



Parish Confirmation Information Packet

Table of Contents

Information for All	Page 2
Prior to the Confirmation Day	Page 2
On the Day of the Confirmation	Page 5
MC End of Confirmation Announcement	Page 9
Information for Deacons	Page 10
Information for Musicians	Page 11



Master of Ceremonies End of Confirmation Announcement Information for All

Notes about Celebrating Confirmation at your Parish.

Prior to the Confirmation Day

Pontifical Liturgy Form:

Please fill out the [Pontifical Liturgy Form that is linked](#) in the original email sent by the Office of the Divine Worship. Please submit the form **NO LATER** than two weeks prior to the event.

Scheduling for the Confirmation:

The Chancery should already know if you have requested any of the items below and confirmed it via an approval letter. If you would like to modify your schedule, please inform us via the Pontifical Liturgy Form. For reference, the suggested time to add **PRIOR** to the Confirmation is listed:

A meal add 1 hour and 30 minutes

A bishop meet and greet **and** group photo add 45 minutes

A group photograph **or** meet and greet add 30 minutes

Dress:

The confirmands should be suitably and modestly dressed. Remind them of the solemnity of this event and importance it will have in their lives as Catholics. Short skirts, sleeveless or strapless dresses, tennis shoes, and flip-flops are not appropriate.



Nametags:

The parish is responsible for providing a nametag for each student with the name of their Confirmation Saint printed in a large readable font or handwriting. (A reminder that stickers do have a tendency to fall off; it is suggested that nametags with pins be used).

Adult Confirmands:

If it is desired for unconfirmed adults to join in this celebration, the permission of the bishop is required. Request for Confirming adults must be sent to the Office of the Bishop prior to the celebrating the Confirmation. Adults need not dress in Confirmation robes (if used) and are generally confirmed after the students.

Altar Servers:

The sanctuary space should be taken into account when determining the number of servers. The servers should not come from the Confirmation class. At least four servers are needed for a Confirmation Mass, but more are always welcome. If you desire to have incense, please provide an experienced server for that role.

1 Cross Bearer

1 Book Bearer

2 Vimps

The servers meet with the Master of Ceremonies approximately 15 minutes before Mass. The servers should wear the normal parish server vestments.

Entrance Procession:

The pastor chooses if he would like to include the Confirmands in the entrance procession. If the Knights of Columbus are present please plan accordingly with music. The order of procession should be confirmands, Knights of Columbus, servers, deacon, concelebrants, MC, Bishop.



Gloria:

The Gloria is required at most Confirmation Masses, it is omitted on all the days of Advent and Lent. In all other circumstances, the Gloria is required. When the Gloria is included, it should be sung and not simply recited.

Readings for Mass:

On Sundays and Solemnities there will be a First Reading, Responsorial Psalm, Second Reading, Gospel Acclamation, and Gospel. On other days there may be either the full complement of readings or the Second Reading may be omitted. The Readings for the Mass are determined by the Liturgical Season and day on which the Mass is celebrated.

Masses during Ordinary Time, will use the Readings for Confirmation.

Masses on Sundays during Advent, Lent, Easter, and the Easter Octave will use the Readings of the Day in whole.

Masses on weekdays, may use the Readings of the Day or the Readings for Confirmation in whole or in part.

A PDF with the selection of the Confirmation Readings has been sent to the primary contact via email. The selections can be found in Volume IV of the Lectionary.



On the Day of the Confirmation

Vestments:

Red vestments are generally used. During the Easter Octave and on Sundays of the Easter season, white will be used. On Sundays of Advent and Lent, purple will be used. Bishop Lou will bring his own vestments.

Lemon for Washing the Celebrants Hands:

The celebrant uses one lemon, cut in quarters, to wash his hands after the anointing. Please have a large bowl, an additional pitcher of water, and an additional hand towel prepared.

Distribution of Holy Communion:

The pastor is asked to prepare the plan for the distribution of Holy Communion and should be prepared to give instructions to the Bishop and other Communion Ministers. It may also be helpful for the pastor to give instructions to the faithful, especially non-Catholic visitors, on the guidelines and procedures for receiving Communion. Such instructions could also be included in the program. (Announcements should also be made regarding either separate time or stations for the reception of Holy Communion on the tongue versus the hands.)

Receiving the Celebrant:

The Pastor should meet the Bishop or his delegate upon his arrival and show them to the vesting location. If at all possible, a quiet room in the rectory, parish center, or sacristy, with a glass of water and a restroom, is ideal. Please provide a space free of cat fur and dander. It is fitting to leave your offering on behalf of the parish for him here.

Preparing a Meal for Bishop:

Bishop does not require an elaborate meal. He enjoys a simple salad with no dressing. The best options for protein are beef, chicken, pork, and turkey. Meal sides can be bread, corn, and potatoes. Drink options can be water, coca cola, lemonade, and ice tea. Please avoid any fish meals.

