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Pastoral Guidance

for the Preparation and Celebration

of Mass celebrated with Bishop Brian

Template

Liturgy Master

Mass with Bishop Brian

Normally Cover Page

(Delete Current content)

Normally Inside Cover Page

**Template Notes – Please read these notes and follow their instructions**

This master template is offered for your assistance. It provides you with the general structure and formatting for the liturgy and much of the text. Additional texts can be copied from LiturgyHelp lectionary and missal resources, which is available at [www.liturgyhelp.com](http://www.liturgyhelp.com).au. It is for you to adapt to suit your community and the particular event.

These notes are to be deleted to make space for other things you wish to include on the inside cover.

This template:

* is for Mass. On a Sunday the Sprinkling Rite may replace the Penitential Act. See the Ordo for details, which can be found at [www.liturgyhelp.com.au](http://www.liturgyhelp.com.au).
* is a Master Copy template and therefore includes all the structure and elements of the liturgy and detailed rubrics that explain everything that is to happen;
* presumes there is no deacon. Adjustments will need to be made if there is a deacon present;
* when viewed electronically in Microsoft Word, the styles listed at the top of the page are embedded into the template. Using these will make formatting easier. To amend a style, modify it in the list of styles and it will automatically be amended throughout the document.

Styles are listed as:

Lit Heading 1, 2 and 3

Lit Style 1 and 2, rubrics and copyright.

* green text gives directions for you and should be deleted from your Master Copy;
* when inserting other liturgical texts retain the sense lines of the text
* includes an Organisation Sheet at the end which may be of assistance. Adjust it to suit your needs.

Please consider the parish practice regarding Welcome to those participating and ‘Acknowledgement of Traditional Custodians’ and include this ahead of the gathering hymn as appropriate.

Please upload your Master Copy of the liturgy with your Preparation Checklist. We will print it and insert in the Bishop’s folder.

If you have any questions or wish to discuss any of this, please to contact me.

With thanks,

Monica Barlow

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The Introductory Rites

Introduction

Under normal circumstances this is the opportunity for a brief introduction to the liturgy, either by the presider, or it could involve a welcome to the Bishop from the community and others as appropriate .

Please indicate what is happening.

Acknowledgement of Traditional Custodians

(and any other appropriate people)

Gathering Hymn Please stand

The Gathering Hymn should reflect those gathered or relate to the feast/memorial being celebrated and accompany the Entrance Procession.

Place rubrics regarding the procession here.

Insert words of the hymn here.

Greeting

Bishop: In the name of the Father, and of the Son, and of the Holy Spirit.

**All: Amen.**

Bishop: Peace be with you.

**All: And with your spirit.**

Penitential Act

Then follows the Penitential Act or Sprinking Rite, to which the faithful are invited, saying:

OPTION 1

Brothers and sisters, let us acknowledge our sins,

and so prepare ourselves to celebrate the sacred mysteries. (or similar words)

A brief pause for silence follows. Then all recite together the formula of general confession:

**I confess to almighty God**

**and to you, my brothers and sisters,**

**that I have greatly sinned,**

**in my thoughts and in my words,**

**in what I have done and in what I have failed to do,**

And, striking their breast, they say:

**through my fault, through my fault,**

**through my most grievous fault;**

Then they continue:

**therefore I ask blessed Mary ever-Virgin,**

**all the Angels and Saints,**

**and you, my brothers and sisters,**

**to pray for me to the Lord our God.**

The absolution by the Priest follows:

May almighty God have mercy on us,

forgive us our sins,

and bring us to everlasting life.

The people reply:

**Amen.**

Or OPTION 2

The Priest, or a Deacon or another minister, saysor sings the following

Have mercy on us, O Lord.

The people reply:

**For we have sinned against you.**

The Priest:

Show us, O Lord, your mercy.

The people:

**And grant us your salvation.**

The absolution by the Priest follows:

May almighty God have mercy on us,

forgive us our sins,

and bring us to everlasting life.

The people reply:

**Amen.**

Or OPTION 3

The Priest, or a Deacon or another minister, then says the following or other invocations with Kyrie, eleison (Lord, have mercy):

You were sent to heal the contrite of heart:

Lord, have mercy.           Or:           Kyrie, eleison.

The people reply:

**Lord, have mercy.           Or:           Kyrie, eleison.**

The Priest:

You came to call sinners:

Christ, have mercy.           Or:           Christe, eleison.

The people:

**Christ, have mercy.           Or:           Christe, eleison.**

The Priest:

You are seated at the right hand of the Father to intercede for us:

Lord, have mercy.           Or:           Kyrie, eleison.

The people:

**Lord, have mercy.           Or:           Kyrie, eleison.**

The absolution by the Priest follows:

May almighty God have mercy on us,

forgive us our sins,

and bring us to everlasting life.

The people reply:

**Amen.**

The Kyrie, eleison (Lord, have mercy) invocations follow, unless they have just occurred in a formula of the Penitential Act.

V. Lord, have mercy.

R. **Lord, have mercy.**

V. Christ, have mercy.

R. **Christ, have mercy.**

V. Lord, have mercy.

R. **Lord, have mercy.**

Or:

V. Kyrie, eleison.

R. **Kyrie, eleison.**

V. Christe, eleison.

R. **Christe, eleison.**

V. Kyrie, eleison.

R. **Kyrie, eleison.**

Sprinkling Rite

Choose the appropriate prayers from the options below

On Sundays, especially in Easter Time, the blessing and sprinkling of water as a memorial of Baptism may take place from time to time in all churches and chapels, even in Masses anticipated on Saturday evenings.

If this rite is celebrated during Mass, it takes the place of the usual Penitential Act at the beginning of Mass.

After the greeting, the Priest stands at his chair and faces the people. With a vessel containing the water to be blessed before him, he calls upon the people to pray in these or similar words:

Dear brothers and sisters,

let us humbly beseech the Lord our God

to bless this water he has created,

which will be sprinkled on us

as a memorial of our Baptism.

May he help us by his grace

to remain faithful to the Spirit we have received.

And after a brief pause for silence, he continues with hands joined:

Almighty ever-living God,

who willed that through water,

the fountain of life and the source of purification,

even souls should be cleansed

and receive the gift of eternal life;

be pleased, we pray, to ✠ bless this water,

by which we seek protection on this your day, O Lord.

Renew the living spring of your grace within us

and grant that by this water we may be defended

from all ills of spirit and body,

and so approach you with hearts made clean

and worthily receive your salvation.

Through Christ our Lord.

(R.) Amen.

Or:

Almighty Lord and God,

who are the source and origin of all life,

whether of body or soul,

we ask you to ✠ bless this water,

which we use in confidence

to implore forgiveness for our sins

and to obtain the protection of your grace

against all illness and every snare of the enemy.

Grant, O Lord, in your mercy,

that living waters may always spring up for our salvation,

and so may we approach you with a pure heart

and avoid all danger to body and soul.

Through Christ our Lord.

(R.) Amen.

Or, during Easter Time:

Lord our God,

in your mercy be present to your people’s prayers,

and, for us who recall the wondrous work of our creation

and the still greater work of our redemption,

graciously ✠ bless this water.

For you created water to make the fields fruitful

and to refresh and cleanse our bodies.

You also made water the instrument of your mercy:

for through water you freed your people from slavery

and quenched their thirst in the desert;

through water the Prophets proclaimed the new covenant

you were to enter upon with the human race;

and last of all,

through water, which Christ made holy in the Jordan,

you have renewed our corrupted nature

in the bath of regeneration.

Therefore, may this water be for us

a memorial of the Baptism we have received,

and grant that we may share

in the gladness of our brothers and sisters

who at Easter have received their Baptism.

Through Christ our Lord.

(R.) Amen.

Afterward, taking the aspergillum, the Priest sprinkles himself and the ministers, then the clergy and people, moving through the church, if appropriate.

Meanwhile, an appropriate chant/hymn is sung.

Insert words of the chant/hymn here.

Gloria

The exact words of the sung setting should be reprinted in place of the text below.

Glory to God in the highest,

and on earth peace to people of good will.

We praise you,

we bless you,

we adore you,

we glorify you,

we give you thanks for your great glory,

Lord God, heavenly King,

O God, almighty Father.

Lord Jesus Christ, Only Begotten Son,

Lord God, Lamb of God, Son of the Father,

you take away the sins of the world,

have mercy on us;

you take away the sins of the world,

receive our prayer;

you are seated at the right hand of the Father,

have mercy on us.

For you alone are the Holy One,

you alone are the Lord,

you alone are the Most High,

Jesus Christ,

with the Holy Spirit,

in the glory of God the Father.

Amen.

Collect

Bishop: Let us pray

Pause for silent prayer

Insert the text for the Collect of the day keeping the sense lines as set out in the Missal.

