



Diocese of Pensacola-Tallahassee

Office of Liturgy and Sacramental Practice

Liturgy Planning Sheet

Instructions:

Please fill out sheet in its entirety and have people designated in all spots. *Please email a copy to the Bishop's Office (bishopsoffice@ptdiocese.org) and Director of Liturgy (gawelc@ptdiocese.org) no later than one week prior to the event.* Any questions can be directed to the Director of Liturgy and Sacramental Practice, Dr. Christopher Gawel (850-304-7580).

With regards to the celebration of the Sacrament Confirmation:

- In general, the Ritual Mass for the Conferral of Confirmation from the *Roman Missal* is celebrated, with red or white vestments, or with vestments of another festive color. The readings may come whole or in part from the those designated for Confirmation in Volume IV of the *Lectionary for Mass* (nos. 764-768), or those designated for the day of the celebration. The Ritual Mass and readings for the Conferral of Confirmation may be used on Saturday evenings and Sundays of Ordinary Time as well. However, on Solemnities, Sundays of Advent, Lent, and Easter, weekdays of Holy Week through the Paschal Triduum, and weekdays of the Octave of Easter the Mass for the day, with its appropriate vestment color and designated readings are to be celebrated.
- The "Rite for the Blessing and Sprinkling of Water" in Appendix II of the *Roman Missal* is particularly apt for Sundays in the Easter season. It takes the place of the Penitential Rite, and the *Gloria* follows immediately afterwards.
- The *Gloria* is always included in the celebration of Confirmation within Mass, except when celebrated on Sundays of Advent or Lent, or on the weekdays of Holy Week.
- The pastor, another priest or deacon, coordinator or a principle catechist may present the candidates for Confirmation either individually, or in the case of larger numbers (25 or more) as a group prior to the Homily, in accordance with local custom.
- It is Bishop Wack's preference that the *confirmandi* wear prominently placed nametags with the Confirmation names printed clearly and in large type, together with their given names in smaller print. The nametags should not be concealed by hair, sweaters, etc.
- Under normal circumstances, those to be Confirmed should enter the church as part of the entrance procession, behind the altar servers, but ahead of the clergy.
- When the candidates approach the Bishop for Confirmation, smaller groups (approx. 25 or fewer) may approach the Bishop individually with their sponsors; larger groups should move forward in pairs.
- The newly Confirmed are asked to remain in their pews at the conclusion of Mass to await immediate photo opportunities with the Bishop.
- Selected *confirmandi* are welcome to serve in the ministries of Lector or Gift Bearer at the Confirmation Mass.
- Bishop Wack wishes to sign Confirmation certificates personally.

Please type or print. Ignore information pertaining to Confirmation if not a Confirmation Mass.

Event:

Location:

Address:

Date:

Time:

Contact Person:

Parish Phone Number:

Email:

Cell Phone Number:

In case of last minute emergency

Mass text being celebrated (i.e., Ritual Mass for Conferral of Confirmation or the Mass of the Day):

Vestment colors: White Red Violet Green Other: _____

Language(s) to be used for Mass texts: English Spanish Bilingual

Other (*please specify* _____)

Does the Parish/Institution have a Book of Gospels? Yes No

Does the Parish/Institution have matching Deacon vestments? Yes No

For Confirmation, number to be Confirmed:

Is there a reception following Mass? Yes No

Where should Bishop Wack park?

Ministers

Celebrant: Bishop William Wack

Estimated Number of Concelebrating Priests:

Please provide names, if possible:

Deacon of the Word:

Deacon of the Altar (*if applicable*):

Thurifer:

Cross Bearer:

Candle Bearer/Altar Server:

Candle Bearer/Altar Server:

Miter Bearer:

Crozier Bearer:

The Introductory Rites

Entrance Hymn:

Incense: Yes No

Mass Musical Setting (i.e, Mass of Creation by Marty Haugen):

Penitential Rite: Sung Spoke By Whom:

OR Sprinkling Rite: Yes No

Gloria:

It is preferred that the Gloria is sung.

The Liturgy of the Word

Reading I: Lec. # Language:
Lector:

Responsorial Psalm: Lec. # Language:
It is preferred that the Responsorial Psalm is sung.

Reading II: Lec. # Language:
Lector:

Alleluia: Sung

Gospel: Lec. # Language:
Proclaimer:
Incense: Yes No

Who will present the Candidates to the Bishop?

Homilist (if not Bishop Wack):

Music during the Conferral of the Sacrament of Confirmation:

The Creed is not said, even on Sundays, since there has already been a renewal of Baptismal promises.

Universal Prayers (Prayers of the Faithful):

Preference is given to the Deacon of the Word. One or more of the confirmandi are allowed to read aloud the Universal Prayers at Confirmation.

The Liturgy of the Eucharist

Procession with gifts: Yes No

Gift Bearers:

Incense: Yes No

Offertory Music:

Holy, Holy, Holy: Sung Spoken

Amen: Sung Spoken

Lamb of God: Sung Spoken

Mem. Accl.: Sung Spoken

The Lord's Prayer: Sung Spoken

Communion Rite

Communion under both Species? Yes No

Number of Communion Stations? Host: Cup:

Communion Hymn(s):

Meditation Hymn: Yes No Hymn:

The Concluding Rites

Are there announcements? Yes No By whom?

Final Blessing: Solemn Simple

Recessional Hymn:

Please provide Bp. Wack with a short list of any coordinators, catechists, music directors, or others whom he should thank by name:

Are there any other details Bishop Wack should know?