



Liturgy Planning Form

The following information will be helpful in preparing for the celebration of the Eucharist in the Archdiocese of St. Louis. Please complete and return this form at least **three weeks prior** to the Mass in order to allow sufficient time for preparation. Send to Amy Buehrle, by email: amybuehrle@archstl.org. If a program is available, please send that for approval prior to printing.

Place & Address: _____

Date & Time of Mass: _____

Name, email & phone # of Organizer: _____

Name & cell # of contact on the day of Mass: _____

Celebrant(s): _____

Concelebrant(s): _____

Deacon(s) (if any): _____

Extraordinary Ministers of Communion (# other than celebrant): _____

Servers – please have at least one serve available to assist the celebrant at your Mass: _____

Approximate # of those receiving Communion (one species only): _____

Opening hymn: _____

Penitential Act: _____ Confiteor (Roman Missal #4) _____ Have mercy on us, O Lord (Roman Missal #5)
_____ Invocations with “Lord, have mercy” (Roman Missal #6)

Kyrie (Lord have mercy): _____ Sung _____ Spoken (only if Confiteor is used, Roman Missal #4)

First reading

Scripture reference:

Lectionary number:

Responsorial Psalm:

Scripture reference:

Lectionary number:

Second reading (if applies; Sunday, Solemnity)

Scripture reference:

Lectionary number:

Gospel reading

Scripture reference:

Lectionary number:

Offertory hymn: _____ **The Lord's Prayer:** _____ Sung _____ Spoken

Communion hymn: _____

Recessional hymn: _____

Other pertinent details? _____

