

# Liturgical Event Information Form: Christ the King Catholic Church

(Please note: For weddings and baptisms use forms particular to those Rites.)

Received by \_\_\_\_\_ on \_\_\_\_\_

Event name: \_\_\_\_\_

Sponsoring group: \_\_\_\_\_

Type of Liturgical event: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's phone and e-mail: \_\_\_\_\_

Date/Time of event: \_\_\_\_\_

Date/Time of rehearsal: \_\_\_\_\_

Equipment needs: \_\_\_\_\_

Person responsible for set-up and take-down: \_\_\_\_\_

*Note: Any equipment moved to facilitate this event must be returned to its original location immediately after the event.*

Clergy: \_\_\_\_\_

*Priests and Deacons in the Diocese of Lansing and who have faculties in this diocese and are in good standing with the Roman Catholic Church are authorized to minister at Christ the King.*

*Priests or Deacons who are not in the Diocese of Lansing must provide the information necessary for the Liturgical Coordinator to obtain a "Letter of Suitability." Any Priest or Deacon who comes to Christ the King for a wedding, funeral, baptism, reconciliation, speaker for retreat, etc. must provide this information.*

*All other Liturgical ministers are expected to be appropriately trained and authorized for the service they will perform.*

**Will incense be used?** (Check One)  Yes  No

*Note: Christ the King Catholic Church reserves the right to deny permission to use incense in order to care for the physical needs of its parishioners.*

**Name of sacristan** (we prefer to provide): \_\_\_\_\_

**Will Sound System be used?** (Check One)  Yes  No

*Note: The sound system in the Worship Space may require operation by a trained sound minister depending on a number of factors. If it is determined that a trained sound minister is required, a stipend of \$50 should be paid directly to that individual.*

Sound Minister from CTK (if necessary): \_\_\_\_\_

*If you need additional information or assistance, please call the parish office at 665-5040. Your event cannot be scheduled until this completed, signed form is at the Christ the King parish office.*

I have read and understood this form and I will comply with its requirements.

Signed: \_\_\_\_\_