

Diocese of Saginaw Liturgy Preparation Worksheet (Mass Plan)

Title of Celebration	Date	Time
Pastor	Parish	
Street Address	Phone Number	

ORDER OF SERVICE

NOTE: Please use the readings of the day, unless the Bishop approves special readings.

Prelude	Title:	#
Gathering Song	Title:	#
Penitential Rite	___ Sung ___ Recited	Setting:
Rite of Sprinkling ___ Yes ___ No	Song:	#
Gloria	___ Sung ___ Recited	Setting:
Reading I: ___ A ___ B ___ C ___ I ___ II	Citation:	Pg.
Responsorial Psalm		#
Reading II: ___ A ___ B ___ C ___ I ___ II	Citation:	Pg.
Gospel Acclamation	___ Yes ___ No	Setting:
Gospel: ___ A ___ B ___ C ___ I ___ II	Citation:	Pg.
Homilist		
General Intercessions	___ Sung ___ Recited	Reader:
Special Blessing or other Rite ___ Yes ___ No		
Presentation/Preparation of Gifts	Title:	#
Preface	___ Sung ___ Recited	Setting:
Holy, Holy, Holy	___ Sung ___ Recited	Setting:
Eucharistic Prayer ___1 ___2 ___3 ___4	___ Sung ___ Recited	Setting:
Memorial Acclamation	___ Sung ___ Recited	Setting:
The Great Amen	___ Sung ___ Recited	Setting:
The Lord's Prayer	___ Sung ___ Recited	Setting:
Lamb of God	___ Sung ___ Recited	Setting:
Communion under both species? ___ Yes ___ No		
Communion Procession	Title:	#
<input type="checkbox"/> Recessional	Title:	#
<i>See notes on page 2</i>		

Title of Celebration				Date
Presider				
Mass Intention:			Is there a Mass stipend? <input type="checkbox"/> yes <input type="checkbox"/> no	
Vestment Color		Are vestments available for the Bishop to use? <input type="checkbox"/> yes <input type="checkbox"/> no		
Concelebrants				
Deacons				
Master Ceremonies		Thurifer		
Altar Servers				
Lectors				
Cantors			Accompanist	
Eucharistic Ministers	Body of Christ			
	Blood of Christ			
Hospitality Ministers			Sacristan	

____ Meal ____ Reception Other: _____ Will ____ follow or ____ precede the Liturgy? Approximate Start Time: _____ End Time: _____
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Other Notes

Kindly fax this form to the Office of the Bishop at 989-797-6641 at least two weeks prior to event
 This form may also be sent via email to: mpiechowiak@dioceseofsaginaw.org