



Liturgical Guide for Mass at The Shrine of Our Lady of Champion

Please fax/email this form to – 920-866-2581 or kciha@championshrine.org

Date of Mass/Pilgrimage _____ Time of Mass previously scheduled _____

Private pilgrimage masses must not conflict with the Shrine's daily Mass schedule. Please call the pilgrimage coordinator to schedule your mass time. 920-866-2571 ext. 113

Priest Information:

Name _____ Cell Phone # _____

Name of Parish/Pilgrimage Group _____ City _____ State _____

Priest email _____ Letter of suitability sent _____

Diocese of _____ Diocese/Clergy Office Phone _____

Please email or fax your letter of suitability at least 2 weeks before your scheduled mass to:

Green Bay Diocese: tbasten@gbdioc.org and Champion Shrine: kciha@championshrine.org

Servers:

Are you providing your own server? _____ Please have them bring their own cassock

Will you be using incense? y/n _____ Processional Candles & Crucifix? y/n _____

How many individual Hosts will be needed? _____ Any low gluten requirements? If so how many _____

****For large groups, priest should check the Tabernacle before Mass to make sure there are enough hosts available.*

Vestments:

- **Priest:** Bring your own alb, amice, and cincture (Chasuble and Stole are available).
- **Servers:** Males – Bring your own Cassock & Surplice or alb Females: Need to wear an Alb
 - If males and females are serving together, both should vest in an alb.
 - Please provide Cassock & Surplice by the parish or group celebrating the Mass as there are limited sizes and quantity available at the Shrine for Servers.

Notes:

- A minimum donation of \$50.00 is required for use of the Apparition Chapel if celebrating a private mass. Fee is waived if the priest concelebrates and the Shrine's daily mass.
- The priest must provide the appropriate missal and lectionary in the language for that mass if not in English.
- Please make sure all supplies, vessels and vestments are put back in their appropriate places.
- There is no full-time sacristan on duty outside of the regular daily Mass schedule. Please ensure all vessels are properly purified by the priest or deacon during Mass.
- Please do not distribute Holy Communion into a Pyx as The Shrine of Our Lady of Champion does not allow distribution into a Pyx. If you have any questions, please see the Shrine Rector or Operations Manager.

By signing below, you agree to the terms and procedures at The Shrine of Our Lady of Champion

Signature: _____ Date: _____