



DIOCESE OF GREEN BAY

MASS PREPARATION GUIDE

**FOR LITURGIES CELEBRATED BY THE
MOST REV. DAVID L. RICKEN, DD, JCL**

LITURGY CHECKLIST FOR MASS WITH BISHOP RICKEN

This 'checklist' will help assure all things are prepared for Mass with Bishop Ricken. It is helpful to have the list in the sacristy for the Sacristan to review when preparing liturgical items.

4-8 WEEKS BEFORE MASS

- _____ Schedule Concelebrants (list names and number attending on Preparation Form)
- _____ Schedule Deacon(s) of Mass
- _____ Schedule 4 Servers (may be male or female; most experienced servers from parish)
- _____ Worship Aid (Optional) [*Note: Before printing, send along with Preparation Form for approval by the Office of Divine Worship*]

PRIOR TO MASS COURTESIES FOR BISHOP RICKEN

- _____ Parking place RESERVED for Bishop near entrance
- _____ Sacristy or nearby room for vesting for Bishop
- _____ Glass of water in Sacristy before Mass
- _____ Glass of water and White towel (face cloth size) in Sanctuary for Bishop during Mass
- _____ Present to Bishop Ricken upon his arrival before Mass any stipend or thank you notes you wish to give him. (*Master of Ceremonies is paid by the Diocese for his ministry.*)
- _____ Servers vested and ready to rehearse with MC / receive assignments 30 minutes before Mass

LITURGICAL ITEMS NEEDED FOR MASS

- _____ Roman Missal
- _____ Lectionary (with readings for the Mass marked)
- _____ Book of the Gospels (preferred)
- _____ Medium-sized host for Bishop (2.5 inch size; up to 2 extra for multiple concelebrants)
- _____ Precious Metal Vessels - Chalices, Ciboria/Patens (no glass or pottery)
- _____ All communion chalices/cups pre-filled before Mass (except primary chalice)
- _____ A cruet of wine and a ciborium with bread to be presented.
- _____ Corporal; Cloth Purificators
- _____ Metal Aspergil (Sprinkler) if there is a Sprinkling Rite during Mass (no branches or brushes)

ADDITIONAL FOR INSTALLATION OF A PASTOR

- _____ Invite the following: Trustees, Pastoral Council, Finance Councils, Staff
- _____ Book of the Gospels (needed first in Sacristy, then for Installation Rite during Mass)

GENERAL INFORMATION

- **MASS PREPARATION FORM (Submit 4 weeks in advance):** The Mass Preparation Form provides information to Bishop so that he can prepare to celebrate Mass with your parish or organization. The Form is sent to you by the Chancery office when you schedule a Mass and is available online at: <https://www.gbdioc.org/worship/bishop-mass-preparation-forms-a-guides> Please email worship@gbdioc.org for assistance.

- **MASTER OF CEREMONIES:** Bishop is accompanied by a Master of Ceremonies (MC). The MC works with ministries and helps them with details when Mass is celebrated with a Bishop. Servers are asked to be present before Mass and vested to meet with the MC 30 minutes prior to the start of Mass.

VESTMENTS / COLOR OF THE DAY

The Bishop brings vestments for clergy in color of the liturgy: chasuble and stole for concelebrating priests and dalmatic and stole for deacon(s) assisting with the Mass. Clergy bring their own alb.

SELECTING READINGS

- Unless otherwise requested (ie: special liturgy using a Mass other than the Mass of the Day), you can access the correct readings for the Mass of the day from the USCCB website at: <http://www.usccb.org/bible/readings> (click on the date in the calendar on the page).
- Readings should be proclaimed directly from the Lectionary (and Gospel from the Book of the Gospels, if used). Reading should not be on printed copies or binders. If your Lectionary or Book of the Gospels does not contain a selected reading easily accessible, it is acceptable to print the reading and temporarily insert them into the book.

DEACON(S)

- When a parish has a deacon, Bishop requests he be present for a celebration of Mass. If there are two available deacons, one serves as Deacon of the Word and the other as Deacon of the Altar.
 - Deacon of Word: carries Book of the Gospels in Procession, reads Gospel, and reads the intercessions of the Universal Prayer.
 - Deacon of Altar: sets vessels on altar, assists celebrant at altar during Mass, introduces the Sign of Peace and announces the Dismissal
- The Deacons should Minister Precious Blood for the assembly at Communion.
- **IF THERE IS NO DEACON PRESENT:** A concelebrating priests will read the Gospel and assist at the Penitential Rite and at the Altar during the Eucharistic Prayer.

MUSIC

Music is essential to any liturgical celebration. For Masses with Bishop Ricken, please note the following:

- Processional Hymn/Song/Chant:** Continue music at least until Bishop has reached his chair.
- Responsorial Psalm & Gospel Acclamation:** Both should be sung/chanted whenever possible.
- Preparation of the Gifts:** Song/Hymn/Chant is optional. It should not be too long to delay the action at the Altar, however, if used should cover the action of preparing the Altar until Bishop offers the gifts. Instrumental music may also be used during this time.
- Communion Song/Chant:** A song with an antiphon works well for assembly processing to Communion. Music should begin as the Bishop receives Holy Communion.
- Post-Communion Song of Praise & Thanksgiving:** Optional; Not referred to as a ‘Reflection’
- Recessional Hymn/Song**

ANNOUNCEMENTS / APPRECIATION

Following the Prayer After Communion:

- Words of thanks from Priest or Pastoral Leader to the Bishop for visiting (Optional)
- Regular Parish Announcements (if any)
- If there is an after liturgy reception, Parish representative may give instructions/directions (if applicable)
- Bishop may also express words of thanks at this time

UNIVERSAL PRAYER (GENERAL INTERCESSIONS)

When a Deacon is present, it is his ministry to read the Universal Prayer. Otherwise another minister should be appointed.

