



THE ROMAN CATHOLIC DIOCESE OF OAKLAND

Episcopal Liturgy Planning Sheet -

For Masses with the Bishop at the Cathedral of Christ the Light

Use the TAB key to navigate through the form to complete. Thank you!

Name of Event: _____ Date of Event (MM/DD/YY): _____
Organizing Group/Dept: _____ Time of Event (HH:MM): _____

Event Contact Name: _____ Contact Phone: _____
Contact Email: _____ Contact Position: _____

Mass to be Celebrated: _____ (if Other) Specify: _____
Language(s) to be used: _____ (if Other) Specify: _____
Vestment Color: _____ Est. Attendance: _____

The Organizing group is responsible for obtaining Deacons, Altar Servers, and Ushers/Greeters. Contact the Office of Worship for details

Deacons (min of 1) required. Deacons provided by: _____

Names of Deacons: _____

Servers (min of 4) required. Servers provided by: _____

Ushers/Greeters (min of 4) required. Always provided by Organizing Group.

FACILITIES REQUEST - CATHEDRAL/EVENT CENTER/HALL

The Cathedral will provide the basic elements for Mass (bread, wine, etc).

Any special needs requests should be noted below (please check all that apply):

Request for special Sacristy items for Mass (please describe:)

Request for tables/chairs IN the Cathedral (please describe:)

Request for vestments (list # of chasubles and # of dalmatics :)

Request for Cathedral docent support

Request for special signage (must be pre-approved)

Any other special requests please describe here:

To make arrangements for the Event Center, the parish hall, other facilities, or to arrange for special parking, or for any other special needs, please contact Denise Kogler (dkogler@ctlcathedral.org) (510-271-1935) at Cathedral Ministries.

THE MASS PLANNING ELEMENTS

Please Name any Main concelebrants (if known): _____

INTRODUCTORY RITES

Pre-Mass Activity? _____ **IF "yes, describe:** _____

Incense? _____ **Musical Prelude:** _____

(requires a n additional "qualified" server to serve as Thurifer)

LITURGY OF THE WORD *The Readings will be confirmed with you through the Office of Worship.*

The Organizing Group is responsible for obtaining instituted lectors.

On Sundays/Solemnities, the Readings assigned in the Lectionary for that proper day are to be used.

Otherwise, you may use the Readings of the Day or the approved choices from the particular Votive, Ritual or Mass for Various Needs.

| | | | |
|---------------------|-------|-----------------|-------|
| First Reading: | _____ | Language: | _____ |
| Responsorial Psalm: | _____ | How proclaimed: | _____ |
| Second Reading: | _____ | Language: | _____ |
| Gospel: | _____ | Proclaimed by: | _____ |
| Homily: | _____ | Intercessions: | _____ |
| Creed: | _____ | | |

Use of the CREED per GIRM #68

LITURGY OF THE EUCHARIST

The Propers of the Mass (Sanctus, Mem. Accl., Amen, Breaking of the Bread) should be sung and the music chosen according to the Liturgical norms.

Communion under both kinds? (Norm is YES) _____

Clergy (Priests & Deacons) are Ordinary Ministers of Communion; The Organizing group is responsible to have enough Extraordinary Ministers (trained and commissioned laypeople) available as needed to assist with the Distribution). The Mass MC will give specific quantities.

CONCLUDING RITES

Brief Announcements (by the Organizer, or Reader, or other)? _____

Other Blessings/Presentations/etc. (specify)?: _____

Post-Mass Reception/Photos/etc. (specify): _____
(time permitting according to the Celebrant's schedule)

MUSIC FOR THE CELEBRATION

Normally, the Cathedral Director of Music will provide the Music for the celebration and complete the information below. If other arrangements have been approved by the Office of Worship, then please complete the following. If this information is not available at time of submittal, it may be submitted separately at a later date before the Event.

| | | | |
|-----------------------------|-------|--------|--|
| Who is providing the Music? | _____ | | |
| Processional Hymn Name : | _____ | | |
| Penitential Act: | _____ | Kyrie: | _____ |
| Gloria: | _____ | | <i>use of GLORIA per GIRM #53 (NOT to be used for Sprinkling Rite)</i> |

Preparation of the Altar and Gifts Hymn Name: _____

The Propers of the Mass (Sanctus, Mem. Accl., Amen, Breaking of the Bread) should be sung and the music chosen according to the Liturgical norms.

Name of Communion Hymn: _____

Hymn of Praise/Post-Communion Hymn (Yes/No?): _____

Meditation Hymns should be sung as part of Communion as the Procession is finishing and the Altar is being cleaned, and not as a separate piece after Communion has finished.

Recessional Hymn: _____

When completed, click on the ICON to the right. Your email program should open up a new email with this form attached. Simply hit SEND to send. IF a new window does not automatically pop up, then please save this form on your computer, open up a new email through your email program, attach this form to that email, and send it to worship@oakdiocese.org. Thank you!



DIOCESE OF OAKLAND

CATHEDRAL LITURGY EXECUTIVE SUMMARY

Date Form received: _____

FOR INTERNAL USE ONLY
to be completed by Worship Office

Name of Event: _____

Date of Mass (MM/DD/YY): _____

Organizing Group: _____

Time of Mass: (HH:MM): _____

Expected Attendance: _____

MC assigned: _____

Mass to be Celebrated: _____

If Other, specify: _____

Vestment Color: _____

If Other, specify: _____

Language(s): _____

First Reading: _____

Language: _____

Responsorial Psalm: _____

How proclaimed: _____

Second Reading: _____

Language: _____

Gospel: _____

Proclaimed by: _____

Brief Announcements (by the Organizer, or Reader, or other)? _____

Other Blessings/Presentations/etc. _____

(specify)? Post-Mass Reception/Photos: _____

Notes for Bishop: