

## **Liturgical Planning Form for WEDDING MASS**

Welcome to St. John Francis Regis Chapel.

The attached form is provided to assist you in planning for a Mass/Eucharistic Liturgy in the John Francis Regis Chapel. It will help us in preparing the chapel to ensure that everything you need is ready. This form should be filled out by the couple getting married and the Priest/Deacon presiding over the wedding.

It is not always necessary to have all the ministers present (hospitality, extraordinary ministers of Holy Communion, music, etc.) but the checklist is provided for you to consider the specific needs you and your group may have.

Depending on the liturgical season or the day, it may be appropriate to drop the Gloria, the Creed or the 2<sup>nd</sup> Reading. Also, depending on the season, the Rite of Sprinkling may or may not be appropriate.

If you have questions about any of this, please contact University Ministry.

Coordinator for Liturgical Ministry

Coordinator for Music Ministry

Grace Brock – 303-964-5464      [gbrock@regis.edu](mailto:gbrock@regis.edu)

Chapel Manager

Susan Arbo – 303-458-4115      [sarbo@regis.edu](mailto:sarbo@regis.edu)

Director of University Ministry

Pete Rogers – 303-964-5207      [progers@regis.edu](mailto:progers@regis.edu)

If you have questions or need the assistance of our University Ministry staff, please contact us.

**Liturgical Check-list for a Wedding Mass in the St. John Francis Regis Chapel**

Occasion / Celebration: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Principal Celebrant: \_\_\_\_\_

Concelebrant(s): \_\_\_\_\_

Deacon: \_\_\_\_\_ Altar Server \_\_\_\_\_

Sound System requirements: (check all that are needed)

\_\_\_\_\_ Lavalier or headset microphone for the presider

\_\_\_\_\_ Microphone on the Ambo (where the readings are proclaimed)

\_\_\_\_\_ Musicians microphones (how many and what set up?)

\_\_\_\_\_ Other – please specify: \_\_\_\_\_

Lighting requirements:

\_\_\_\_\_ General lighting in the main chapel sanctuary, including altar and ambo

\_\_\_\_\_ Other – please specify: \_\_\_\_\_

Special Vestments needed?      Yes                  No

If yes, please specify: \_\_\_\_\_

Sacristan duties are provided by a University Ministry staff person

**Sacristan:** A person charged with the care of the sacristy, the church, and their contents. The duties of the sacristan include caring for the sacred vessels, altar linens, vestments, lights, etc. The sacristan is responsible for the preparation of what is necessary for the Mass or other liturgical celebration.

Are the readings the readings of the day or reading for a special occasion?

\_\_\_\_\_ Readings of the Day

\_\_\_\_\_ For Special Occasion – Please specify: \_\_\_\_\_

Will there be a worship aid?      Yes      No

Will you need song books?      Yes      No

Will the presider use the Sacramentary, a script or a combination?

\_\_\_\_\_

## **Order of Mass**

*Prelude* (song): \_\_\_\_\_

*Procession* (song(s)): \_\_\_\_\_

Cross Bearer (optional): \_\_\_\_\_

Candle Bearers (optional): \_\_\_\_\_

*Presider Greeting*

*Introductory Rites*

Penitential Rite: Lord have Mercy, Christ have Mercy, Lord have Mercy

*Opening Prayer*

### **Liturgy of the Word**

*First reading* \_\_\_\_\_

Reader: \_\_\_\_\_

*Responsorial Psalm* \_\_\_\_\_ (reader/cantor/choir)  
**Please circle one**

*Second reading* \_\_\_\_\_

Reader: \_\_\_\_\_

*Gospel Acclamation:* (sung / omitted) \_\_\_\_\_  
**Please circle one**

*Gospel* \_\_\_\_\_

Book of Gospels (yes / no)  
**Please circle one**

*Homilist:* \_\_\_\_\_

### **Rite of Marriage**

*Bride & Groom consent*

*Vows*

*Blessing & Exchange of Rings*

**Prayers of Faithful:** (provided / spontaneous)  
**Please circle one**

Reader(s): \_\_\_\_\_

### **Liturgy of the Eucharist**

*Offertory Procession*

Gift bearers: \_\_\_\_\_

Offertory song: \_\_\_\_\_

*Prayer over the gifts*

*Eucharistic Prayer*

Holy, Holy, Holy: (spoken / Sung) Version: \_\_\_\_\_

Memorial Acclamation: (spoken / Sung) Version: \_\_\_\_\_

Great Amen: (spoken / Sung) Version: \_\_\_\_\_

Our Father: (spoken / Sung) Version: \_\_\_\_\_

Lamb of God: (spoken / Sung)

Version: \_\_\_\_\_

*Nuptial Blessing*

*Sign of Peace*

**Communion Rite**

Extraordinary Ministers of Holy Communion: (Usually there are two chalices for every one paten/ciborium)

\_\_\_\_\_  
\_\_\_\_\_

Communion hymn(s): \_\_\_\_\_

Who takes Communion to musicians? \_\_\_\_\_

*Prayer after communion*

**Concluding Rite**

*Solemn Blessing*

*Presentation of the couple & dismissal*

Recessional hymn: \_\_\_\_\_

**Anything special or unusual not indicated above?**

\_\_\_\_\_  
\_\_\_\_\_

**Please return this form to the Office of the Chapel Manager no later than one month prior to the event.**

Last updated: Wednesday, July 01, 2009