As a rule, the series of intentions is to be for the topics of #1-4, below (General Instruction to the Roman Missal, 70). Bishop Ricken has also added #5-6 for the Diocese:

1. For the needs of the Church
2. For public authorities and the salvation of the whole world
3. For those burdened by any kind of difficulty
4. For the local community.
5. Monthly Intercession of Pope Francis.
6. Monthly Intercession of Bishop Ricken.

Parishes receive the Pope’s Monthly Intention and Bishop Ricken’s Monthly Intention for three months at a time in the “Parish Pages” or online at <http://www.gbdioc.org/divine-worship/monthly-intercessions.html>. (If the monthly intentions are not yet posted online when completing the Form, please leave two blank spaces to be inserted later.)

When writing petitions, they begin with an introduction/invitation *addressed to the people* by the Bishop. (ie: “BISHOP: My brothers and sisters, with faith and confidence, let us ask God for what we need.)

Petitions are not direct address to God – but in the form of statement of need and third person: They close with a *prayer* directly addressed to God (the Father) and ending “through Christ our Lord.”

WORSHIP AID

A worship/participation aid can be simple or more detailed according to your parish preference. If you create a worship aid for your Mass, here are some guidelines:

Formal Titles

- Bishop Ricken:
Celebrant: The Most Reverend David L. Ricken, DD, JCL
(Bishop's academic initials should be in 2 points smaller font than name on a worship aid)
- Other clergy:
Concelebrants: Reverend (insert Full Name)
Deacon (insert Full Name)
(Note: When included, the Deacon is a separate minister; not a concelebrant.)

“Less is more”

- It is best to include only the text of Mass that the people need.
- Do not include readings, and prayers, or responses of the Mass that people know. An exception may be when the parish accommodates persons with hearing impairment or similar need.

Liturgy Terms

- The preparation form lists headings (if used) in a worship aid, such as “Entrance Song”. See also the following Terminology on Page 6.

Music Copyright

- Both text and or music in a worship aid require a parish license to reprint. Publishers prefer that the license number should be stated with each song individually (small at the bottom of the song.)
- If needed, print the license at the end of the worship aid listing the number with the respective publisher.
- If you do not own a music copyright, you may write to a publisher and request one time use. Sometimes a small fee is required.

Approval Needed Prior to Printing

- The Worship Aid must be approved/edited by the Office of Divine Worship PRIOR to printing.**
- This assists the parish in ensuring the document is free from errors or liturgy technicalities.
- Our inbound email attachment limit is 5 MB. Please send a PDF of the worship aid if your e-mail exceeds 5 MB; otherwise it will not get through to our computers. Usually original document is appreciated if it is within MB limit.
- Finished Worship Aids should be sent for approval to: worship@gbdioc.org

Send Original Document Whenever Possible

- Information is formatted or added for Bishop and sent to him by e-mail. A PDF, other type of program document, or hand-written copy is not useful. The original Word fill-in is preferred.

TERMINOLOGY FOR MASS & WORSHIP AID

Some worship/participation aids are simple and include main “outlines” or information the assembly will need.

- The content of a worship aid can vary depending on the solemnity of a Mass or on the occasion.
- Not all of this information is required for a worship aid.
- Some information is a courtesy and to show appreciation to those who have ministered.
- A worship aid is not required, especially if assembly is directed to hymnal or other text

MINISTERS

Celebrant

The main celebrant who will celebrate the Mass (Bishop)

The Diocesan Divine Worship Director will help with correct titles when other hierarchy is present, such as other Bishops or an Archbishop, etc.

Concelebrants

Names of other priests who will join the Celebrant

Deacons

One or more Deacons who will assist the Celebrant

Altar Servers

Servers of the Mass

Thurifer

Server for incense when incense is used in the Mass.

Reader(s)

The person(s) who will read the 1st and 2nd readings from Sacred Scriptures

Master of Ceremonies

Accompanies the Bishop. Ensures the Mass flows smoothly and guides ministries.

Sacristan

Individual who sets out the vessels, hosts, wine, and oversees other preparations for Mass.

ACKNOWLEDGEMENTS FOR WORSHIP AID

Ministries

Option to thank Musicians, Ushers, Hospitality Ministers, or any others who helped prepare the Celebration

After Liturgy Celebration Information

If there is a celebration after the liturgy, please contact tlefevre@gbdioc.org to check on Bishop’s availability to participate in a reception, luncheon or dinner after the liturgy.

CONTACT INFORMATION – OFFICE OF DIVINE WORSHIP

Divine Worship Director (Liturgy/Ritual Questions / General Inquiries)

Gerard Hall
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920-272-8311

Administrative Assistant (Form Questions / General Inquiries)

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