

### Confirmation Planning Sheet

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

Number of Candidates for Confirmation: \_\_\_\_\_ Average Age: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work number: \_\_\_\_\_ Home number: \_\_\_\_\_

**MINISTERS:**

Concelebrants: \_\_\_\_\_

*If there is no deacon, a single concelebrant should be chosen to: Proclaim the gospel, prepare the altar, assist the bishop in receiving the gifts, and assist with the fraction (if needed)*

Deacon of the Word: \_\_\_\_\_

Deacon of the Altar: \_\_\_\_\_

Reader 1: \_\_\_\_\_

Reader 2: \_\_\_\_\_

Psalmist / Cantor: \_\_\_\_\_

Choir: \_\_\_\_\_

Server(s) / Acolyte(s)

Thurifer: \_\_\_\_\_

Boat: \_\_\_\_\_

Cross-bearer: \_\_\_\_\_

Book-bearer (hold Missal for bishop): \_\_\_\_\_

Candle-bearers: \_\_\_\_\_

\_\_\_\_\_

Crosier-bearer: \_\_\_\_\_

Miter-bearer: \_\_\_\_\_

Server(s) assisting at the Altar: \_\_\_\_\_

Master of Ceremonies (assigned by diocese; the MC does not assist with communion): \_\_\_\_\_

Gifts: \_\_\_\_\_

EMHCs (only if not enough priests/deacons): \_\_\_\_\_

*Please check if communion will be distributed under one species only (Hosts alone):*

**DETAILS:** Are there participation booklets?  yes  no

Where will the bishop vest for liturgy? \_\_\_\_\_

Will there be a public reception? \_\_\_\_\_ Before or after Mass? \_\_\_\_\_ Where? \_\_\_\_\_

Will there be a meal for bishop? \_\_\_\_\_ Before or after Mass? \_\_\_\_\_ Where? \_\_\_\_\_

*Please let us know if the reception or meal is not at the church site.*

Usual travel time from Davenport: \_\_\_\_\_ Where is the bishop to park? \_\_\_\_\_ (reserved space)

Will there be photographs after the Mass?  yes  no Where? \_\_\_\_\_

**ORDER OF THE MASS**

*The Acclamations and Responses should normally be sung.*

**Mass being celebrated:**     Ritual Mass of Confirmation                       Mass of the Day: \_\_\_\_\_  
Color:  Red (preferred)  White                      Color: \_\_\_\_\_

**Introduction:**                       No     Yes; by whom: \_\_\_\_\_

**INTRODUCTORY RITES**             Bow to the altar            OR             Genuflect to Tabernacle in Sanctuary

Opening Hymn: \_\_\_\_\_

Order of Procession (check those who will be present):

- Thurifer*
- Cross bearer and Candle bearers* (#\_\_\_\_\_)
- Confirmandi (if did not process in before Mass)*
- Sponsors (if did not process in before Mass)*
- Other server(s)* (#\_\_\_\_\_)
- Readers* (#\_\_\_\_\_)
- Deacon with book of the Gospels (reader if no deacon)*
- Other vested deacons 2x2* (#\_\_\_\_\_)
- Concelebrating priests 2x2* (#\_\_\_\_\_)
- Master of Ceremonies*
- Bishop*
- Assisting deacon(s)* (#\_\_\_\_\_)
- crozier-bearer*                       *miter-bearer*
- server who assists with the book*

*It is preferred that the procession keep moving rather than all the ministers "lining up" in front to await the bishop.*

*The same is true for the recessional.*

*Additional groups (e.g. Knights of Columbus, banner-bearers) precede the thurifer, who waits for them to be in place before proceeding.*

Incense Altar                       yes     no

Act of Penitence:             A (*Confiteor*)     B     C (*Kyrie with tropes*) (#\_\_\_\_\_; proclaimed by: \_\_\_\_\_)  
**OR**  
 Sprinkling Rite (Sundays, esp. Easter Season; Accompaniment: \_\_\_\_\_)

*Gloria*                       Sung                       Recited                       Omitted (if not required)

Collect: If Ritual Mass:  A     A(alt)     B     C                       If Mass of the Day: \_\_\_\_\_

**LITURGY OF THE WORD** (*please give the scripture citations and the lectionary numbers*)

[On days when the Ritual Mass is allowed, the readings may be taken from the Confirmation Lectionary, the Mass of the Day, or any combination thereof. On days that the Ritual Mass is not allowed, the readings are those from the Mass of the Day.]

