A blue and red shield with a cross and a cross on it

Description automatically generated**ceremony details**  ***for* Mass** **Celebrated**

**By Archbishop Patrick O’Regan**

Please complete this form and return to [worship@adelaide.catholic.org.au](mailto:worship@adelaide.catholic.org.au) **3 weeks before** your celebration.

Call the Community Life & Worship team on 8210 8130 if you have any questions.

Feel free to use this form for your own Parish or School liturgy preparation.

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| **GENERAL INFORMATION** | | | |
| **Liturgy Date:** |  | **Liturgy Time:** |  |
| **Event Name:** |  | **Event Address:** |  |
| **Hosting Parish:** |  | **Contact Person:** |  |
| **E-mail:** |  | **Phone Number:** |  |

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| **LITURGICAL INFORMATION – CONSULT THE ORDO** | | | |
| **Liturgical Day:** |  | **Liturgy to be Celebrated:** |  |
| **Assembly Size:** |  | **Vestment Colour:** |  |

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| **RITUAL BOOK, NUMBER, PAGE NUMBER**  **(Please complete if different from what is prescribed for the Mass of the Day)** | |
| **Lectionary** | Weekday  Sunday  Ritual  Other *(please explain)* |
| **First Reading:** |  |
| **Responsorial Psalm:** |  |
| **Second Reading:** |  |
| **Gospel:** |  |
| **Roman Missal** |  |
| **Mass Propers:** |  |
| **Preface:** |  |
| **Eucharistic Prayer:** |  |
| **Final Blessing:** |  |

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| **INTRODUCTORY RITES** | |
| **Penitential Act** | *Choose only ONE of the options. Most common is Option 1 with a sung Kyrie* |
|  | 1. I Confess (spoken) + Lord, Have Mercy |  Recited  Sung |
|  | 2. “Have Mercy on Us, O Lord…” (RM 490) |  Recited  Sung |
|  | 3. Invocations + Lord, Have Mercy |  Recited  Sung |
|  | 4. Sprinkling Rite (Sundays) |  Recited  Sung |
| **Glory to God** | Recited  Sung  Omitted |

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| **LITURGY OF THE WORD** | |
| **Readings** | Readings of the Day - *Preferred*  Proper Readings or Additional Reading. |
| * The *Responsorial Psalm* and *Gospel Acclamation* are to be sung at solemn Masses. * Contact *Community Life and Worship* for assistance. | |
| **Nicene Creed** | Recited  Omitted | Use *Apostle’s Creed* during Lent and Easter |
| **Prayer of the Faithful** | Recited  Sung | Please attach a copy |

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| **LITURGY OF THE EUCHARIST (when applicable)** | |
| **Eucharistic Prayer** | Choice of main celebrant |
| **Eucharistic Acclamations** (Holy, Memorial Acclamation, & Amen) | Recited  Sung |
| **Lord’s Prayer** | Recited  Sung |
| **Lamb of God** | Recited  Sung |
| **Communion Procession** | Forms of Communion for the faithful  One Species  Two Species |
| **Do you anticipate a large number of non-communicants?** | Yes  No | If *yes,* you will receive the wording   about expectations. |

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| **WORSHIP AID** | |
| **Worship Aid?** | Yes  No | *Please attach the booklet or PowerPoint for review* |
| **Copyright Permission?** | Yes  No | *Copyright license MUST be indicated* |

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| **ADDITIONAL REQUESTS** | |
| **Special blessing of or prayer?**  (*Blessings normally occur AFTER the homily OR following the prayer after Communion*.) | Yes  No | *Please explain and paste text here OR attach* |

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| **MUSIC SELECTIONS**  **(Please indicate all relevant information such as *title, composer, and hymnal number*)** | |
| *According to the principles of progressive solemnity, the first priority for singing are the* ***dialogues*** *and* ***acclamations****. If you want to sing the processions (entrance, preparation of the gifts, communion, and recessional) you MUST also sing the Gospel Acclamation, Holy, Memorial Acclamation, and Amen.* | |
| **Entrance Procession** |  |
| **Blessing & Sprinkling OR** |  |
| **Lord Have Mercy\*** |  |
| **Gloria** |  |
| **Responsorial Psalm \*\*** |  |
| **Gospel Acclamation** | *priority* |
| **Preparation of the Gifts** |  |
| **Holy** | *priority* |
| **Memorial Acclamation** | *priority* |
| **Amen** | *priority* |
| **Lamb of God\*** |  |
| **Communion Procession** |  |
| **Recessional** |  |

**\*** May be recited

**\*\*** The Responsorial Psalm text (refrain and verses) must be taken from the Lectionary. Musical settings are preferred.

Common Psalms may be used on an Ordinary liturgical day.

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| **MINISTERS** | | **SERVERS** | |
| **Celebrant** |  | **Cross** |  |
| **Concelebrant(s)\*** |  | **Candle** |  |
| **Deacon(s)\*** |  | **Candle** |  |
| **Reader(s)** |  | **Crosier** |  |
| **Gospel Reader\*** |  | **Mitre** |  |
| **Universal Prayer** *(if a deacon is present, he reads the petitions)* |  | **Other\*** |  |
| **Communion Station(s)** |  | **Thurifer\*** |  |
| **Gift Bearers** |  |  |  |

**\*Optional**

**CHECKLIST:**

**PLEASE RETURN** to *Community Life and Worship,* no later than **three weeks** before the celebration. Contact us at [worship@adelaide.catholic.org.au](mailto:worship@adelaide.catholic.org.au) , 8210 8130.

Planning Form

Universal Prayer (Prayer of the Faithful)

Worship Aid (if applicable)

Special blessing/prayer (if applicable)