**Episcopal Ceremonies - General Information Sheet**

This information is for the Bishop and the Master of Ceremonies. Please complete pages one and two of this form and e-mail to the Bishop’s Office **one month** before the ceremony. E-mail: [kb@dosp.org](mailto:kb@dosp.org)

Name & City of Parish:

Contact Person for this Liturgy:

Phone Number:       E-mail Address:

Date of Event:       Time of Event:

**Type of Event** (*Check one and complete details*):

Anniversary of a Parish  
Homily will be given by:  Bishop or  Other:

Confirmation: Number of Confirmandi:       Grade in School:      

Pictures: ***Note:*** Refer to the Photography section (nos. 79-86) in the *Celebrating the Sacrament of Confirmation with the Bishop g*uidelines.  
  A Group Photo following the Confirmation (1 designated photographer)

Individual Picture during the Confirmation Rite (1 designated photographer)  
  
***Please Note:*** *Unless special provision has been made with the Bishop’s Office in advance, the pictures will be taken in the church.*

Dedication/Blessing of an  Altar and/or  Church

Installation of Pastor

Jubilee of Ordination for Rev.    
Bishop will  be Principal Celebrant of the Mass or  attend in choir.  
Homily will be given by:  Bishop or  Other:

Other:

**Language:**

English only  Spanish only  English & Spanish Mix

# Episcopal Ceremonies - Liturgical Information Sheet

Name & City of Parish:

Date of Event:       Time of Event:

Liturgical Day:

Number of Concelebrating Priests:       Number of Assisting Deacons (maximum 2):

Names:

Liturgy of the Word:(**Note:** For Confirmation, please **do not** use Confirmation candidates as Readers.)

First Reading:       Reader:

Responsorial Psalm:       Cantor:

Second Reading:       Reader:

Gospel:       Reader:

Deacon if present, or concelebrating priest

Intercessions:  Read by a Deacon   Read by a Reader   Sung by a Cantor

Procession with the Gifts (**Note:**  *Only the bread & wine for Communion are required, nothing extra*):

Gift Bearers:

1. Indicate which Penitential Rite option will be used at the beginning of Mass:

***Option A:*** Blessing & Sprinkling of Holy Water OR  ***Option B:*** Penitential Rite

***If Option B:*** ***Recited*** by the  Deacon or the  Bishop  
OR ***Sung*** by a  Cantor or a  Deacon.

2. Will the following be sung at this liturgy? (*check all that apply*)

Gloria (The *Roman Missal*, 3rd ed. allows for *Gloria* at Ritual Masses on weekdays.)

The Lord’s Prayer

3. Will incense be used?  Yes  No

(*Contact the Office of Worship if you have questions @ 727-341-6828*)

If yes, indicate when incense will be used (*check all that apply*):

Entrance / Altar  Gospel  Preparation of the Gifts & Altar

4. Will communion be offered under both forms to the community?  Yes  No

5. Additional Notes: