) Click **OK**.

- b. The **Send PDF As** screen will appear.

- c. Use the **downward pointing triangle** to select **Desktop** from the **Save In** list.

- d. Click the **Save** button.

- e. Use your browser to open your Yahoo, Hotmail, Gmail or ISP online email tool.

- f. Create a new email.

- g. Address it to liturgy@eriercd.org.

In the subject line please key in "**Liturgy Planning Sheet.**"

- h. **Attach the pdf you saved** to your desktop above and click **Send**.

5. Print a copy for your records.