(Continuation of "On the Day of the Confirmation" on next page)



Group Photograph and Meet and Greet:

A group photo and/or a meet and greet may be scheduled **PRIOR** to the Confirmation. If you wish to schedule either of these options, please reference "*Scheduling for the Confirmation*" on page 2. For your information, there is **no interview** with the Bishop.

Reading of the Gospel:

The Gospel is proclaimed by the deacon or by a priest. Deacons and priests ask the Bishop for a blessing before proclaiming the Gospel and present the book to the Bishop to be revered after the Gospel. It is appropriate to repeat the singing of the Gospel Acclamation after the Gospel as the book is being presented to the Bishop.

Presentation of the Candidates:

After the Gospel, the Pastor should invite the candidates to stand while he presents them to the Bishop. The Pastor may present the students individually by name or simply present the class as a whole. He may use these or similar words:

English: "I ask the Confirmation class to please stand. Bishop, I am pleased to present these students from the parish(es) of **N.** and **N.** They have been well prepared and I ask you to confer upon them the gift of the Holy Spirit in the Sacrament of Confirmation."

Spanish: "Le pido a la clase de Confirmación que se ponga de pie. Obispo, me complace presentar a estos estudiantes de la(s) parroquia(s) de **N.** y **N.** Han sido bien preparados y le pido que les confiera el don del Espíritu Santo en el Sacramento de la Confirmación."

Creed:

The Creed is omitted, even on Solemnities and Sunday, in favor of the Profession of Faith made during the Confirmation ritual.



Anointing:

The pastor or a deacon holds the Chrism at the Bishop's right hand for the anointing. Another priest or deacon should stand at his left. Concelebrants may stand behind Bishop. The students and their sponsors should approach the Bishop in two lines, as they would for Communion. It would be helpful if the pastor, teacher, and/or assisting minister make sure the Confirmands come all the way forward when they approach the Bishop.

General Intercessions:

Using the formula found in the Rite of Confirmation (copy is included), it is preferred that a deacon read the petitions. In the absence of a deacon, a student or adult may read the petitions. The number of reader(s) will be at the discretion of the organizer. The reader(s) should approach the ambo as the celebrant is washing their hands after the anointing. The reader(s) should wait for the celebrant to introduce the petitions and should also wait at the ambo until the petitions have been concluded with the prayer.

Missal Stand:

Please plan to *not use* a missal stand on the altar for the Liturgy of the Eucharist.

Linens and Vessels:

Please set out two corporals and an additional purificator. If more than one concelebrant is present set out the appropriate number of big host halves.

Purification of the Sacred Vessels:

After Communion, the sacred vessels will be purified at the altar by a deacon or priest.

Announcements:

After the Prayer After Communion the pastor is welcome to make any announcements. The MC will take this time to explain the optional individual photographs with the Bishop to the congregation.

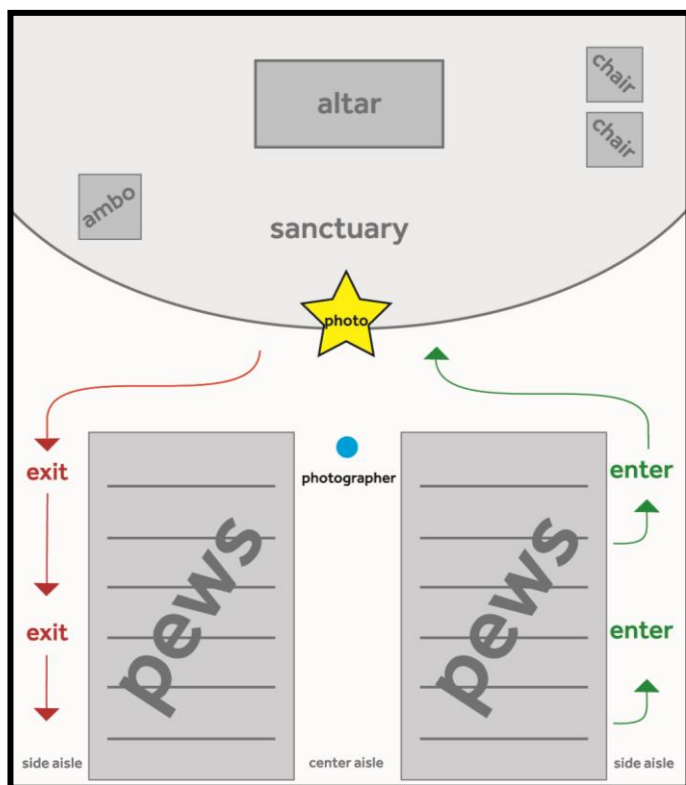


Recessional:

Even if the Confirmation Class is part of the entrance procession, they remain in their place during the recessional to prepare for photographs.

