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Instructions for completing the Liturgy Planning Sheet

Use this instruction sheet to complete the liturgy planning sheet whenever the Bishop or Vicar General is celebrating a Mass at your parish. The completed planning sheets are to be returned *two weeks* prior to the event. Send completed forms and ask any clarifying questions to Fr. Matt Kraemer. He may be reached at (701) 356-7950 or matthew.kraemer@fargodiocese.org. Modify as necessary for Evening Prayer, etc.

Notes to assist in completing the liturgy planning sheets:

1. The occasion may be a simple parish visitation Mass, a Confirmation/First Eucharist, Dedication of an altar, anniversary of ordination, etc.
2. **Ordo Information** is required. Examples include: “Monday in the Octave of Easter” or a “Weekday in Ordinary Time.”
 - a. Be sure to include the notations from the ordo which govern the choice of Mass texts (e.g. V1R1, V3R3, etc.)
 - b. Liturgical color chosen, based upon the Mass of the day or the ritual involved.
 - c. The choice of Prayers and Readings is governed by liturgical law for Ritual Masses in general. For Confirmation/First Eucharist specifically:
 - i. On **weekdays of the year**, including Saturdays before 4:00 PM, red vestments are worn and the Ritual Mass of Confirmation, with readings freely chosen from the Lectionary (763-767), is used with the exception of:
Solemnities and Feasts (whether of precept or not)
Ash Wednesday
Holy Week and Triduum
Easter Octave
All Souls
 - ii. On **Sundays in Ordinary Time**, the orations for the Ritual Mass of Confirmation are used, but Bishop asks that the proper readings for the particular Sunday be proclaimed. Red vestments are worn.
 - iii. On **Sundays of Advent, Lent and Easter**, as well as the days listed in part i above (weekdays), no part of the Confirmation Ritual Mass or Readings may be used. Vestments of the color required for the day are used.
 - d. For any Mass, Bishop prefers the reading cycle of the day. However, if the liturgical day allows it, readings specific to the ritual mass of Confirmation (or other ritual) may be chosen.
 - e. In the Easter season, outside of the Octave, a second reading appropriate to Confirmation may be added, but the Easter readings of the day are preferred.
 - f. If there is a choice between readings of the regular cycle and an optional reading for a saint, choose the regular cycle.

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3. **Procession**
 - a. List the names of the altar servers. Please have no more than seven. Five is sufficient. Three is a minimum for Confirmation/First Eucharist.
 - b. Two deacons may assist, if present. Three is the maximum for any liturgy.
 - c. Main celebrant: Most times, this will be the Bishop. If necessary, another priest may be representing him. This should be known by the time you are filling out the forms, so this box mainly helps Fr. Kraemer to route the completed forms to the proper person.

4. **Introductory Rites**
 - a. Opening Hymn: List the hymn title and source (ie, the hymnal).
 - b. Check the box if incense is used at the entrance. *If incense is used, ensure that the opening hymn lasts until the incensation of the altar is complete.*
 - c. Check the box if a sprinkling rite is requested.
 - i. On Sundays (but not on weekdays) the **Sprinkling Rite** may be used. (Sacramentary, Order of Mass, Option A.)
 - ii. The sprinkling rite is not proper to the celebration of the Confirmation Ritual, so do not plan it for weekday celebrations.
 - d. Check the penitential rite, if there is no sprinkling rite, and indicate which option of the penitential rite is preferred.
 - e. When appropriate to the liturgical day, choose the Gloria and indicate whether it is sung or recited. Sung is preferred. The fact that the Bishop is present makes for a festive day, but does not necessitate a Gloria if the rubrics do not ask for it. The Bishop does not intone the Gloria.

5. **Liturgy of the Word**
 - a. Check if you are taking the readings of the day from the ordo or some other option.
 - b. Check the lectionary from which the readings are taken: weekday, Sunday, or ritual/votive/common.
 - c. *The Lectionary for Masses with Children is not an option.*
 - d. List the Book of the Bible and verses for each reading, along with the Lectionary number (NOT the page number!) for each reading. The Lectionary number remains the same for an entire day's readings, and so it is clearly different from the page numbers. It is in a box or brackets at the top of each page.
 - e. When the Psalm is read, list the Lectionary number. When the Psalm is sung, list the title and source (ie, the hymnal).
 - f. The Second reading is in italics because a second reading is not always required by the Mass of the day or the ritual Mass.
 - g. Please list the names of the readers. The readers should NOT be students.
 - h. Gospel
 - i. Check if incense is used. (If you used it at the entrance, it is appropriate to use incense here as well.)
 - ii. Check if the Gospel is proclaimed by a deacon.

