

## LITURGY PLANNING FORM

Please email: [swilliams@biloxidiocese.org](mailto:swilliams@biloxidiocese.org), mail: Office of the Bishop, 1790 Popps Ferry Road, Biloxi, MS 39532 or fax: 228-702-2139. Please fill out this form and return it **two weeks prior to your event**.

*Please submit a copy of your readings if not a Sunday Mass.*

Bishop: *Kihneman*                      *Morin*

PARISH: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
EVENT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### GENERAL INFORMATION

- Where will the Bishop park? \_\_\_\_\_
- Where will the Bishop vest? \_\_\_\_\_
- Meal or Reception before Mass: \_\_\_\_\_ after Mass: \_\_\_\_\_ Where? \_\_\_\_\_
  
- MC and/or Deacon(s) \_\_\_\_\_
- Concelebrants: \_\_\_\_\_
- Altar Servers & Vimps: \_\_\_\_\_
- Color of Vestments:    green \_\_\_\_\_ red \_\_\_\_\_ white \_\_\_\_\_ purple \_\_\_\_\_

### ORDER OF THE MASS

The Celebrant's prayers will be taken from the Mass of: \_\_\_\_\_  
Incense: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Entrance Song: \_\_\_\_\_  
Penitential Act: (*recited*) Choose Form: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ or Sprinkling:  
Glory to God: Sung \_\_\_\_\_ Recited \_\_\_\_\_ Omitted: \_\_\_\_\_

### LITURGY OF THE WORD (Please list the readings being used – the actual book, chapter and verse)

First Reading: \_\_\_\_\_ Reader: \_\_\_\_\_  
Responsorial Psalm: \_\_\_\_\_ Sung: \_\_\_\_\_ Spoken: \_\_\_\_\_  
Second Reading: \_\_\_\_\_ Reader: \_\_\_\_\_  
Gospel Acclamation: (*always sung*) \_\_\_\_\_  
Gospel Reading: \_\_\_\_\_ Proclaimed by: \_\_\_\_\_  
Homilist: Bishop: \_\_\_\_\_ Priest: \_\_\_\_\_ Deacon: \_\_\_\_\_  
Universal Prayers Read By: \_\_\_\_\_

### LITURGY OF THE EUCHARIST

Preparation of the Gifts Hymn \_\_\_\_\_  
Holy, Holy, Holy; Mystery of Faith and Great Amen: (*Always Sung*)  
Lord's Prayer: Sung: \_\_\_\_\_ Recited: \_\_\_\_\_ Lamb of God: Sung: \_\_\_\_\_ Recited: \_\_\_\_\_  
Communion Song \_\_\_\_\_

### CONCLUDING RITE

Are there announcements? Yes \_\_\_\_\_ No \_\_\_\_\_ Read by Whom: \_\_\_\_\_  
Closing Song: \_\_\_\_\_

### OTHER DETAILS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_