



## ROMAN CATHOLIC DIOCESE OF BURLINGTON

Office of the Bishop  
Fifty-five Joy Drive  
South Burlington, Vermont 05403  
Phone: (802) 658-6110

### MASS PLANNING FORM

Name of Parish/School/Agency \_\_\_\_\_

Physical Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Emergency contact person and phone number, someone who may be reached on the day of the Mass  
\_\_\_\_\_

Date and Time of Mass \_\_\_\_\_

Occasion of Mass (visit, graduation, anniversary etc.) \_\_\_\_\_

Any special actions, blessings, or ceremonies planned \_\_\_\_\_

Will there be an event before or after the Mass? Yes/No

Please specify what type of event and how long event to last (ex. Stations, Procession, Award ceremony)

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

Will there be a reception after the Mass? Yes/ No

If so

Where? \_\_\_\_\_

Will something be served at reception? Yes/No

If so

What? \_\_\_\_\_

Will the Knights of Columbus be present? Yes/ No

Will there be a deacon(s)? (No more than two vested deacons at Mass.) Yes/No

If so

Who? \_\_\_\_\_

Will there be concelebrants? Yes/ No

Please list them:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

How many servers do you expect? (5 is optimum number) \_\_\_\_\_

Will there be music? What type (folk, organ, etc)? \_\_\_\_\_

Notes:

- Please reserve a parking space near the church for the bishop's car.
- Bishop Coyne will bring his own vestments. Please have a small table or counter clear for him to lay his travel case on.
- On the credence table, a bottle or glass of water is to be provided for use as necessary.
- After the proclamation of the gospel by either the deacon or priest, he is not to reverence the book, the people are to sit as they normally do, the book of the Gospel or Lectionary is brought to Bishop Coyne for his reverencing and then handed back to the priest or deacon to be set aside. He will not bless the people with the book.
- At Mass, communion under both kinds is to be offered even if this is not the normal practice of the parish (this need only involve one or two chalices). Please inform the bishop if he needs to bring chalices.
- There are to be no more than five (5) General Intercessions. They are to be clear and concise, following the form of the Intercessions in the back of the Roman Missal.
- The sign of peace will be offered.
- There are to be no kneelers set in front of the bishop during Communion. The normal position to receive Communion in the U.S. according to the GIRM is standing. If someone wishes to kneel, they may do so.
- When Mass is finished, Bishop Coyne will return to the inside of the church in front of the main altar for people to greet him. The lights are to be left on until he has greeted the last person and left the church.

Priest Name \_\_\_\_\_

Priest Title \_\_\_\_\_

Priest Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please email to [kkunkel@vermontcatholic.org](mailto:kkunkel@vermontcatholic.org) or FAX to 802-881-0693**