

**LITURGY PLANNING GUIDE**  
**Bishop Joseph R. Cistone, Presiding Celebrant**

PARISH: \_\_\_\_\_

PASTOR OR PASTORAL ADMINISTRATOR: \_\_\_\_\_

TIME AND DATE OF CELEBRATION: \_\_\_\_\_

TYPE OF CELEBRATION: \_\_\_\_\_

RELATED EVENT(S): \_\_\_\_\_

**HOSPITALITY FOR BISHOP CISTONE:**

- Please reserve a parking space for Bishop Cistone and indicate where that space will be:  
\_\_\_\_\_
- Person who will greet Bishop Cistone when he arrives about 30 minutes before Mass and will show him around the Church and where the vesting sacristy is: \_\_\_\_\_
- Concelebrants: \_\_\_\_\_
- Deacon: \_\_\_\_\_
- Who will assist during Mass with Bishop's miter and crosier: \_\_\_\_\_

**READINGS USED (PLEASE SPECIFY BY SCRIPTURE REFERENCE):**

Lectionary # \_\_\_\_\_

First Reading: \_\_\_\_\_ Second Reading: \_\_\_\_\_

Gospel: \_\_\_\_\_

HOMILIST (SPECIFY IF SOMEONE OTHER THAN BISHOP CISTONE): \_\_\_\_\_

GATHERING SONG: \_\_\_\_\_

GLORIA (as required/consult "Ordo"): \_\_\_\_\_

MUSICAL SETTING (if required): \_\_\_\_\_

RESPONSORIAL PSALM: \_\_\_\_\_

GOSPEL ACCLAMATION/MUSICAL SETTING \_\_\_\_\_

CREED: (as required/consult "Ordo") \_\_\_\_\_

INTERCESSIONS: read

PREPARATION OF THE GIFTS: \_\_\_\_\_

EUCCHARISTIC ACCLAMATIONS/MUSICAL SETTING \_\_\_\_\_

LAMB OF GOD/MUSICAL SETTING: \_\_\_\_\_

COMMUNION PROCESSION: (only one song) \_\_\_\_\_

CLOSING SONG: \_\_\_\_\_

**[Kindly fax this form to the Office of the Bishop at 989-797-6641 at least two weeks prior to event]**  
**Pastoral/Practical Information for Preparations for Mass**

*It would be helpful for those who are preparing this Mass to review the diocesan publication “We Have Come to Worship Him” which addresses many of the liturgical issues and questions that frequently arise during such preparations.*

*(Copies are available through the diocesan Office of Liturgy)*

Here are some highlights to address some of the more frequently asked questions:

**DUPLICATION OF MINISTRY:**

- ❖ No single liturgical minister should serve more than one liturgical role at any given liturgy. (e.g. a lector should not also be an Extraordinary Minister of Holy Communion, the musician also not be a reader, etc.)

**INTRODUCTION:**

- ❖ Prior to the Mass, a designated person may wish to address the assembly. Otherwise, Bishop Cistone will incorporate the reason for his presence into his presidential greeting.

**PSALM:**

- ❖ The psalm should be sung from the Ambo.
- ❖ The psalm should be based on/ and/or adapted for an actual psalm text.
- ❖ The best resource is the “Grail” translations/text of the psalms.
- ❖ It is permissible to sing a “Seasonal Psalm.”

**EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

- ❖ It is normative that an Extraordinary Minister of Holy Communion be a fully initiated Roman Catholic who is at least 16 years of age.
- ❖ They should be properly trained and attired for the ministry.

**COMMUNION HYMN**

- ❖ The Communion Hymn begins while the priest-celebrant is receiving the Blessed Sacrament.
- ❖ The proper posture for each person in the assembly is to remain standing until he/she has received Holy Communion; then they may either remaining standing, kneel or sit.
- ❖ The Communion Hymn should reflect a “Eucharistic” theme and be Christ-focused. It is neither the time for a choir motet nor a solo selection. It is a congregational song, preferably a refrain with cantor and/or choir singing verses.
- ❖ There is need for only one (1) Communion Hymn; planning should incorporate a provision for all liturgical musicians to receive Holy Communion without interrupting the integrity and flow of the procession and music. Musicians, cantors, servers, or any other Liturgical ministers should not be receiving Holy Communion at the same time as the Extraordinary Ministers of Holy Communion.
- ❖ There is no mention of a “Communion Meditation” in the GIRM. However, after a period of silence it is permissible for a hymn of thanksgiving to be sung by the entire assembly (#88 & 164). When using a hymn of thanksgiving, it may not be necessary to also sing a Recessional Hymn. The Recessional may be an instrumental selection.

**ANNOUNCEMENTS**

- ❖ The Ambo is reserved for the proclamation of the Word of God. The Altar is reserved for the celebration of Mass. As such, announcements should never be made from either the Ambo or the Altar. Rather, it is suggested they be made from either the presider’s chair or the cantor stand.

*The Diocesan Office of Liturgy will be very happy to address any of your questions or concerns. Please feel free to contact us at any time during your Mass preparations: 989-797-6665.*