



Archbishop's Liturgy Planning Form

The following information will be helpful to Archbishop Rozanski in preparing for the celebration of the Eucharist. Please complete and return this form at least **two weeks prior** to the Mass to allow sufficient time for preparation. Send to Denise Schnable, by fax at 314.792.7812, or email deniseschnable@archstl.org If a program is available, please send that as well.

Place & Address: _____

Date & Time of Mass: _____

Name, email & phone # of Organizer: _____

Name & **cell #** of contact on the **day of Mass**: _____

Concelebrant(s): _____

Deacon(s) Assisting: _____

Servers – please have two servers, one to carry the processional cross and serve as missal bearer and the other to be responsible for Archbishop's crozier. Archbishop will be responsible for his miter.

Opening hymn: _____

Penitential Act: ____ Confiteor (Roman Missal #4) ____ Have mercy on us, O Lord (Roman Missal #5)
____ Invocations with "Lord, have mercy" (Roman Missal #6)

Kyrie (Lord have mercy): ____ Sung ____ Spoken (only if Confiteor is used, Roman Missal #4)

First reading

Scripture reference:
Lectionary number:

Responsorial Psalm:

Scripture reference:
Lectionary number:

Second reading

Scripture reference:
Lectionary number:

Gospel reading

Scripture reference:
Lectionary number:

Offertory hymn: _____ **The Lord's Prayer:** ____ Sung ____ Spoken

Communion hymn: _____

Recessional hymn: _____

Reception after Mass? ____ Yes ____ No **Is Archbishop expected to speak?** ____ Yes ____ No

Please reserve a parking spot for the Archbishop. Location: _____

Who will greet him? _____ **Where will he vest?** _____

Other pertinent details? _____

Please note: Archbishop does not bring an MC or a driver. If you have any questions about the liturgy, please contact Maggie Dapron (maggiedapron@archstl.org or 792.7231) or Fr. Nicholas Smith (nicholassmith@archstl.org or 792.7232) in the Office of Worship. **Revised 07.05.23**