Through our Lord Jesus Christ, your Son,

who lives and reigns with you in the unity of the Holy Spirit,

God, for ever and ever.

**All: Amen.**

Please be seated.

The Liturgy of the Word

First Reading

A reading from …

Insert the first reading for the day here.

The word of the Lord.

**All: Thanks be to God.**

Pause for quiet reflection.

Responsorial Psalm

Insert the Psalm here. Ensure it is set out as it will be prayed. e.g. indicating repeats, cantor parts, assembly parts.

Pause for quiet reflection.

Second Reading (if included)

A reading from …

Insert the second reading here.

The word of the Lord.

**All: Thanks be to God.**

Pause for quiet reflection.

Gospel Acclamation Please stand

Insert the Gospel Acclamation here ensuring it is set out as it is to be prayed.

Gospel The Gospel is normally read by a deacon or concelebrating priest. It is only read by the Bishop if no other ordained minister is present

A reading from the holy Gospel according to …

Insert the Gospel here.

The Gospel of the Lord.

**All: Praise to you Lord Jesus Christ.**

Homily

Creed

The Universal Prayer Please stand

Insert introductory statement, petitions and concluding prayer here.

*The petitions for the Universal Prayer should be in a unifying simple form, beginning with “For…” or “That…” remembering that the actual prayer is eg Lord hear us, Lord graciously hear us, Lord hear our prayer.*

The Liturgy of the Eucharist

The Preparation of the Offerings

If a hymn is being used for the Procession of the Offerings it is inserted here. The hymn may reflect words or phrases from any of the readings, or it may reflect the Church season or feast. It should not be a major musical piece. Also if using a hymn or instrumental music, the prayers are to be prayed quietly and the people’s response ‘Blessed be God forever’ is deleted from the following prayers.

After receiving the bread and wine the bishop and deacons move to the altar, where the bishop takes the vessel holding the bread, and holding it slightly above the altar, says inaudibly:

Bishop: Blessed are you, Lord God of all creation,

for through your goodness we have received

the bread we offer you:

fruit of the earth and work of human hands,

it will become for us the bread of life.

He then places the paten with the bread on the corporal.

**All: Blessed be God forever.**

The deacon, or the priest, pours wine and a little water into the chalice, saying quietly:

By the mystery of this water and wine

may we come to share in the divinity of Christ

who humbled himself to share in our humanity.

Taking the chalice and holding it slightly above the altar, the bishop says inaudibly:

Bishop: Blessed are you, Lord God of all creation,

for through your goodness we have received

the wine we offer you:

fruit of the vine and work of human hands,

it will become our spiritual drink.

Then he places the chalice on the corporal.

**All: Blessed be God forever.**

The bishop bows and says inaudibly:

Bishop: With humble spirit and contrite heart

may we be accepted by you, O Lord,

and may our sacrifice in your sight this day

be pleasing to you, Lord God.

The bishop washes his hands, saying inaudibly:

Bishop: Wash me, O Lord, from my iniquity

and cleanse me from my sin.

Prayer over the Offerings Please stand

Bishop: Pray, brethren (brothers and sisters),

that my sacrifice and yours

may be acceptable to God,

the almighty Father.

**All: May the Lord accept the sacrifice at your hands**

**for the praise and glory of his name,**

**for our good**

**and the good of all his holy Church.**

Insert the Prayer Over the Offerings here

Through Christ our Lord.

**All: Amen.**

**Eucharistic Prayer II (Preface XXX)**

Insert the Preface and Eucharistic Prayer here, noting especially the Memorail Acclamation option chosen.

Communion Rite Please stand

Bishop: My brothers and sisters,

The power of the Holy Spirit

enables us to pray and to call God Our Father.

So let us pray with one voice,

as the Lord Jesus Christ taught us.

**All: Our Father, who art in heaven,**

**hallowed be thy name;**

**thy kingdom come,**

**thy will be done**

**on earth as it is in heaven.**

**Give us this day our daily bread,**

**and forgive us our trespasses,**

**as we forgive those who trespass against us;**

**and lead us not into temptation,**

**but deliver us from evil.**

Bishop: Deliver us, Lord, we pray, from every evil,

graciously grant peace in our days,

that, by the help of your mercy,

we may be always free from sin

and safe from all distress,

as we await the blessed hope

and the coming of our Saviour, Jesus Christ.

**All: For the kingdom,**

**the power and the glory are yours**

**now and for ever.**

The bishop, with hands extended, says aloud:

Bishop: Lord Jesus Christ,

who said to your Apostles:

Peace I leave you, my peace I give you,

look not on our sins,

but on the faith of your Church,

and graciously grant her peace and unity

in accordance with your will.

