



Archbishop or Auxiliary Bishop Mass Planning Form

Preparing for a dignified celebration of Mass with the (Arch)Bishop

- The Sacred Liturgy is to be celebrated using approved translations and following applicable liturgical norms in *The General Instruction of the Roman Missal* and other relevant documents. If this date is a Sunday or Solemnity, use *Missal* and *Lectionary* texts assigned for the day, unless the Archbishop has granted permission otherwise in advance.
- The Pastor of the parish (or his equivalent in law) should concelebrate.
- If a Deacon is assigned there, he should assist at Mass as usual (*Kyrie*, Gospel, Prayer of the Faithful, prepare the altar, assist with the chalice, Sign of Peace, purify vessels, dismissal).
- Aim to use a full ceremony crew for Mass, including reader(s), a cross bearer, two altar servers, and two others who can assist with the miter and crosier. If incense is used, designate a server as a thurifer.
- Choose members of the faithful to present the gifts of bread and wine at Offertory.
- Discuss any special liturgical instructions with the (arch)bishop's office before Mass.

(ARCH)BISHOP BEING REQUESTED

- Archbishop Bernard A. Hebda Auxiliary Bishop Michael J. Izen Auxiliary Bishop Kevin T. Kenney
The (Arch)Bishop will be (check all that apply) Main presider Concelebrant In attendance in the sanctuary

MASS INFORMATION

Parish Name / Organization: _____ Office Phone #: _____
Date of Mass: _____ Start Time: _____
Location where Mass will be celebrated: _____ Church Chapel School Gym
Mass location notes: _____
Address: _____
(Street, City, State, Zip)
Parking Instructions: _____
Contact Person: _____
Contact Cell Phone #: _____ Contact Email: _____

LANGUAGE

If any part of the Mass will use a language other than English, please specify the language and part(s).

Spanish Other: _____

VESTMENT COLOR:

- White/Gold Green Red Purple/Violet Rose



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MASS READINGS

Is this a regular daily Mass or Sunday Mass using the readings indicated for this day at the USCCB website?

- Yes
- No - If no, was permission granted? Yes No



Scan for USCCB Mass Readings

Please explain why the use of different readings: _____

ENTRANCE RITES

Incense in Procession: Yes No

Penitential Act: Confiteor "Show us, O Lord" 3 Kyrie Tropes Sprinkling Rite

Gloria: Sung Recited N/A

Which Missal Propers will be used? (Collect, Prayer Over Gifts, After Communion) _____

LITURGY OF THE WORD

First Reading (Book, Chapter: Verse): _____

Responsorial Psalm: _____

Second Reading (if applicable): _____

Incense at Gospel? Yes No

Gospel Acclamation: Sung Recited

Gospel: _____

Name of homilist: _____

For Sundays and Solemnities, which Creed will be prayed? Nicene Apostles N/A

Universal Prayer (Prayer of the Faithful) read by: (Arch)Bishop Deacon Lector

The Prayer's conclusion will be: Pre-composed Prayed *ad libitum* by the (Arch)Bishop

LITURGY OF THE EUCHARIST

Collection? Yes No

The (Arch)Bishop will receive the gifts at the foot of the sanctuary at the altar

Incense gifts, cross, altar, ministers, assembly? Yes No

Preface title _____ Preface # _____

Sanctus Sung Recited

The Lord's Prayer Sung Recited

Memorial Acclamation Sung Recited

Lamb of God Sung Recited

Doxology Sung Recited

Holy Communion distributed under both Species? Yes No

CONCLUDING RITES

Announcements before final blessing? Yes No

Solemn Blessing? Yes No If yes, where in the Missal is the blessing? _____

Any other liturgical details to share: _____

HOSPITALITY

Hospitality after Mass ? Yes No

Hospitality location and comments: _____

Any other details to share about the event: _____

CONTACT INFORMATION

Should you have any questions regarding your celebration of Mass with the (Arch)Bishop, please contact one of the following:

Office of Archbishop Hebda

Patrice Zangs
Executive Assistant
651-291-4511
zangsp@archspm.org

Office of Auxiliary Bishop Izen

Alison Kaardal
Executive Assistant
651-251-7701
kaardala@archspm.org

Office of Auxiliary Bishop Kenney

Maureen Portilla
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651-291-4510
portillam@archspm.org

CAN'T FIND WHAT YOU NEED? MISSION SUPPORT CAN HELP.



Mission Support — A resource site for archdiocesan clergy, parish and Catholic school staff and Catholic organizations around the Twin Cities. It is the fastest and most efficient way to find resources supporting your ministries. missionsupport.archspm.org

**Archdiocese of
Saint Paul and Minneapolis**

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archspm.org



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OF
SAINT PAUL &
MINNEAPOLIS