- iii. If no deacon is present, the pastor or other priest may read the Gospel. There is no need to bring the Gospel to the Bishop to kiss if a priest reads. However, both deacons and priests should request the bishop's blessing before reading the Gospel.
 - i. If you are celebrating Confirmation/First Eucharist, indicate who is presenting the students. If there are multiple presenters, indicate them as a group (ie, The pastors, the DRE's, etc.)
 - j. Homily is presumed by the main celebrant unless specific arrangements are made with Fr. Meyer beforehand. Exceptions would be certain funerals, etc.
 - k. General Intercessions. Check if the deacon leads these. If a deacon is present, he must lead. Laity only lead the intercessions in the absence of a deacon.
6. **Liturgy of the Eucharist**
 - a. Offertory Hymn: List the hymn title and source (ie, the hymnal).
 - b. Check if incense is used. (If you did it before, it is appropriate again.) ***Be sure the offertory hymn lasts throughout the incensation of the altar.***
 - c. Select your preference for the Eucharistic prayer, realizing that it is the celebrant's option.
 - d. Check if the Mass parts are sung or recited. It is appropriate to be consistent with this and to choose only one setting, when possible.
 - e. No background music of any kind is to be played during the Eucharistic Prayer.
7. **Communion Rite**
 - a. Check if the Our Father is sung or recited. The musical setting must conform to the Roman Catholic practice, i.e., the words "For the Kingdom..." are not to be sung immediately following the final words of the Lord's Prayer, but are sung after the celebrant has said or sung the words "Deliver us from evil.
 - b. Check if the Lamb of God is sung or recited.
 - c. Check if there is to be distribution of Holy Communion under both species.
 - d. Fill in the number of Ciborium and the number of Chalices.
 - e. Diagram the location in the Church where the Main celebrant will distribute Communion as well as the positions of the other Ciborium and Chalices.
 - f. Communion Hymn: List the song title and source (ie, the hymnal).
 - g. NOTE: The prayer after Communion comes before any other announcements, presentations, or collections.
 - h. List any announcements or presentations which the celebrant will make.
 - i. NOTE: Presentations *are to be avoided* unless pre-arranged and absolutely necessary for regional Confirmation/First Eucharist celebrations. Reserve these presentations to local parish celebrations.
 - ii. If the Bishop is asked to sign any certificates, be sure that these are mailed to his office two weeks prior to any need.
8. **Closing Hymn:** List the hymn title and source (ie, the hymnal).

The Following is Specific to Confirmation/First Eucharist

i. General

- a. How many students are present from all parishes?
- b. Which parishes are included?
- c. Who is in the procession?
 - i. The students and sponsors have an immediate role, and so they are the most appropriate individuals to be in the procession.
 - ii. Parents and family clearly have a role, but it is not as direct *for the celebration of these sacraments within the liturgy*. Therefore, it is not desirable for them to be a part of the procession.
 - iii. The basic question for your planning: How can this procession be orderly, dignified, and not overly lengthy?
- d. How are students and sponsors seated in the Church?
 - i. This is a very important consideration because of the reception of First Eucharist. As the students come to receive First Eucharist from the Bishop, they should be all come together, rather than separated by sponsors, family members, etc.
 - ii. Having students process together will provide opportunity for photographs from the side, if this is desired.
 - iii. Diagram the seating and which pew and which side first approaches the Bishop for Confirmation and First Eucharist. This will help the master of ceremonies to direct liturgical traffic.
 - iv. Practically, coming from the center is generally a more workable solution than coming from the sides.

j. Eucharist Under Both Species

- a. This is expected for the celebration of Confirmation/First Eucharist.
- b. Children are to be taught both options for receiving Holy Communion, either on the tongue or in the hand. They are to practice both options.
- c. With parental permission, the children should practice receiving wine prior to their reception of the Precious Blood at Confirmation/First Eucharist.
- d. Children are not to be forced to receive Holy Communion only one way.
- e. The children will receive the Body of Christ from the Bishop prior to the rest of the congregation's reception of Holy Communion.

k. Photographs

- a. Students remain in their seats at the end of Mass, and Bishop processes out. Once the closing hymn is done, students should be lined up for photographs.
- b. Photographs with the Bishop are best taken after the liturgy.
- c. If photographs are desired, the format for taking them is to be diagrammed on the liturgy planning sheet.
- d. The use of one photographer for all pictures is strongly recommended.
- e. One individual *must be assigned* to direct the photographs. List their name.
- f. More than one individual is helpful for directing photos. For example, one lines up students/families, one directs students away after photographs,

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one directs any family members taking photographs, etc. The main point is this: Photographs must be organized. Organization makes it easier for everyone to smile. 😊