



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 _____ Email: _____

Emergency contact person and phone number (*someone who may be reached on the day of the Mass*).

Name _____ Phone: _____

Date and Time of Mass _____

Occasion of Mass (visit, graduation, anniversary, etc) _____

Any special actions, blessings, or ceremonies planned during the liturgy? Yes/No

If so, please describe:

*(Note: such requests must ordinarily be made in advance using this form.
Please do not make such requests of the Bishop the day of the Mass.)*

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

Names:

1. _____

2. _____

Will there be concelebrants? Yes/ No

Names:

1. _____

2. _____

3. _____

4. _____

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

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

Will there be a devotion or other 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 *for all* after the Mass? Yes/ No

If so, where? _____

Will there be a sit-down meal *for clergy* either BEFORE or AFTER the Mass? Yes/No

If so, **time** and **place**? _____

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.
- When a GOSPEL BOOK IS USED: After the proclamation of the gospel by either the deacon or priest, he is not to reverence the book. The priest or deacon should invite the people to remain standing, and Gospel Book is brought to Bishop Coyne for his reverencing and blessing of the people. After the blessing, the Gospel Book is handed back to the priest or deacon to be set aside.
- At this time, communion will be offered only under the species of bread. Concelebrants will receive communion by intinction.
- There are to be no more than five (5) petitions of the Universal Prayer. They are to be clear and concise, following the form of the Intercessions in the appendix 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 be outside or 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 susan@vermontcatholic.org or FAX to 802-881-0693