Individual Photographs with the Bishop:

It is necessary to have **two volunteers** from the parish to assist with individual photographs. These photographs occur immediately after the confirmation *in the Church*. After the closing hymn, the Bishop will return to the Sanctuary. The MC will instruct the congregation to remain in their seats and await instructions from the ambo.



Those taking a photo are asked to stay in the center aisle. Beginning from the front right side and moving back, we ask that the student and sponsor line up in the far right aisle. A volunteer will dismiss them to go to Bishop. They may then exit via the far left aisle. After all the students and sponsors have gone then, in the same manner, those wanting a family/group photo may line up in the far right aisle.

It is recommended that a professional photographer *not* be used for individual photographs as this has been found to prolong individual photographs.



Master of Ceremonies End of Confirmation Announcement

Instructions for optional individual photographs with Bishop

It is necessary to have two volunteers from the parish to assist with individual photographs.

- I am _____, the Bishop's Master of Ceremonies. Please remain in your seats until the end of the announcements. In our effort to move photos quickly and smoothly, please follow my guidance. In just a moment, there will be an opportunity for photos with the Bishop.
- Those taking the photos, may use the center aisle, but please be aware of those leaving down the center aisle.
- There will **first** be an opportunity for photos with the student and their sponsor.
- Starting from the **front right side** and **moving back**, please begin to line up in the **far right aisle**.
- The volunteers at the front will dismiss the student and their sponsor to go to Bishop.
- After the photo, the student and their sponsor go down the **far left aisle** to exit the church or re-enter their pew to wait for the optional family/group photo with Bishop.
- Photographers, once your photo has been taken, please return to your pew via the center aisle. Leave the center aisle as clear as possible so that those leaving have plenty of space.
- After all the student and sponsor photos, I will announce those wanting family/group photos to line up in the **far right aisle**.
- After the photo, please exit via the **far left aisle**.



Confirmation Information for Deacons

Notes about celebrating Confirmation at your Parish

When the Bishop is present at a Mass there are several minor adjustments that effect deacons. Below is a summary and reminders which you may find helpful:

- When incensing, Bishop alone will walk around the altar.
- After the proclamation of the Gospel a deacon does not kiss the book, but brings it to the Bishop to be revered. The deacon should then hold onto the book until the MC can take it from him.
- Using the formula from the Rite of Confirmation (copy is included in the email sent by the Office of Divine Worship); a deacon should read the petitions. The deacon should approach the ambo and wait for the celebrant to introduce the petitions and should also wait at the ambo until the petitions have been concluded with the prayer.
- During the offertory the MC arranges the book and vessels at the altar before the gifts are brought forward. When the Bishop rises to receive the gifts, the deacon joins. Once the gifts have been received the deacon returns to the altar to continue preparing the gifts.
- The deacon mingles the water and wine in the chalice. If there are multiple chalices for a large number of concelebrants or to provide the Precious Blood to the faithful, these chalices should also be prepared at this time. It is not permitted to consecrate the Precious Blood in flagons or glass/ceramic chalices.
- When the Bishop comes to the altar, the deacon hands the paten and the chalice to the Bishop so they may be offered.
- After Communion, the sacred vessels will be purified at the altar by the deacon or priest.
- At the end of Mass, the Bishop uses a solemn blessing. After the dialogue, "The Lord be with you," "And with your spirit.," the deacon should announce, "Bow down for the blessing." The Bishop will impart the blessing after which the deacon should dismiss the people using one of the formulas of the Roman Rite.



Confirmation Information for Musicians

Notes about celebrating Confirmation at your Parish

Length of Music:

In general music is at the service of the liturgy and not vice versa. The musician should be prepared to continue singing/playing music to cover the actions of the liturgy (such as the incensation of the altar, the anointing of the candidates, and the distribution of Communion) however; music should not go on unnecessarily after these actions have ended so as to not unduly prolong the Confirmation. In particular, if a Communion meditation hymn is planned, it should begin toward the end of the distribution of Communion to cover the reposition of the Blessed Sacrament. It should begin before the Blessed Sacrament has been reposed and everyone is seated waiting for the Closing Prayer.

Selection of Mass Parts:

If you have any questions about the selection of hymns or Mass settings, please contact the Office of Divine Worship.

Gospel Acclamation:

Unlike at Masses celebrated by a priest, the Bishop remains seated to impose incense and to give a blessing to the person proclaiming the Gospel. The Gospel Acclamation should begin as the incense is being imposed or as the blessing is being given, even though the Bishop is seated. The Acclamation should be long enough to cover the Gospel procession. Please note that the Alleluia is always replaced by a Lenten Gospel Acclamation during the season of Lent.

****After the proclamation of the Gospel, the Acclamation could be repeated as the Book of the Gospels is processed to the Bishop to be revered.****