

SCHEMA FOR LITURGY PLANNING

Most Reverend John Nhan Tran

**Please send completed copies to: bishop’s Executive assistant**

**Kirial De Rozas-Miles at: kmiles@archatl.com**

**General Information**

|  |  |  |
| --- | --- | --- |
| Occasion | Date   | Time  |
| Full Physical Address:  | Contact Person(s), **Cell Phone Number**  |

**Parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A.** Will the Bishop be the Principal Celebrant -- or will he preside at the Mass?

 Principal Celebrant \_\_\_\_\_\_\_\_ Preside (simply be present) at the Mass\_\_\_\_\_\_\_\_

**B. Homily**

Will the Bishop be the homilist at this liturgy? Yes \_\_\_\_\_ No \_\_\_\_\_

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

 **Scripture CitationS: \*Masses on Saturday evenings and Sunday are all to use**

 **Sunday readings. Otherwise, use Confirmation readings.**

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

**C. Additional Information**

1. Is there anything regarding this occasion about which the Bishop should be apprised (e.g. historical significance, special groups present, etc.)? Please indicate.

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2. Would you like the Bishop 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).

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3. If this ceremony is a Confirmation, please indicate number to be confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Will any Confirmandi be making their First Holy Communion? \_\_\_\_\_\_\_\_\_\_

4. Average age of those being confirmed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please indicate the color of the vestments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. 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.).

7. Will a language other than English be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Will incense be used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Will the Our Father be sung? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supplementary Information for parish Liturgical Celebrations**

**General Information**

|  |  |  |
| --- | --- | --- |
| Occasion  | Date | Time |
|  | Phone Number |

**D. Program - [If one is to be handed out to attendees]**

 **Please submit proposed TEXT for the program along with this SCHEMA.**

 **It should include:**

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

**E. 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.

**Principal Concelebrants**

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

**Deacon(s)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Seminarian** |  |  |

**If this Schema is for a Confirmation, please complete this section as well.**

 Meal Y N Time \_\_\_\_\_\_\_\_ Reception Y N

 Meal location if different from Church:

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

**Necessary Information for the Bishop’s Office**

* Will there be a handheld microphone available for the Bishop to use in speaking to the Confirmandi? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who is assuring that Confirmandi have selected the name of a Saint or Blessed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Will chosen names be displayed in large print on each candidate’s lapel? \_\_\_\_\_\_\_
* The Bishop will arrive approximately 45 minutes before the Confirmation Mass. The M.C. or another representative should meet him when he arrives.
* What is the exact location of the Bishop’s parking space?

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