|  |  |  |  |
| --- | --- | --- | --- |
| **Celebration:** |  | **Date:** |  |
| **Place:** |  | **Time:** |  |
| **Celebrant:** |  [ ] Archbishop Aquila OR [ ] Bishop Rodriguez |
| **Parking Space:** |  |
| **Contact Person:** |  |
| **Phone Number:** |  |
| **Email:** |  |
| Ministers |
| Concelebrants |  |
| Deacons |  |
| # of altar servers (minimum 3, please) |  |
| Order of Mass |
| Any special presentation or ritual | [ ] Yes [ ] No; If yes, what\*: |
| Mass Being Celebrated  |  (e.g. Third Sunday of Lent) |
| Language of the Mass | [ ] English OR [ ] Spanish OR [ ] Bilingual |
| Incense | [ ] Yes [ ] No |
| Entrance Chant |  |
| Rite of Blessing & Sprinkling of Water | [ ] Yes (If yes, it replaces the Penitential Act) [ ] No |
| Penitential Act Form  | [ ] No.4 OR [ ] No. 5 OR [ ] No. 6 (as found in the Roman Missal) |
| Lord have mercy/Kyrie (for No.4 & 5) | [ ] Recited [ ] Sung |
| Gloria (not in Advent or Lent) | [ ] N/A [ ] Recited [ ] Sung, Mass Setting: |
| Creed (on Sundays and Solemnities) | [ ] Yes [ ] No |
| Universal prayer | [ ] Deacon OR [ ] Layperson (only in absence of Deacon)  |
| Offertory chant |  |
| Sanctus, Mem. accl., amen, Agnus dei | [ ] Recited [ ] Sung, Mass Setting: |
| Lord’s prayer | ALWAYS RECITED |
| Communion chant(s)  |  |
| Recessional hymn |  |
| Mass Readings  |
| Number for the readings (found in ordo) |  |
| Reading I |  |
| Psalm (can be Seasonal) |  |
| Reading II  |  |
| Gospel |  |
| \*If additional information needs to be communicated regarding the Mass, please attach an additional page |
| \* Confirmation Mass Only\* |
| How many candidates? |  |
| Age range of the candidates? |  |
| Who will present the candidates? |  |
| Will there be a photographer? | [ ] Yes [ ] No |
| Group photo? | [ ] Yes [ ] No  |
| If no group photo, individual photos? | [ ] Yes [ ] No |
| Where will photos take place? |  |

(FOR OFFICE USE ONLY) MC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*revised 4/11/2018*