**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

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: