



ARCHDIOCESE of OMAHA

# PLANNING FORM for EUCCHARISTIC LITURGIES with the ARCHBISHOP OF OMAHA

OFFICE USE ONLY	
Date Received:	_____
Date Approved:	_____
Signature:	_____

Please return to the Archbishop's Office by e-mail, fax, or regular mail no later than one (1) month prior to liturgy.

**Mail:** 100 N 62<sup>nd</sup> Street, Omaha, NE 68132

**Fax:** 402.551.4212

**E-mail:** archbishop@archomaha.org

<b>Date &amp; Time of Liturgy:</b> _____	<b>Place:</b> _____
<b>Occasion:</b> _____	<b>Address:</b> _____
<b>Contact Person:</b> _____	<b>Address:</b> _____
<b>E-mail :</b> _____	<b>Phone:</b> _____
<b>Mobile:</b> _____	<b>Fax:</b> _____

*This liturgy provides a wonderful opportunity for your parish or religious community to celebrate the Eucharist with the Archbishop. We ask your cooperation in planning for this important event by following these guidelines:*

1. The liturgy will be celebrated according to the appropriate norms and liturgical directives. If you have questions about these norms, please contact the Archbishop's Office. You may find it helpful to refer to the General Instruction of the Roman Missal and *Sing to the Lord: Music in Divine Worship*.
2. Parishes are to provide a full complement of ministers, including a deacon, if possible.
3. Music is an integral part of any liturgical celebration. The Eucharistic acclamations (Holy, Holy; Memorial Acclamation; Great Amen), the Lamb of God, the Alleluia (or Gospel Acclamation during Lent) and the Psalm are always to be sung with the assembly taking its proper role.
4. Concerning Confirmation, on Sundays of Ordinary Time the readings can be from the proper Mass for the Rite of Confirmation or from the proper for the day. On weekdays and Sundays in Ordinary Time, the orations from the Rite of Confirmation are used and red vestments are worn. On Sundays during Lent, Eastertide, Advent and Christmastide, as well as on any Solemnities, the readings and prayers for the celebration of the Mass must be from the proper for the day.
5. The Presentation of the Gifts includes the bread, wine, and any monetary offerings. No other items such as banners, parish symbols, awards, etc. are to be carried in the offertory procession.
6. The sign of Communion is more complete when given under both kinds, since the sign of the Eucharistic banquet appears more clearly. Therefore, offering Holy Communion under both kinds is strongly encouraged, especially for the celebration of Confirmation.
7. Extraordinary Ministers of Holy Communion should not approach the altar until the celebrant has received Communion.
8. Announcements during the liturgy are to be made following the Prayer after Communion and before the Final Blessing.
9. Please wait to print the liturgy program booklet/worship aid until approval has been given by the Archbishop's Office.

PLANNING FORM FOR EUCHARISTIC LITURGIES WITH  
THE ARCHBISHOP OF OMAHA

**GENERAL INFORMATION:**

1. Vestment Color: \_\_\_\_\_
2. Is the Archbishop to (please check only one):  
 preach a homily?  offer a welcome at the beginning?  
 offer some remarks after the Prayer after Communion?
3. Will there be any concelebrants?  Yes  No If so, approximately how many? \_\_\_\_\_
4. It is expected that a Deacon will assist. Please give Deacon's name(s): \_\_\_\_\_  
*(if a parish does not have a deacon available for this Mass, one may be invited from another parish)*
5. It is expected that servers will assist. How many will be assigned? \_\_\_\_\_  
*(5 are normally needed, including 2 to hold the miter and crozier.)*
6. Will incense be used?  Yes  No  
*(When used, incense is normally used at the entrance procession, the gospel procession and the preparation of gifts.)*
7. Will a language other than English (i.e. Spanish, etc.) be used for any of the prayers or Scripture readings? \_\_\_\_\_  
If "Yes," please indicate in the different sections of this form the other language(s) that will be used.

**INTRODUCTORY RITES:**

8. After the Sign of the Cross, will a welcome be offered?  Yes  No If so, by whom? \_\_\_\_\_
9. What form of the Penitential Act will be used? \_\_\_\_\_  
 Or will the Blessing and Sprinkling of Holy Water replace the Penitential Act?  
Will the Kyrie be  sung or  spoken?
10. Will the Glory to God be sung?  Yes  No  
Is the Archbishop to intone it?  Yes  No
11. What set of prayers from the Roman Missal will be used? \_\_\_\_\_ Page # \_\_\_\_\_

**LITURGY OF THE WORD:**

- |   | Scripture Citation | Number in Lectionary |
|---|--------------------|----------------------|
| OT  | _____              | _____                |
| Psalm   | _____              | _____                |
| <i>Please note: The psalm may be taken from the Lectionary texts for the day or the occasion or from the common texts for sung responsorial psalms found at #175 in the Lectionary. Hymns may not be substituted for the psalm.</i> |                    |                      |
| NT  | _____              | _____                |
| Gospel  | _____              | _____                |

PLANNING FORM FOR EUCHARISTIC LITURGIES WITH  
THE ARCHBISHOP OF OMAHA

13. Is there a Creed?  Yes  No      Is there a renewal of baptismal promises?  Yes  No  
*(The renewal of baptismal promises replaces the Creed at the celebration of Confirmation.)*

14. Will the Prayers of the Faithful be  sung or  spoken?      By whom? \_\_\_\_\_

Please provide below the texts that will be spoken by the Archbishop to introduce and conclude the Prayers of the Faithful. Note that the Introduction is an invitation to prayer that is addressed to the assembly and should not be a prayer in itself.

Introduction:

Conclusion:

*On the day of the Mass, please have these texts available on a separate sheet for the Archbishop's use.*

**LITURGY OF THE EUCHARIST:**

15. Will a parish collection be taken up at his liturgy?  Yes  No

16. If yes, will the offertory gifts be brought forward  during the collection?  at the end?

17. Will there be a second collection?  Yes  No      If yes, when? \_\_\_\_\_

18. Which Preface? \_\_\_\_\_      Which Eucharistic Prayer? \_\_\_\_\_

19. Will the Lord's Prayer be  sung or  spoken ?

**CONCLUDING RITES:**

20. Will there be any special announcements following the Prayer after Communion?  Yes  No

21. What form of the Final Blessing? \_\_\_\_\_      Missal page # \_\_\_\_\_

22. Will a reception of any kind follow the Eucharist?  Yes  No

23. Is there any information about this liturgy that it would be helpful for the Archbishop to know in advance?

*Note: Parish background/history/homily suggestions are welcome here or on a separate sheet of paper to be returned to the Archbishop's Office.*

The Archbishop's Office is happy to assist you in planning for your celebration. Please call us at 402.558.3100.