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| **FOR OFFICE USE ONLY** Revised 4/12/2021 |
| **Color**       **+++ MC**       **+++ Meeting Location** |
| **Orations**        **+++ Preface**       **+++ EP** |
| **Role PC&H**  **+++ PC but H is**       **+++ Pres. but C is**       **and H is** |



D I O C E S E O F P I T T S B U R G H

O f f i c e o f B i s h o p M a r k A. E c k m a n

Liturgy Preparation Sheet for the Celebration of the Mass

**Please return the completed form to** [**liturgy@diopitt.org**](mailto:liturgy@diopitt.org)

Office of the Bishop

2900 Noblestown Road

Pittsburgh, PA 15205

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| **I. GENERAL INFORMATION** | |
| **Parish/Group/Office Name** | **Phone** |
| **Event** | |
| **Location** | |
| **Date and Time of Mass** | |
| **Liturgical Celebration** (e.g. *Second Sunday of Advent, Feast of the Transfiguration,* etc.) | |
| **Contact Person(s)** | **Phone(s)** (Home, Work, etc.) |
| **Contact Person’s E-mail** | **Contact’s Cell Phone** |
| **Pastor’s E-mail** (if different) | **Pastor’s Cell Phone** |
| **Concelebrant(s)** (if applicable) | |
| **Deacon(s)** (if applicable) | |
| **Reserved Parking Location** | |
| **Vesting Location** | |
| **Lunch/Dinner**   Yes Time  Location        No | |

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| **II. INTRODUCTORY RITES** |
| **Entrance Chant**  Number       Title |
| **Use of Incense** YesNo |
| **Welcome** Yes  No  By whom?  *The Welcome takes place after the Entrance Chant ends and before the Sign of the Cross.* |
| **Penitential Act** (Please choose one option and complete the choices given)  **Form A** – Confiteor lead by Bishop, then Kyrie  Sung  Recited by  Bishop  Deacon  Cantor/Choir  **Form B** – Dialogue lead by Bishop, then Kyrie  Sung  Recited by  Bishop  Deacon  Cantor/Choir  **Form C** – Invocations (Tropes) with response “Lord/Christ have mercy”  Sung  Recited by  Bishop  Deacon  Cantor/Choir  *On Sundays, especially in the Easter season, in place of the penitential act, the blessing of and sprinkling with holy water may be carried out.*  *.*  **Rite of Blessing and Sprinkling with Holy Water**  Accompanying music - Number       Title |
| **Gloria**  Sung  Recited  Omitted on Sundays of Advent and Lent and most weekdays. |

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| **III. LITURGY OF THE WORD** | |
| **First Reading** Scripture citation  Proclaimed by | Lectionary number |
| **Psalm Response** Scripture citation       or  Song Number       Title  Sung  Recited, by | Lectionary number |
| **Second Reading** Scripture citation  (if applicable) Proclaimed by | Lectionary number |
| **Gospel**  Use of Incense  Yes  No  Use of *Book of the Gospels*\*  Yes  No  \****If the* Book of the Gospels *is used,*** *after the proclamation of the Gospel the Priest/Deacon should bring the* Book of the Gospels *and meet the Bishop in front of the altar. The Bishop will reverence the* Book of the Gospels *and, taking it from the Priest/Deacon, bless the congregation with it. During this time the refrain of the Gospel Acclamation should be repeated to accompany the blessing.*  *\*****If the* Book of the Gospels *is not used,*** *then the Priest/Deacon should proceed with the* Lectionary *to meet the Bishop in front of the altar so that he may reverence it.*  Gospel Scripture citation       Lectionary Number  Proclaimed by | |
| **Any rituals after the homily?** (e.g., Installation of Pastor, Ordination, etc.) | |
| **Profession of Faith** Yes  No  *The Profession of Faith is to be recited on Sundays and Solemnities*. | |
| **Prayer of the Faithful / Universal Prayer** Sung  Recited  By  Deacon  Reader Name | |

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| **IV. LITURGY OF THE EUCHARIST** |
| **Preparation of the Offerings Chant**  Number       Title |
| **Gift Bearers**  Yes  No  If yes, who? |
| **Use of Incense at Preparation of the Offerings**  Yes  No  *If a Deacon is assisting at the altar, after the Bishop incenses the altar the Deacon should receive the thurible and proceed to incense the Bishop alone, then the concelebrating Priest(s), and finally the entire congregation.* |
| **Sanctus** (Holy, Holy, Holy)  Sung  Recited |
| **Memorial Acclamation**  Sung  Recited |
| **Great Amen**  Sung  Recited |
| **Lord’s Prayer**  Sung  Recited |
| **Agnus Dei** (Lamb of God)  Sung  Recited |
| **Communion Under Both Forms**\*\* Yes  No *\*\*If the parish does not regularly distribute the Precious Blood to the congregation at Mass, it is not required.*  No. of patens       ministered by Bishop Eckman,  No. of chalices       ministered by |
| **Communion Chant(s)**  Number       Title |
| **Post-Communion Chant**  Number       Title |

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| **V. CONCLUDING RITES** |
| **Any rituals after the Prayer after Communion?** (e.g., Blessing of Objects or People or Couples, etc.) |
| **Any announcements or remarks to be made?**  Yes  No  If yes, by whom? |
| **Recessional Chant**  Number       Title |

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| **VI. OTHER PARTICULARS** |
| **No. of servers**  *FIVE (5) are preferred (Cross, 2 Candles/Servers, Miter, Crosier); SIX (6), if incense is to be used. Please have servers present and vested THIRTY (30) minutes prior.* |
| **Style of Microphone(s)** (please check all that are available/apply)  Lavaliere/Lapel, no.  Cordless Handheld, no.  Stationary at Chair  Stationary at Ambo  Stationary at Altar |
| **Worship Aid**  Yes  No  *If a worship aid is being prepared, please submit it to the Office of the Bishop at least FOUR (4) weeks prior to the event so that it can be reviewed.* |
| **Miscellaneous Information** |