



ROMAN CATHOLIC
DIOCESE
OF CHARLESTON
OFFICE OF THE BISHOP

Schema for Liturgy Planning

Occasion _____

Date _____ Time _____

Physical Address _____
*with City, State, ZIP

Contact Person / Cell No. _____

PARISH

A. Will the Bishop be:

- a. Principal celebrant of the Mass? ☒ Yes ☐ No
b. Preside (simply be present) at Mass? ☐ Yes ☐ No

B. Will the Bishop be the homilist at this liturgy? ☐ Yes ☐ No

a. If yes, please provide the following:

- i. Reading 1: _____
ii. Reading 2: _____
iii. Gospel: _____

C. Will the *Our Father* be sung? ☐ Yes ☐ No

D. Additional details

- a. Is there anything regarding this occasion about which the bishop should be made aware (historical significance, special groups present, etc.). Please indicate:
- b. 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? Mass for first responders, etc.?) If so, please explain:
- c. Please indicate the color of vestments: _____

NOTE: If this ceremony is a Confirmation, please complete pages 2 and 3.

Supplementary Information for Parish Liturgical Celebrations

Complete this page and next if request is for Confirmation

Occasion _____

Date _____ Time _____

1. *Ministries*: Please identify all ministers (see next page).
2. *Seating*: Concelebrants, families, honorees
 - a. Person responsible: _____
3. *Environment*: Flowers, candles, oils, soap, warm water, wine, Eucharist, vessels, etc.
 - a. Person responsible: _____
 - b. Will incense be used? ☐ Yes ☐ No
4. *Program*
 - a. Is one to be handed out to attendees? ☐ Yes ☐ No
 - b. Please **submit the proposed text** for the program along with this form. It should include:
 - i. Order of Ceremony which follows liturgical guidelines.
 - ii. Any special readings or rites appropriate to the event.
 - iii. Any hymns or music selections to be used during the event.
 - iv. Any acknowledgments and copyright information.
5. *Special requests*
 - a. Please **submit proposed text** for:
 - i. Prayers of the Faithful and any other special presentations or blessings that are to be included in the liturgy.
 1. Who developed them?
 - ii. Special Presentations
 - iii. Recommitment Text
 - iv. Other
6. *Rehearsals*
 - a. Music (site, schedule): _____
 - b. Liturgy (site, schedule): _____

Principal Concelebrant(s)

Deacon(s)

Honoree(s)

Lector(s)

Music Coordinator _____

Altar Server Coordinator _____

Hospitality Coordinator _____

Master(s) of Ceremony _____

Confirmation

Parish _____

Date of Confirmation _____
**Month / Day / Time*

Approximate # of Candidates _____

Approximate Age _____

Location of meeting with bishop and candidates:

REMINDER: The meeting with the bishop and candidates is an opportunity for the Confirmandi to ask the bishop questions.

Location of Rehearsal (Date & Time) _____

Location of Reception _____
**The bishop will be available after Mass for informal photographs with each family.*

Will there be a group picture? ☐ Yes ☐ No

If yes, when will the picture be taken? ☐ Before Mass ☐ After Mass

Signature

Date