Who live and reign for ever and ever.

**All: Amen.**

The bishop extends and then joins his hands, and continues:

Bishop: The peace of the Lord be with you always.

**All: And with your spirit.**

Bishop: Let us offer each other the sign of peace.

The assembly exchanges a sign of peace.

The bishop then takes the host, breaks it over the paten, and places a small piece in the chalice, saying quietly:

Bishop: May this mingling of the Body and Blood

of our Lord Jesus Christ

bring eternal life to us who receive it.

Meanwhile, the assembly prays:

**All: Lamb of God, you take away the sins of the world,**

**have mercy on us.**

**Lamb of God, you take away the sins of the world,**

**have mercy on us.**

**Lamb of God, you take away the sins of the world,**

**grant us peace.**

The bishop, with hands joined, continues inaudibly:

Bishop: May the receiving of your Body and Blood,

Lord Jesus Christ,

not bring me to judgement and condemnation,

but through your loving mercy

be for me protection in mind and body

and a healing remedy.

The bishop genuflects, takes the host and, holding it slightly raised above the paten or above the chalice, while facing the people, says aloud:

Bishop: Behold the Lamb of God,

behold him who takes away the sins of the world.

Blessed are those called to the supper of the Lamb.

**All: Lord, I am not worthy**

**that you should enter under my roof,**

**but only say the word**

**and my soul shall be healed.**

The Communion Hymn begins at this point, not wait until the priests or other ministers have received Communion. Communicants process to receive communion. Joining the Communion Procession is **always a choice of the individual**. There is no expectation that they will join the Communion procession. If individuals join the procession but choose not to receive communion, they can cross their arms to indicate this. The ministers distributing communion should not touch the person but holding the host up, say “God’s blessing be with you” or “Christ is with you”.

Bishop: The Body of Christ.

**Amen.**

The following communion hymns are to be used only as needed for the communion procession

The purpose of the Communion Hymn is to express the spiritual union of the communicants by means of the unity of their voices, to show gladness of heart and bring our more clearly the comunitarian character of the procession. (cf GIRM 86) It is preferable to have only one hymn which could be extended by an instrumental interlude or repetition of some verses.

Insert Communion Hymn here

After communion, a period of silence is observed and **a hymn of praise** may be sung.

The hymn of praise whould be one that can be sung by all.

Insert Hymn of Praise here ***if used***

Prayer after Communion Please stand.

Bishop: Let us pray.

Insert the prayer here.

Through Christ our Lord.

**All: Amen.**

The Concluding Rites

If other rites are used they should be inserted here, not before the Prayer after Communion.

Greeting

Bishop: The Lord be with you.

**All: And with your spirit.**

Solemn Blessing

Choose either the Solemn Blessing or the Prayer Over the People (Missal p. 1188), which concludes with the Final blessing:

Bishop: May almighty God bless all of you who are gathered here,

the Father, ✠ and the Son, ✠ and the Holy ✠ Spirit.

**All: Amen.**

Dismissal

Bishop: Go and announce the Gospel of the Lord.

**All: Thanks be to God.**

Recessional Hymn

While not mentioned in the Rite, such a hymn is customary.and should be a song of mission – to be the Body of Christ in the world.

Insert hymn here

Acknowledgement

All hymns/mass parts used in the liturgy are to be acknowledged where they occur in the People’s booklet or powerpoint. Please see the template and other resources on the diocesan [website](http://www.mn.catholic.org.au/catholic-faith/liturgy/liturgy-resources) for further information.

An acknowledgement of the Missal, Oder of Confirmation and Scripture texts must also be made. What appears below incorporates most things you will need. Delete the scripture acknowledgement you are not using. Please note that there are very strict conditions for amending any text covered by copyright.

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Organisation sheet

**Presider:**

**Concelebrants:**

**Deacon:**

**Acolyte:**

**Servers:**

**Music:**

**INTRODUCTORY RITE**

**Entrance Procession:**

***Processional Cross:***

***Candles:***

***Book of the Gospels:***

**Introduction:**

**Penitential or Sprinkling Rite:**

**LITURGY OF THE WORD**

**First Reading:**

**Psalm:**

**Second Reading:**

**Gospel:**

**Universal Prayer:**

**LITURGY OF THE EUCHARIST**

**Presentation of the Offerings (2):**

**Ministers of Communion:**

**CONCLUDING RITE**