



**OFFICE FOR DIVINE WORSHIP  
ARCHDIOCESE OF PHILADELPHIA**

**LITURGY PLANNING FORM  
FOR THE STATIONAL MASS WITH A BISHOP**  
Archbishop Charles J. Chaput, O.F.M. Cap., Bishop Celebrant

Return this form two weeks in advance  
of the date of the celebration of the Sacred Liturgy to:  
Office for Divine Worship  
222 North Seventeenth Street  
Philadelphia, PA 19103-1299  
or by e-mail at [worship@archphila.org](mailto:worship@archphila.org)

PARISH/PLACE \_\_\_\_\_

DATE AND TIME \_\_\_\_\_

LITURGICAL OCCASION \_\_\_\_\_

LITURGICAL COLOR \_\_\_\_\_

**CELEBRATION OF MASS**

*For liturgical music, please include the title and composer.*

Prelude Music \_\_\_\_\_

**The Introductory Rites**

Entrance Chant \_\_\_\_\_

Rite for the Blessing and Sprinkling of Water (*only on Sundays except Lent*)

\_\_\_\_\_ yes, \_\_\_\_\_ no

Hymn during Sprinkling \_\_\_\_\_  
Or  
Penitential Act

\_\_\_\_\_ *I confess* Kyrie \_\_\_\_\_ sung, \_\_\_\_\_ recited

\_\_\_\_\_ *Have mercy on us, O Lord* Kyrie \_\_\_\_\_ sung, \_\_\_\_\_ recited

\_\_\_\_\_ Invocations \_\_\_\_\_ sung, \_\_\_\_\_ recited

By whom \_\_\_\_\_

The *Gloria* is sung except during Advent and Lent.

Setting \_\_\_\_\_

Collect \_\_\_\_\_ *Roman Missal*, page \_\_\_\_\_

**The Liturgy of the Word**

First Reading Scripture Citation \_\_\_\_\_

*Lectionary* Number \_\_\_\_\_

Responsorial Psalm is sung. Scripture Citation \_\_\_\_\_

*Lectionary* Number \_\_\_\_\_

Second Reading Scripture Citation \_\_\_\_\_

*Lectionary* Number \_\_\_\_\_

Acclamation before the Gospel is sung.

*Lectionary* Number \_\_\_\_\_

Gospel Scripture Citation \_\_\_\_\_

*Book of the Gospel* Number \_\_\_\_\_

Or

*Lectionary* Number \_\_\_\_\_

Profession of Faith \_\_\_\_\_ sung, \_\_\_\_\_ recited

Prayer of the Faithful \_\_\_\_\_ sung, \_\_\_\_\_ recited

**The Liturgy of the Eucharist**

Offertory Chant/Music during the Preparation of the Gifts

\_\_\_\_\_

Prayer over the Offerings *Roman Missal*, page \_\_\_\_\_

Eucharistic Prayer

The *Sanctus*, the Mystery of Faith, and the Amen are sung.

Setting \_\_\_\_\_

Lord's Prayer \_\_\_\_\_ sung, \_\_\_\_\_ recited

The *Agnus Dei* is sung.

Setting \_\_\_\_\_

Communion Chant

\_\_\_\_\_

Hymn of Praise

\_\_\_\_\_

Prayer after Communion

*Roman Missal*, page \_\_\_\_\_

**The Concluding Rites**

Recessional Hymn/Music

\_\_\_\_\_

Postlude

\_\_\_\_\_

**ADDITIONAL NOTES**

- “In celebrations at which the Bishop presides, and especially in the celebration of the Eucharist led by the Bishop himself with the presbyterate, the deacons, and the people taking part, the mystery of the Church is revealed (GIRM, number 22).” For this reason, this solemn celebration of Mass calls for special care in the preparation of the liturgical celebration: the church itself, the music and liturgical ministers, and all that is required for the rites, including the sacred vessels.

- In the overall plan for liturgical music the parts that belong to the celebrant and people together should be sung, for example the Kyrie, the Gloria, the Holy, the Lord’s Prayer and the Lamb of God. The choices for the Entrance, the Offertory and the Communion should correspond to the norms found in the *General Instruction of the Roman Missal*, numbers, 48, 74, and 87.
- Seven altar servers are needed for the celebration; please see Stational Mass Altar Server Notes on the website of the Office for Divine Worship.
- The Archbishop will use incense at the Entrance, the Gospel and the Preparation of the Gifts.
- **Please attach a copy of the Universal Prayer with an introduction, petitions and concluding prayer according the order and pattern provided in the *General Instruction of the Roman Missal*, numbers 69-71.**

**ADDITIONAL INFORMATION**

1) Will there be remarks by the pastor? \_\_\_\_\_ yes, \_\_\_\_\_ no

If yes, when \_\_\_\_\_

2) Where will the Archbishop greet the congregation after Mass?  
\_\_\_\_\_

3) Names of Concelebrants (only the names of the pastor and other priests associated with the parish need be listed):

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

4) Names of Deacon(s):  
\_\_\_\_\_

5) Is any part of the celebration in a language other than English? If so, what language?  
\_\_\_\_\_

6) Please attach a diagram of Sanctuary showing altar, ambo, celebrant's chair, Communion stations and tabernacle.

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Signature of the Pastor

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Date Submitted