Ordination Planning Worksheet

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 said/sung By whom?
Veni Sancte Spiritus or equivalent
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 ______
III. Participants

Minister of Ceremonies:

Crucifer:______________________________________________

Acolyte(s)_________________________________________________________

Priest Presenter(s) (at least one)___________________________________________

________________________________________________________________________

Lay Presenter(s) (at least one)_______________________________________________

________________________________________________________________________

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)

________________________________________________________________________

Bishop’s Deacon _____________________________________________________________

Presenters of:

- stole/dalmatic_____________________________________________________________________

- bread and wine ___________________________________________________________________

  (family and friends of Ordinand)

- Other gifts to mark the new ministry
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)
  • Labels for clergy and elected officials from the Communications Director,
    Bishop’s Office
  • Design and print invitations
• Need Declaration for signature (clip board, pen)
• Need Bible for presentation
• Need stole for presentation
• Is the gospel to be processed?
• Altar flowers given in _________________
• Special seating arrangements for anyone?