

**Grace Cathedral  
Worksheet for Diocesan services**

Service: \_\_\_\_\_ Date & Time: \_\_\_\_\_

*Participants:* to be selected / invited by: \_\_\_\_\_

Celebrant: \_\_\_\_\_

Preacher: \_\_\_\_\_

Con-celebrants: \_\_\_\_\_

Bishop's Chaplain: \_\_\_\_\_

Litanist (on occasion): \_\_\_\_\_

Lectors: \_\_\_\_\_, \_\_\_\_\_

Gospeller: \_\_\_\_\_

Intercessor: \_\_\_\_\_ (deacon or lay)

Welcome: \_\_\_\_\_ (normally Cathedral Dean)

Oblationers: \_\_\_\_\_, \_\_\_\_\_

Others (Eucharistic ministers, etc.): \_\_\_\_\_

{Cathedral arranges: Acolytes & thurifer, Altar Guild / flowers, Ushers, Sound, Vergers,  
Procession Marshals}

*For Ordination liturgies:*

Ordinands: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_

Note: Ordinands invite Presenters (& Vesting aides) and may invite people to function as Lectors, Oblationers, (and Communion ministers when needed); they may, at times, suggest music appropriate to the occasion.

*General items:*

Offering designation: \_\_\_\_\_

Incense desired: Yes No

Proper of the day: \_\_\_\_\_

Color of the day: \_\_\_\_\_

Clergy to vest and process: Yes No Who will notify clergy: \_\_\_\_\_

Seating area: Reserved Pews Choir chairs

*Service choices:*

Print texts in service bulletin OR reference pages in BCP? \_\_\_\_\_

Collect for Purity: Yes No

Gloria in Excelsis: Yes No

OT Lesson: \_\_\_\_\_

Psalm: \_\_\_\_\_ Said Sung

NT Lesson: \_\_\_\_\_

Gospel: \_\_\_\_\_

Nicene Creed: Yes No

Commissioning (on occasion): \_\_\_\_\_

Sponsor: \_\_\_\_\_

Intercessions & concluding collect: \_\_\_\_\_

Confession of Sin: Yes No

Offertory sentence: \_\_\_\_\_

Eucharistic prayer: \_\_\_\_\_

If "D" who does Intercession portion of Canon: \_\_\_\_\_

Sing Sursum Corda & Proper Preface: Yes No

Proper preface: \_\_\_\_\_

Lord's Prayer: Traditional    Contemporary

Postcommunion Prayer:    1<sup>st</sup>            2<sup>nd</sup>

Blessing form:    Episcopal Said or Sung    BCP standard    Seasonal    Special

If special, indicate source: \_\_\_\_\_

Music requested: Hymns \_\_\_\_\_

Anthems \_\_\_\_\_

*Special items of interest:*

Reserved seating for guests (list parties and approximate size) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parish banner procession before Entrance procession:    Yes    No  
(bearers arrive 30 minutes before liturgy to vest and line up)

Seating: Nave has space for 500 in pews

Set up chairs in side aisle:    Yes    No  
(adds 100)

Anticipate need for *overflow seating*:    Yes    No  
(in S. Mary's adds 60; in Great Hall adds 150)

Recordings: Video & Audio    Audio only    None  
(may incur extra expenses depending on details)

Notes: \_\_\_\_\_

\_\_\_\_\_

*Please return completed form to Cathedral Verger three (3) weeks in advance.*