**SCHEMA FOR LITURGY PLANNING**

**Most Reverend Gregory J. Hartmayer, OFM Conv.**

**PLEASE SEND COMPLETED COPIES TO THE ARCHBISHOP’S ASSISTANT GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| OCCASION | DATE | TIME |
| FULL PHYSICAL ADDRESS: | CONTACT PERSON, CELL PHONE NUMBER |

**(RETURN THIS PAGE FOR ALL CELEBRATIONS)**

# PARISH

1. Will the Archbishop be the Principal Celebrant -- or will he preside at the Mass?

PRINCIPAL CELEBRANT PRESIDE (simply be present) AT THE MASS

# HOMILY

Will the Archbishop be the homilist at this liturgy?

If yes -- please provide us with the following information:

Yes No

**SCRIPTURE CITATIONS: \*Masses on Saturday evenings and Sunday are all to use Sunday readings. Archbishop Hartmayer wants to use readings of the day – even for Confirmations. If a reading is in a different language-, please indicate what language. (Ex: Gen 1:1-5, read in Spanish, print in English).**

|  |  |  |
| --- | --- | --- |
| Reading 1 | Reading 2 | Gospel |

# OUR FATHER

Will the **OUR FATHER** be sung? **YES \_ NO \_**

1. **ADDITIONAL INFORMATION**
	1. Is there anything regarding this occasion about which the Archbishop should be apprised (e.g. historical significance, special groups present, etc.)? Please indicate.
	2. Would you like the Archbishop to give particular attention to some point in the homily (e.g. the generosity of the people for a charitable cause)? If so, please explain. (Use additional sheets if necessary).
	3. If this ceremony is a Confirmation, please indicate number to be confirmed: Please give the average age:
	4. Please indicate the color of the vestments:
	5. Will this celebration be livestreamed or recorded? If so, are there extra items the videographer needs to be aware of? (Ex: extra processions, extra readers, etc).

**SUPPLEMENTARY INFORMATION FOR PARISH LITURGICAL CELEBRATIONS GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| OCCASION | DATE | TIME |
| FULL PHYSICAL ADDRESS: | CONTACT PERSON, CELL PHONE NUMBER |

1. **MINISTRIES**

(Identify all ministers on reverse of this page)

1. **SEATING**

(Concelebrants, Families, Honorees)

Person Responsible:

1. **ENVIRONMENT**

(Flowers, Candles, Oils, Soap, Warm Water, Wine, Eucharistic Bread, Vessels, incense) Person Responsible:

Will incense be used? Yes No

1. **PROGRAM -[IF ONE IS TO BE HANDED OUT TO ATTENDEES]**

# Please submit proposed TEXT for the program along with this SCHEMA. It should include:

* + Order of Ceremony which follow Liturgical guidelines;
	+ any special readings or rites appropriate to the event;
	+ If Music is to be printed in program provide art for program production (jpg, pdf, tif files, etc.)
	+ and acknowledgments and copyright information.
1. **SPECIAL NEEDS**

# Please submit proposed TEXT for:

The Prayers of the Faithful and any other special Presentations or blessing that are to be included in the liturgy, and who developed them.

* + Special Presentations
	+ Recommitment Text
	+ Other
1. **REHEARSALS**

MUSIC (SITE, SCHEDULE) :

LITURGY (SITE, SCHEDULE) :

**PLEASE SPELL ALL NAMES AND TITLES CORRECTLY AS TO APPEAR IN PROGRAM OR VIDEO SLIDES**

**PRINCIPAL CONCELEBRANTS**

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**DEACON(S)**

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**HONOREES**

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| --- | --- | --- |
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**LECTORS**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**MUSIC COORDINATOR**

# GIFT BEARERS

**ALTAR SERVER COORDINATOR/ SERVERS**

**EUCHARISTIC MINISTER COORDINATOR AND MUSICIANS**

**HOSPITALITY COORDINATOR**

If this Schema is for a Confirmation

**PLEASE COMPLETE THIS SECTION ALSO. THANKS.**

Name of Parish

(please print)

Date of Confirmation

(Month) (Day) (Time)

Approximate # of Candidates Approximate Age

Dinner

Time

Reception Time

Dinner location if different from Church:

Signature

Date