

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?