LITURGY PLANNING GUIDE

(414) 769-3349 • [oremus@archmil.org](mailto:oremus@archmil.org)

**Mass with Archbishop Listecki**

Dear Friends,

The materials contained in this packet have been designed to assist parish leaders of the Archdiocese of Milwaukee in the preparation for and celebration of Mass with Archbishop Listecki. Although we belong to one Church, each parish in the Archdiocese is unique – made up of individuals with distinctive gifts and unique challenges. These resources are meant to be a working guide, not a manual of rules or requirement.

Know that I stand ready to serve you at every step along the way! It is my prayer that all of our parishes will enjoy truly Spirit-filled celebrations of liturgy all the time – not just when the Archbishop visits your parish. My heart and hands are here for you to assist as needed. Be assured of my prayers!

Sincerely in Christ,

Kim Mandelkow

Director, Office for Worship

**Preparing for Mass with the Archbishop of Milwaukee**

**Liturgy Planning Guide and Participation Aids**

The Liturgy Planning Guide, included in this packet, is due to the Director of the Office for Worship, by email to [oremus@archmil.org](mailto:oremus@archmil.org), **no later than** **30 days** prior to the liturgy itself. This allows time for review and to make corrections, if needed. It may be helpful to check out any additional resources that the Office for Worship has online to assist you in the planning and preparation process.

**NOTE:** During the seasons of Lent and Easter, it may take a few days for the staff to process, review and approve your Liturgy Planning Guide. This is due to the number of Confirmation liturgies that need to be reviewed and approved by the Director of the Office for Worship. Please make every effort to meet these deadlines.

A draft of the participation aid for the people is due to the Office for Worship by email to [oremus@archmil.org](mailto:oremus@archmil.org) **30 days** **prior to printing.**

* Be sure to include all copyright permissions and reprint license numbers. The Director of the Office for Worship specifically checks for proper copyright license numbers.
* Texts that are not needed for the assembly’s participation are not to be printed in the participation aid. This includes things like the presider’s prayers or the Eucharistic Prayer.
* Readings may be included in the participation aid if they are proclaimed in a language other than English or for those with hearing impairments.

**Vesting Room**

A separate vesting room is requested for Archbishop Listecki to rest and prepare in privacy before beginning this liturgy. He may choose not to use this room. Ideally, this room will be near the place where the opening procession begins. If a wireless microphone is to be used, it should be laid out in the vesting room with a fresh battery.

**Vestments**

Archbishop Listecki will bring his own vestments. If your parish has special vestments, please specify this on the liturgy planning form. If there is a question about the proper color, consult the Office for Worship.

**Time and Place**

Music rehearsals, preludes, and announcements must be finished before Mass time. Outdoor Masses are discouraged because of the unpredictability of things like insects and weather.

**Other Details and Arrangements**

At some time during his visit, Archbishop Listecki will want to inspect the sacramental registers of your parish and any additional parishes involved in this liturgy (cf. Canon 535, §4).

If any dinner arrangements are made, the invitation must be cleared with Archbishop Listecki’s calendar. Contact Jerry Topczewski at (414) 769-3590 / [topczewskij@archmil.org](mailto:topczewskij@archmil.org) to make those arrangements. If a dinner or reception is scheduled prior to the liturgy, it should be scheduled as close to the celebration as possible while still respecting the Eucharistic fast.

Questions sometimes arise about an offering to Archbishop Listecki. Questions regarding a stipend should be made to Gwen Fastabend, secretary to the archbishop at either [fastabendg@archmil.org](mailto:fastabendg@archmil.org) or 414-769-3497. A separate stipend to the MC is appreciated.

**Duties and Ministries in the Mass**

**Ministers**

*Concelebrating Clergy*

Archbishop Listecki encourages concelebration. For the sake of planners, concelebrating priests should give advance notice of their desire to do so.

*Readers* and *Extraordinary Ministers of Holy Communion*

Liturgical ministers should be individuals who regularly serve in this capacity for the community.

*Ordinary Ministers of Holy Communion*

Those who are vested and present in the sanctuary (i.e. priests, deacons) must first be utilized in this role before *Extraordinary Ministers*.

*Servers*

Archbishop Listecki will need five (5) altar servers, six (6) if incense is used, whoshould be mature, familiar with and adept at their normal responsibilities. They should have a good sense of how to carry out their function with proper decorum. The Master of Ceremonies (MC) will instruct them on special responsibilities with regard to serving for Mass when the Archbishop presides so they need not be rehearsed in assisting with the miter and crosier.

A *Master of Ceremonies* always travels with Archbishop Listecki unless another arrangement has been made in advance. The regular Master of Ceremonies for Archbishop Listecki is Fr. James Lobacz. He can be reached at (414) 769-3496 or [lobaczj@archmil.org](mailto:lobaczj@archmil.org).

**A Word About Music…**

When selecting music for liturgy, use your parish’s regular weekend liturgy as a guide. Musical settings and acclamations that your parish uses for Sunday Mass is a great starting point. Be mindful that any music used during the Mass does not extend beyond the ritual action that it accompanies, e.g. Entrance Procession, the Preparation of the Gifts, the procession to receive Holy Communion.

