

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 2nd 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

Chapel Manager

Susan Arbo – 303-458-4115 sarbo@regis.edu

Director of University Ministry

Sr. Peg Maloney – 303-964-5715 pmaloney@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: Tuesday, October 09, 2007