



DIOCESE OF AUSTIN
LITURGY PLANNING FORM

To help in the preparation of the Mass, please open this form in MS Word and complete all fields. Please email the completed this completed form at **least 90 days** prior to the celebration. Please submit the completed form to liturgy@austindiocese.org.

MAIN CELEBRANT: ☐ Bishop Daniel Garcia
☐ OTHER: Fr. James Misko

Vestments for Bishop Garcia will be provided by the Diocese.
Vestments will be provided by the parish.

EVENT:	DATE:	TIME:
PARISH/LOCATION:		
PHYSICAL ADDRESS:		CITY:
CONTACT PERSON:		
PHONE:	E-MAIL:	
MUSIC CONTACT:		
PHONE:	E-MAIL:	
LOCATION OF RESERVED PARKING FOR BISHOP:		
WHO WILL MEET BISHOP:		CELL NUMBER:*
*In case the bishop is delayed.		

GENERAL INFORMATION

Language of Mass:	English <input type="checkbox"/>	Spanish <input type="checkbox"/>	Bi-lingual <input type="checkbox"/>
Incense:	Entrance <input type="checkbox"/>	Gospel <input type="checkbox"/>	Preparation <input type="checkbox"/>
Name of Deacon (s) who will assist			
# of concelebrant priests:	Name of priest(s):		
Color of Vestments:			

INTRODUCTORY RITES Minimum of 3 altar servers (2 candles & cross) is required, 5 optimal (thurifer & crosier/miter)

Entrance Hymn:	Hymnal:	Hymn#:
Sprinkling Rite: Yes <input type="checkbox"/> No <input type="checkbox"/> Normally only Sundays of the Easter Season.		
Penitential Act: Please select from Roman Missal		Choose #:
Gloria: COMPOSER/HYMNAL:		HYMN #:
Always sung on Sunday (except in Advent & Lent), solemnities and feasts, and ritual Masses even in Advent and Lent.		
Opening Collect:		

LITURGY OF THE WORD

First Reading:	Lector:
Responsorial Psalm (<i>always sung</i>):	
Second Reading:	Lector:
Gospel Acclamation (<i>always sung</i>):	
Gospel Reading:	Proclaimed by:
HOMILY English <input type="checkbox"/> Spanish <input type="checkbox"/> Bilingual <input type="checkbox"/>	
Universal Prayer prepared by:	Proclaimed by:

Please submit Universal Prayer with this form. Six petitions or fewer.

LITURGY OF THE EUCHARIST

Prep. of the Gifts Hymn:	Hymnal:	Hymn #:
Holy, Holy, Holy, Memorial Acclamation, Great Amen: (<i>always sung</i>)	Hymnal:	Hymn #s:
Lord's Prayer: <input type="checkbox"/> Chanted (Snow setting) <input type="checkbox"/> Recited		
Lamb of God: (<i>always sung</i>)	Hymnal:	Hymn #'s:
Communion 1.	Hymnal:	Hymn #:
Hymn(s): 2.	Hymnal:	Hymn #:
There should be no music after the reception of Communion. Please provide for a time of silence.		

CONCLUDING RITES

Are there announcements:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Read by whom:
Closing Hymn:	Hymnal:	Hymn #:
Is there a reception after the Mass?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location:

****Please let us know if there are any special needs or instructions for this liturgy****