



Diocese of Laredo

Rev. Fr. David Muñoz, O.M.I.
Master of Episcopal Liturgical Ceremonies
1718 San Jorge Avenue
Laredo, TX 78040

Tel. (956)723-6954 ext. 15
Fax (956)723-6047
E-mail: david.omi@hotmail.com

LITURGY PLANNING SHEET

Please submit the following information to the Master of Episcopal Liturgical Ceremonies a month before the date of the ceremony.

A. GENERAL INFORMATION

| | |
|--|--|
| Ceremony | Language |
| Ceremony Date | Ceremony Time |
| Location: | |
| Contact Person/ Person preparing the Liturgy: | Phone number and/or E-mail |
| Number of Concelebrants: | Number of participants expected: |
| Incensation: <input type="checkbox"/> Beginning <input type="checkbox"/> Gospel <input type="checkbox"/> Preparation of Gifts | Forms of Communion for the Faithful <input type="checkbox"/> One <input type="checkbox"/> Two |
| Special Guests/ Dignitaries to acknowledge | |
| Vesting area for the Bishop: | |
| Mass to be celebrated: <input type="checkbox"/> Proper for the Liturgical Day: <input type="checkbox"/> Ritual Mass: <input type="checkbox"/> Other Mass: | |

B. INTRODUCTORY RITES

| | |
|--|---|
| Participants in procession | |
| Penitential Rite <input type="checkbox"/> A I Confess <input type="checkbox"/> B Lord we have sinned <input type="checkbox"/> C: | |
| Kyrie <input type="checkbox"/> Sung <input type="checkbox"/> Recited <input type="checkbox"/> Omitted | Gloria <input type="checkbox"/> Sung <input type="checkbox"/> Recited <input type="checkbox"/> Omitted |

C. LITURGY OF THE WORD

| | | | | |
|--|----------|------------|---|------|
| First Reading | Language | Lectionary | Number | Page |
| | | | | |
| Responsorial Psalm | Language | Lectionary | Number | Page |
| <input type="checkbox"/> Sung <input type="checkbox"/> Recited <input type="checkbox"/> Sung Response only | | | | |
| Second Reading | Language | Lectionary | Number | Page |
| | | | | |
| Gospel | Language | Lectionary | Number | Page |
| | | | | |
| Profession of Faith <input type="checkbox"/> Recited <input type="checkbox"/> Omitted | | | General Intercessions <input type="checkbox"/> Sung <input type="checkbox"/> Recited <input type="checkbox"/> Prepared by MC <input type="checkbox"/> Prepared by Contact | |

D. LITURGY OF THE EUCHARIST

| | |
|--|--|
| Presentation of the Gifts and Preparation of the Altar Number of Vessels being presented: | |
| | |
| Preface | Sanctus <input type="checkbox"/> Sung <input type="checkbox"/> Recited |
| Memorial Acclamation <input type="checkbox"/> Recited <input type="checkbox"/> Sung <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | Great Amen <input type="checkbox"/> Sung <input type="checkbox"/> Recited |
| Lord's Prayer <input type="checkbox"/> Recited <input type="checkbox"/> Sung | Agnus Dei <input type="checkbox"/> Sung <input type="checkbox"/> Recited |
| Number and Location of Communion Stations | |
| | |

E. Concluding Rites

| |
|---|
| Announcements/ Closing Remarks **To be given always after the Prayer After Communion |
| Participants in Recession |
| Location of Reception/ Photos with the Bishop |

F. Ministers

| | |
|---|------------------------------------|
| Celebrant | Concelebrants |
| Principal Celebrants for the Eucharistic Prayer | Masters of Ceremonies |
| Deacon of the Word (optional) | Deacon of the Eucharist (optional) |
| Reader (First Reading) | Cantor for the Responsorial Psalm |
| Reader (Second Reading) | Reader (Gospel) |
| Homilist | Reader General Intercessions |
| Cross Bearer | Book Bearer |
| Candle Bearer | Candle Bearer |
| Thurifer | Other Servers |
| Miter Bearer | Crosier Bearer |
| Ordinary Ministers of Holy Communion | |

| | |
|--|-------|
| Extraordinary Ministers of Holy Communion ¹ | |
| Gift Bearers | |
| Music Director | Choir |

NOTE:

Please be aware that in ceremonies in which there is no prescribed solemn blessing, it is His Excellency's desire that the second formulary for the ordinary blessing from the Bishop be used. Therefore, please have a printed copy for your parishioners that they may respond appropriately.

Por favor estén atentos que en las ceremonias en las cuales no hay una bendición solemne prescrita, es el deseo de Su Excelencia que la segunda forma de la bendición ordinaria del Obispo se utilice. Por lo tanto, por favor tengan una copia imprimida para sus feligreses para que puedan responder apropiadamente.

The Lord be with you.
R/. And with your spirit.

Blessed be the name of the Lord.
R/. Now and for ever.

Our help is in the name of the Lord.
R/. Who made heaven and earth.

May almighty God bless you, the ✠Father, and the ✠Son, and the ✠Holy Spirit.
R/. Amen.

El Señor esté con ustedes.
R/. Y con tu espíritu.

Bendito sea el nombre del Señor.
R/. Ahora y por todos los siglos.

Nuestro auxilio es el nombre del Señor.
R/. Que hizo el cielo y la tierra.

La bendición de Dios todopoderoso, Padre ✠, Hijo ✠, y Espíritu ✠Santo, descienda sobre ustedes.
R/. Amén.

¹ Extraordinary Ministers of Holy Communion are only necessary when there is not a sufficient number of Ordinary Ministers of Holy Communion (bishop, priests and deacons).

G. Music

| Mass Part | Title | Composer | Publisher |
|---|--------------|-----------------|------------------|
| Prelude(s) | | | |
| Non-Liturgical Procession | | | |
| Entrance Procession | | | |
| Gloria | | | |
| Responsorial Psalm | | | |
| Gospel Acclamation | | | |
| Response to Intercessions (optional) | | | |
| Presentation of Gifts | | | |
| Sanctus | | | |
| Memorial Acclamation | | | |
| Great Amen | | | |
| Lord's Prayer (optional) | | | |
| Agnus Dei | | | |
| Communion Procession | | | |
| Recessional | | | |