If you opt for a Sprinkling Rite, every effort should be made to use a separate song with text that reflects a baptismal theme for the Sprinkling Rite. Singing the Gloria during the Sprinkling Rite maysave time; however, these are two separate liturgical elements and the text of the Gloria has little to do with the Sprinkling Rite.

Any music used during the Preparation of the Gifts is to end when Archbishop Listecki is washing his hands. It might be better to use instrumental music, rather than music with a text, since it is more easily adjusted to accompany these rites.

In accordance with liturgical norms, all Eucharistic acclamations are sung; the texts of which must be in accord with the Third Typical Edition of the Roman Missal (2011). This includes any bilingual Mass settings.

Immediately after the distribution of Holy Communion is completed, there is to be a brief silent pause. The Prayer after Communion is then prayed. No thanksgiving hymn or musical meditation is to take place after the distribution of Holy Communion.

**Ritual Practices**

**Introductory Rites**

*Procession*

A common *Order of Procession is as follows:*

* Thurifer (incense)
* Cross-bearer
* Servers (candles optional)
* Lector with the Book of the Gospel, **if there is no deacon**
* Deacon with the Book of the Gospel
* Concelebrating Clergy
* Master of Ceremonies
* Archbishop
* Servers assisting with miter and crosier

*Processional items*

Cross, candles and Gospel Book are the normal items carried in the Entrance Procession. If any additional festive items, like processional banners, are carried forward, they are to be set down in such a way as to not make the sanctuary appear cluttered.

*Penitential Act*

The Penitential Act is to be used. Archbishop Listecki prefers that the Rite for Blessing and Sprinkling of Holy Water not be used.

*Gloria*

When the Gloria is prescribed by the rubrics, it is to be sung; Archbishop Listecki will not intone it.

**Liturgy of the Word**

*The Word of God*

The readings are to be proclaimed from the Lectionary or the Book of the Gospels, not a typed sheet. Be sure to mark the books accordingly so the lector can find the reading with ease.

*Responsorial Psalm*

The Responsorial Psalm is to be a psalm, not another hymn or reading, and verses should be moderated and not protracted.

*Gospel*

If a deacon is present, he is to proclaim the Gospel. If no deacon is present, a concelebrant should proclaim the Gospel. The deacon or priest who is proclaiming the Gospel is to receive a blessing from the Archbishop before approaching the ambo. Following the proclamation of the Gospel, the Gospel Book is presented to Archbishop Listecki for him to reverence it with a kiss. Neither a deacon nor a priest reverences the Gospel Book with a kiss.

*Universal Prayer*

The Universal Prayer (Prayer of the Faithful) is led by the deacon, or in his absence, a lector. The text for the Universal Prayer should be written with care and attention that all intercessions follow the same format; the text must be presented to the Director of the Office for Worship for approval.

**Liturgy of the Eucharist**

*Preparation of the Gifts*

In accordance with liturgical norms, the only items that are brought forward during the Presentation of the Gifts are bread, wine, and other gifts to meet the needs of the Church and those who are poor. “Symbolic” gifts processions are not permitted. Archbishop Listecki’s chalice may be carried forward in the procession with the gifts. Archbishop Listecki does use the lavabo (washing of hands) at the Preparation of the Gifts.

**NOTE:** If music is used during the Preparation of the Gifts, it is to end when Archbishop Listecki is washing his hands.

**Eucharistic Prayer and Communion**

*Eucharistic Prayer*

If you wish for Archbishop Listecki to consider a specific Eucharistic Prayer, please note that on the planning sheet. In accordance with liturgical norms, all Eucharistic Acclamations are sung and should preferably come from the same Mass setting.

*Hosts*

At least one large host for Archbishop Listecki’s use must be available. Hosts to be consecrated should be brought to the altar in one large metal ciborium during the Preparation of the Gifts. *Every effort should be made that all present receive from the Eucharist consecrated at the celebration.* If, however, sufficient Eucharist was not consecrated, reserved Eucharist from the tabernacle may be used. Reserved Eucharist is only removed from the tabernacle once the distribution of Holy Communion has begun.

*Wine*

The preparation of the chalice and cups filled with wine in advance of the consecration is the norm. The chalice and cups filled with wine should be prepared before Mass. Once consecration takes place, there should be no pouring of Precious Blood (consecrated wine).

*Communion*

Communion under both forms is the norm in the Archdiocese of Milwaukee. Archbishop Listecki expects to distribute Communion at such celebrations. He will also wash his hands after distribution of Communion.

Immediately after the distribution of Holy Communion is completed, there is a brief silent pause. The Prayer after Communion is then prayed. There is to be no hymn of thanksgiving or musical meditation after the distribution of Holy Communion.

**Concluding Rites**

*Announcements*

Announcements, directions and comments should be made from a place other than the ambo after the Prayer after Communion.

*Final Blessing*

Archbishop Listecki *always* uses the following solemn blessing. You may want to consider including the text in the participation aid to ensure participation of the people:

Archbishop: Blessed be the name of the Lord.

