



Office of Divine Worship



The Catholic
Archdiocese
of Edmonton

Episcopal Liturgy Planning Form – Liturgy of the Word

This form is intended to help you prepare for your upcoming Liturgy of the Word with Archbishop Richard Smith or Bishop Gregory Bittman. The information helps us to organize the event, and accommodate your specific needs or ideas with regard to the Liturgical Norms of the Church.

Please fill in the appropriate information and return it to the Office of Divine Worship at least **two weeks prior to the event** so that we may prepare the necessary ceremonials.

Event: _____

Date: _____ Time: _____

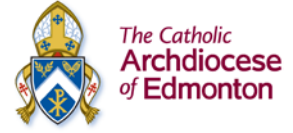
Parish: _____

Contact: _____

Phone: _____

E-mail: _____

Special Instructions for the Archbishop or Auxiliary Bishop and the Master of Ceremonies (i.e., parking, vesting area, before or after liturgy receptions, etc.)



MINISTERS

- Celebrant: Archbishop Richard Smith – Archbishop of Edmonton
 Bishop Gregory Bittman – Auxiliary Bishop of Edmonton

Please note that the Master of Ceremonies will assist the Archbishop or Bishop. His role is not that of an adult/altar server.

Please provide the following names:

Pastor: _____

Deacon: _____

Other Clergy: _____

Lector 1: _____

Psalmist: _____ Recited Sung

Lector 2: _____

Universal Prayer (Prayers of the Faithful) _____

Musicians: _____

Servers:

Thurifer (if incense is used)Yes No

Cross BearerYes No

Altar ServerYes No

Adult ServerYes No

Vesting location for the Archbishop: *(Note: Archbishop Smith and Bishop Bittman will provide their own vestments.)*

Details/Directions: _____

RITUAL

LITURGY OF THE WORD

Procession: Entrance of the liturgical ministers accompanied by instrumental music or a hymn.

Order: Cross bearer leading, servers with processional candles, lector with the Lectionary and lastly, the Celebrant.

Opening Prayer:

- Readings of the Day** (Preferred Choice)

If you would like to substitute a different reading, please contact Fr. Paul Kavanagh in the Office of Divine Worship for approval. Please use this e-mail address: divineworship@caedm.ca

1st Reading: _____

Responsorial Psalm: _____

2nd Reading: _____

Gospel Acclamation: _____

Gospel: _____

The homily will be given by Archbishop Smith or Bishop Bittman.

Gospel Procession with candles: Yes No

Universal Prayer (Prayers of the Faithful): **Please attach a copy to this completed form.**

Our Father

CONCLUDING RITES

Closing Prayer

- Blessing: Solemn (with three *Amen* responses)
 Simple (*May almighty God...*)

MUSIC

Will a special worship aid be produced? (e.g. program) Yes No

If yes, please attach a copy of the worship aid for Fr. Paul Kavanagh's review.

If yes, have you obtained "permission to reprint" copyrighted music? Yes No

In the space below, please identify all music for the event: (i.e., hymnals and page numbers)

Prelude (optional): _____

INTRODUCTORY RITES:

Processional: _____

LITURGY OF THE WORD

Responsorial Psalm: Lectionary Text: _____

Gospel Acclamation: _____

CONCLUDING RITES

Recessional: _____

Postlude (optional): _____

Please ensure that this completed form, a copy of the Universal Prayers and any worship aids are sent to the Office of Divine Worship at least **two weeks prior to the event**.

Please forward documents to the attention of Mona Dolan, Administrative Assistant, at mdolan@caedm.ca or fax them to 780-465-3003.

If you have questions, do not hesitate to contact me. May God bless you and remain with you as you prepare for this liturgy.

Fr. Paul Kavanagh, Director
Ph. 780-469-1010 ext. 2264
Fax. 780-465-3003
divineworship@caedm.ca