

St. Thomas More

New Event With Mass Request Form

Please Complete All Three (3) Pages

****NOTE: This is NOT a reservation of space or a guarantee of scheduling.**

This request will be reviewed by STM staff. You will be notified by email whether this event has been approved once review is completed.

Ministry: _____ Date submitted: _____

Name of Event: _____

Purpose of Event: _____

Proposed Date of Event: _____

Time of Event: _____ to _____

Set-up time: _____ Clean-up time: _____

Please describe the event (including specific activities): _____

What are the faith elements or connections to the parish? _____

Estimated number of people: _____

Room(s) requested: _____

What are the facility needs/requirements for this event? _____

Any matters needing parish or Diocese involvement? YES _____ NO _____
(eg: speaker, food or alcohol sales, permits or extra insurance)

If YES, please describe: _____

Will money be collected? YES _____ NO _____ For what purpose? _____

If YES, is a specific amount charged or free will offering taken?: _____

If specific charge, amount charged? _____

Contact Person: _____

Phone: _____

E-mail: _____

For office use only

Appointment Date with Father: _____

Further discussion with Father needed? _____ Yes _____ No

Facilities notified? _____ Event on calendar? _____

Final Approval Given by Fr. Eugene _____ Date _____

NOTE: Please complete this form and return it to Fr. Thomas Tran at the parish office at least **1 month** prior to the Event/Mass. Thank you.

SAINT THOMAS MORE CHURCH LITURGY AND MUSIC PLANNER

Event/Mass _____

Date of Celebration _____

Time _____ (am) or (pm)

Contact Person _____

Phone Number _____

MINISTERS OF THE LITURGY:

Presider Priest _____

Concelebrant(s) Priest _____

Deacon(s) _____

Altar Servers _____

Thurifer & Incense _____

Music Person _____ Phone Number _____

Extraordinary Ministers of Holy Communion: YES _____ NO _____

How Many Needed _____

Ushers: YES _____ NO _____

How Many Needed _____

INTRODUCTORY RITES

Gathering Song: _____

Penitential Rite: SUNG _____ RECITED _____

Glory to God: SUNG _____ NONE _____

LITURGY OF THE WORD

First Reading _____

Reader _____ Language _____

Responsorial Psalm _____ Language _____

Second Reading _____

Reader _____ Language _____

Gospel Acclamation _____ Language _____

Gospel _____ Language _____

Prayers of the Faithful

Reader _____ Language _____

LITURGY OF THE EUCHARIST

Offertory Song _____

Collection: YES _____ NO _____ FOR _____

Presenters of the Gifts _____

Holy, Holy, Holy _____

Memorial Acclamation _____

Amen _____

COMMUNION RITE

Our Father: RECITED

Lamb of God: SUNG

Communion Song: _____

CONCLUDING RITE

Recessional Song: _____