**All: Now and for ever.**

Archbishop: Our help is in the name of the Lord.

**All: Who made heaven and earth.**

**Additional Details**

The Communion vessels may be purified at the altar after distribution, at the credence table, or in the sacristy after Mass.

**Liturgy Planning Guide For Archbishop Listecki**

**Archdiocese of Milwaukee**

*Please return this form and the proposed printed order of worship at* ***least 30 days prior*** *to the celebration. Do not print the order of worship until approval is granted.*

**Kim Mandelkow**

Office for Worship

Archdiocese of Milwaukee

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Milwaukee, WI 53207-0912

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**Please Type or Print**

Parish:

Address of liturgy:

City:

Day and Date:

Time:

Contact Person:

Phone:

E-Mail:

Event:

**Ministers of the Liturgy**

***Archbishop Jerome E. Listecki***

Concelebrating Priests:

Deacon:

Color of vestments:

***Archbishop will bring his own vestments.***

*Any other special details or circumstances:*

**Introductory Rites**

**Opening Hymn:**

*Incensation of the Altar: Yes*  *No*

**Penitential Act:**

4 (*I confess to almighty God…*) followed by ***Lord, have mercy/Kyrie***

5 (*Have mercy on us, O Lord.*

***For we have sinned against you.***

*Show us, O Lord, your mercy*

***And grant us your salvation.*)**

6 (Invocations & *Kyrie, eleison/Lord, have mercy*)

\*\*\*Please submit a copy of the invocations for review and approval.

**OR – Sprinkling Rite:**

From time to time on Sundays (or Saturday evening), especially in Easter Time, the Blessing and Sprinkling of Water may take place as a reminder of Baptism. If this is done, the Penitential Act is omitted. *See RMIII Appendix II* for the text.

**NOTE:** Singing the Gloria during the Sprinkling Rite may save time; however, the text of the Gloria has little to do with the Sprinkling Rite. Use a separate song with text that reflects a baptismal theme for the Sprinkling Rite.

**Sprinkling Rite Song:**

**Gloria:** sung  omitted

*When the Gloria is appointed by the rubrics, it should be sung. The Archbishop will not intone the opening verse.*

**Opening Prayer:** page       of the Roman Missal III

Liturgical Day or Choice of the Mass        
 *E.g. Tuesday, Third Week of Lent / 28th Sunday, Ordinary Time  
Masses for Various Needs and Occasions, For the Family*

**Published by:**  Catholic Book Corp. **OR**  Liturgy Training Pub.  
  World Library Pub.  Other Publisher

**Liturgy Of The Word**

*Readings should come from the Lectionary and are proclaimed from the Lectionary. The Gospel should be proclaimed from a Book of the Gospels.*

**First Reading:** Lectionary#:       Citation:        
Publisher Page #:

**Responsorial Psalm:** Citation:

*It is preferable that the psalm be sung. It should be a psalm and not another variety of song.*

**Second Reading**: Lectionary #        Citation:

Publisher Page #:

**Gospel Acclamation:**

**Gospel:** Lectionary#       Citation:

Publisher Page #:       *Proclaimed by:*

*Incensation: Yes*  *No*

**Homily:** *It is presumed that the Archbishop will preach, unless an alternate homilist is proposed in advance.*

**Creed:** Nicene  Apostles omitted

**Universal Prayer:** *Please attach a copy of the intercessions.*

**Liturgy Of The Eucharist**

**Music for the Preparation of the Gifts:**

*Gifts other than bread, wine and gifts for the poor and the Church should* ***not*** *be offered at this time. If there is music at this time, the song should be* ***very brief****.*

**Incensation:** YesNo

*If incense is used, the order is Altar and Gifts, Archbishop, Concelebrants, Assembly.*

**Prayer over the Gifts:** page number       of the Roman Missal III.

**Preface:** rubric number      ; page number       of the Roman Missal III

**Eucharistic Prayer:**

**Holy, Holy, Holy:**

**Memorial Acclamation:**

**Great Amen:**

*The above Eucharistic Acclamations are to be sung, preferably all from the same Mass setting.*

**Lord’s Prayer:**   sung  recited

**Lamb of God:**

**Communion Song:**

*There is to be no thanksgiving hymn or musical meditation after the distribution of Holy Communion has concluded. There is to be a brief silence.*

**Prayer after Communion:** page number       of the Roman Missal III.

**Concluding Rites**

*If there are any special announcements following the prayer after Communion, please identify them here:*

**Final Blessing**

Archbishop Listecki *always* uses the following solemn blessing. You may want to consider including the text in the participation aid to ensure participation of the people:

Archbishop: Blessed be the name of the Lord.

**All: Now and for ever.**

Archbishop: Our help is in the name of the Lord.

**All: Who made heaven and earth.**

**Recessional Music:**

***Please remember to submit a draft of any participation aid you plan to use 30 days prior to your liturgy. Include all copyright information and reprint license number. All participation aids must be approved before they are printed.***

***If a reception or dinner is planned, please include details here:***