

Ordination Planning Notes

Rector or Priest-In-Charge: _____

Minister of Ceremony: _____

I. Propers

First Reading: _____

Psalm: _____

Epistle: _____

Gospel: _____

Eucharistic Prayer _____

The Lord's Prayer Traditional or contemporary?

II. Music

Opening Hymn _____

Gradual Hymn _____

Litany to be sung By whom? _____

Veni Sancte Spiritus

Offertory Hymn _____

Dialogue and Preface *Sung or said?*

Memorial Acclamation *Sung or said?*

Sanctus _____

Doxology and Amen *Sung or said?*

Fraction Anthem (if sung) _____

Communion Hymns _____

Closing Hymn _____

Anthem/Special Music _____

III. Participants

Minister of Ceremonies:

Crucifer: _____

Acolyte(s) _____

Priest Presenter(s) *(Must have at least one)*

Lay Presenter(s) *(Must have at least one)*

Witnesses to sign the Declaration *(Must have at least 3 and no more than 5)*

Litanist _____

Reader of First Lesson

Leader of Psalm *(cantor or leader)* _____

Reader of Epistle _____

Deacon of the Liturgy *(Reads Gospel)* _____

Preacher *(Must be approved by bishop – the bishop will preside and celebrate)*

Bishop's Deacon _____

Presenters of:

- stole/dalmatic _____
- bread and wine _____
(family and friends of ordinand)

Ministers of Communion:

Bread: _____

Bread: _____

Chalice: _____

Chalice: _____

Aspersers of Baptismal Water

IV. Odds and Ends

- Color of the Day: Red
- Designation of Offering: _____
- Invitations: *(ordinand responsible for sending out invitations)*
 - Mailing labels for clergy, elected officials, lay leaders and Bishop's staff are provided by the Hospitality Missioner at Diocesan House upon request
 - Design and print invitations
- Declaration for signature (clip board, pen)
- Bible for presentation
- Stole for presentation
- Other symbols of office or instruments for presentation (after consultation with the Bishop)
- Is the gospel to be processed?
- Altar flowers given in _____
- Special seating arrangements for anyone?
