



DIOCESE OF  
SAN JOSE

## LITURGICAL PREPARATION FORM FOR EPISCOPAL CELEBRATION

Please complete the form for the event celebrated by the Bishop of San Jose. You may fill it out by hand or simply type in your information directly in each blank or gray field or using the drop-down choices. Return the completed form to the Office of Liturgy, 1150 North First Street, Suite 100, San Jose, CA 95112

### LOGISTIC

What is the liturgy/event: \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

For reception of Sacraments, list number of candidates: \_\_\_\_\_

Language to use: \_\_\_\_\_ Will this be Recorded \_\_\_\_\_ Live Streamed \_\_\_\_\_

The parish must provide its own social media account or contact the Office of Communication to connect with the Diocese social media platform.

Name and email of person in-charge of live stream or recording of event:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Information of on-site liturgy contact or person filling out this form:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### MINISTERS

This form assumes that the Bishop of San Jose is the main celebrant and homilist of the event\*, if not:

\*For the Rite of Installation of Pastor or other Multi-cultural liturgy the Bishop acts as president.

Celebrant: \_\_\_\_\_ Homilist: \_\_\_\_\_

Concelebrants: \_\_\_\_\_

Kindly note that during concelebrated liturgy, the concelebrants assist in the distribution of Holy Communion.

Assisting Deacon of the Word: \_\_\_\_\_

Assisting Deacon of the Eucharist: \_\_\_\_\_

Music Director: \_\_\_\_\_ Email: \_\_\_\_\_

### LITURGY

#### **Introductory Rites**

Choose one. During Easter, the Rite of Sprinkling is commonly preferred accompanied by music appropriate for it.

\_\_\_\_\_ Penitential Act

\_\_\_\_\_ *Order of Mass 4: Confiteor*

\_\_\_\_\_ *Order of Mass 5: Have mercy on us...*

\_\_\_\_\_ *Order of Mass 6: Invocations with Lord, have mercy*

\_\_\_\_\_ Rite for the Blessing and Sprinkling of Holy Water

Gloria (Recited or sung): \_\_\_\_\_

The Gloria is sung or said on Sundays outside Advent and Lent, on Solemnities and Feast, and in special, more solemn celebrations.

**Liturgy of the Word**

The Bishop prefers to use the Sacred Scripture assigned for the day. Or those assigned for the (*check one*)  
Feast  Memorial  Rite  or Votive Mass  of \_\_\_\_\_  
For selecting various readings please check with the Office of Liturgy.

Lectionary Ref. \_\_\_\_\_ First Reading: \_\_\_\_\_ Language: \_\_\_\_\_  
 Proclaimed by: \_\_\_\_\_

Lectionary Ref. \_\_\_\_\_ Responsorial Psalm: \_\_\_\_\_ Language: \_\_\_\_\_  
 Sung  or proclaimed  by: \_\_\_\_\_

Lectionary Ref. \_\_\_\_\_ Second Reading: \_\_\_\_\_ Language: \_\_\_\_\_  
 Proclaimed by: \_\_\_\_\_

Lectionary Ref. \_\_\_\_\_ Gospel: \_\_\_\_\_ Language: \_\_\_\_\_  
 Proclaimed by: \_\_\_\_\_

Will there be added ritual after the homily (Blessing, RCIA Dismissal or other Sacramental rites), list:

\_\_\_\_\_

The Profession of Faith (*Nicene Creed*) is recited on Sundays and Solemnities and may be included at more solemn celebrations.

Universal Prayer or Prayers of the Faithful (prepared by): \_\_\_\_\_  
 Prayers of the Faithful is read in what language/s: \_\_\_\_\_

**Liturgy of the Eucharist**

Eucharistic Acclamations (Recited or sung): \_\_\_\_\_  
 The Lord’s Prayer (Recited or sung): \_\_\_\_\_  
 Will there be (*check one*) Song of Praise  or Silence  after Holy Communion

**Concluding Rites**

Will there be additional presentation or acknowledgment prior to Final Blessing, list (who/what):

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

Other pertinent information to be relayed to the Bishop: (e.g. reception, photo shoot, video remarks), list (who/what/location)

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

All information must be noted by the Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Or the pastor where the event is celebrated. Retain a copy for reference.

Scan and email the completed form to: [jeff.fernandez@dsj.org](mailto:jeff.fernandez@dsj.org)

