|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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*