

## Diocese of Saginaw Liturgy Planning Guide

|                              |                      |              |
|------------------------------|----------------------|--------------|
| <b>Title of Celebration:</b> | <b>Date:</b>         | <b>Time:</b> |
| <b>Pastor:</b>               | <b>Parish:</b>       |              |
| <b>Street Address:</b>       | <b>Phone Number:</b> |              |

**NOTE:** Please use the readings of the day, unless Bishop approves special readings.

|                                                                                                                                                           |                                                                |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------|
| <b>Prelude</b>                                                                                                                                            | <b>Title:</b>                                                  | #        |
| <b>Gathering song</b>                                                                                                                                     | <b>Title:</b>                                                  | #        |
| <b>Penitential Rite</b>                                                                                                                                   | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Rite of Sprinkling:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                       | Setting:                                                       | #        |
| <b>Gloria</b>                                                                                                                                             | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Reading 1:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> II | Citation:                                                      | Lec.#    |
| <b>Responsorial Psalm</b>                                                                                                                                 |                                                                | #        |
| <b>Reading 2:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> II | Citation:                                                      | Lec.#    |
| <b>Gospel Acclamation</b>                                                                                                                                 | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Gospel:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> II    | Citation:                                                      | Lec.#    |
| <b>Universal Prayer</b>                                                                                                                                   | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Special Blessing / Rite:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                  | If yes, describe:                                              |          |
| <b>Preparation of the Gifts song</b>                                                                                                                      | <b>Title:</b>                                                  | #        |
| <b>Preface</b>                                                                                                                                            | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Holy, Holy, Holy</b>                                                                                                                                   | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Eucharistic Prayer:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4                    | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Memorial Acclamation:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C                                             | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>The Great Amen</b>                                                                                                                                     | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>The Lord's Prayer</b>                                                                                                                                  | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Lamb of God</b>                                                                                                                                        | <input type="checkbox"/> Sung <input type="checkbox"/> Recited | Setting: |
| <b>Communion under both species?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                                                             |                                                                |          |
| <b>Communion song</b>                                                                                                                                     | <b>Title:</b>                                                  | #        |
| <b>Closing song</b>                                                                                                                                       | <b>Title:</b>                                                  | #        |

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|                       |  |             |  |                                                           |               |                                         |  |
|-----------------------|--|-------------|--|-----------------------------------------------------------|---------------|-----------------------------------------|--|
| Presider:             |  |             |  | Homilist:                                                 |               |                                         |  |
| Mass Intention:       |  |             |  |                                                           |               | Is there a Mass stipend? ___ Yes ___ No |  |
| Vestment Color:       |  |             |  | Are vestments available for Bishop to use? ___ Yes ___ No |               |                                         |  |
| Concelebrants:        |  |             |  |                                                           |               |                                         |  |
|                       |  |             |  |                                                           |               |                                         |  |
|                       |  |             |  |                                                           |               |                                         |  |
| Deacon of the Word:   |  |             |  | Deacon of the Eucharist:                                  |               |                                         |  |
| Master Ceremonies:    |  |             |  | Thurifer:                                                 |               |                                         |  |
| Altar Server(s)       |  |             |  |                                                           |               |                                         |  |
| Reader(s)             |  |             |  |                                                           |               |                                         |  |
| Cantor:               |  | Psalmist:   |  |                                                           | Musician:     |                                         |  |
| Body of Christ        |  |             |  |                                                           |               |                                         |  |
| Blood of Christ       |  |             |  |                                                           |               |                                         |  |
|                       |  |             |  |                                                           |               |                                         |  |
| Gift Bearers          |  |             |  |                                                           |               |                                         |  |
| Hospitality Ministers |  |             |  |                                                           |               |                                         |  |
|                       |  |             |  |                                                           |               |                                         |  |
| Sacristan:            |  | Livestream: |  |                                                           | Photographer: |                                         |  |

\_\_\_ Meal    \_\_\_ Reception    Other: \_\_\_\_\_  
 Will \_\_\_ follow or \_\_\_ precede the Liturgy?    Approximate Start Time: \_\_\_\_\_    End Time: \_\_\_\_\_

|              |
|--------------|
| Other Notes: |
|--------------|

Please fax this form to the Office of the Bishop at (989) 799-7912 at least two weeks prior to event  
 This form may also be sent via email to: [mpiechowiak@diosag.org](mailto:mpiechowiak@diosag.org)