**Readings:**    1<sup>st</sup> Reading: \_\_\_\_\_                      Responsorial Psalm: \_\_\_\_\_  
                    2<sup>nd</sup> Reading: \_\_\_\_\_                      Gospel Acclamation: \_\_\_\_\_  
                    Gospel: \_\_\_\_\_                      Incense:                       yes     no

**LITURGY OF CONFIRMATION**

**Presentation of the Candidates:**            By: \_\_\_\_\_                      *Candidates stand and say, "present."*  
**Homily**

**Renewal of Baptismal Promises** (replaces Profession of Faith)

**Laying on of Hands & Prayer of Consecration:**       the bishop extends hands over the entire group  
 the bishop lays hands on each candidate individually  
(if the group is small enough and the liturgical space allows)

**Anointing with Chrism:** The deacon holds chrism for bishop; if no deacon, then the pastor does so.

**General Intercessions:** Intro / conclusion will be prepared by the bishop  
Petitions by:     deacon (preferred)                       other: \_\_\_\_\_

**THE LITURGY OF THE EUCHARIST:      Mass Setting:** \_\_\_\_\_

**Preparation of the Gifts & Altar**

Hymn: \_\_\_\_\_                      Collection:  yes                       no                      Incense:  yes                       no

Prayer over Gifts :                      If Ritual Mass:  A     B     C                       If Mass of the Day: \_\_\_\_\_

**The Eucharistic Prayer**

Preface:                      If Ritual Mass: Holy Spirit  I  II                       If Mass of the Day (specify): \_\_\_\_\_

*Sanctus:*                       sung (preferred)                       spoken

The bishop uses EP III because of its reference to the Holy Spirit. Please note if another is to be used: \_\_\_\_\_

Memorial Acclamation                       sung (preferred)                       spoken

Great Amen                       sung (preferred)                       spoken

**The Preparation for Communion**

Lord's Prayer:                       sung (setting: \_\_\_\_\_)                       spoken

*Agnus Dei:*                       sung (preferred)                       spoken

**The Communion Rite**

Communion Hymn: \_\_\_\_\_      Hymn after Communion or Silence: \_\_\_\_\_

*Please bring the lavabo to the bishop after he returns to the chair.*

Prayer after Communion:                      If Ritual Mass:  A     B     C                       If Mass of the Day: \_\_\_\_\_

**Concluding Rite**

Concluding Remarks:  yes (by whom: \_\_\_\_\_)                       no

Blessing:                       simple blessing                       prayer over the people                       solemn blessing  
(If the Ritual Mass is being used, the blessing will be taken from there; otherwise specify: \_\_\_\_\_)

Hymn: \_\_\_\_\_

Additional Participants in Recessional:     confirmandi     sponsors                       others                       none

The following norms apply specifically to the celebration of Confirmation:

- The bishop will plan to arrive one hour prior to confirmation, unless other plans are made. He will proceed directly to the sacristy to review preparations for the liturgy and sign the sacramental books.
- The bishop will meet with the confirmandi and sponsors for about 15 minutes, to be completed 15 minutes before the liturgy.
- The bishop will bring his own vestments (including stole and chasuble), ritual book, and the *vimpae* (see below); the parish will provide the Roman Missal (sacramentary), lectionary, and Book of the Gospels (if applicable). Please notify the Office of Liturgy if the bishop needs to bring the Book of the Gospels. The bishop will also bring his own chrism, to which some of the parish's chrism may be added if needed.
- It is encouraged that at least one deacon be present to assist the bishop. This should be the deacon assigned to the parish. If he is not available, or if the parish does not have a deacon, then the pastor should try to arrange for a deacon from the deanery to attend. If no deacon is available, then the pastor (or another concelebrating priest) will take the deacon's parts, as described in the diocese's *Policies Relating to Concelebration of the Eucharistic Liturgy*.
- The Master of Ceremonies (MC) is assigned by the Office of Liturgy.
- The parish should ideally provide five servers (if incense will be used, there should be one additional server dedicated to that ministry); a minimum of three are needed. The servers should be seated as a group with the MC, who will meet with the servers 45 minutes before Mass begins. If the seating must be split, the MC should sit with the miter-, crosier-, and book-bearers.
- If there are enough servers to assign two as miter and crosier-bearers, they will usually wear the *vimpa* (see p. 1)
- All presidential texts must come from the Roman Missal (Sacramentary) or Rite of Confirmation.
- Either the Ritual Mass of Confirmation or the Mass of the Day is celebrated (except as noted below).
  - If the Ritual Mass is chosen:
    - The orations are taken from the Ritual Mass for Confirmations; options A, B, and/or C may be used in any combination.
    - One of the Prefaces of the Holy Spirit is used (P54 or P55).
    - The readings may be taken from the Confirmation Lectionary (volume IV of the Lectionary, #764-768), the Mass of the Day, or any combination thereof.
    - The vestments may be red or white.
  - If the Mass of the Day is chosen:
    - The orations and Preface are from the Mass of the Day.
    - The readings may be taken from the Confirmation Lectionary (volume IV of the Lectionary, #764-768), the Mass of the Day, or any combination thereof.
    - The vestments are the color of the day.
    - The Solemn Blessing or Prayer over the People for Confirmation may be used at the dismissal.
- The Ritual Mass of Confirmation may be used EXCEPT on Solemnities; Sundays of Advent, Lent, and the Easter Season; the weekdays of Holy Week and the Easter Triduum; the Days in the Easter Octave; All Souls and Ash Wednesday. On those days, the prayers, preface, and readings are all taken from the Mass of the Day; and the vestments are the color called for on that day.
- The sacred chrism should be displayed in a place of honor in the sanctuary for the ritual, but not on the altar. It may be carried in as a part of the entrance procession.

- Consider having the Confirmandi (and sponsors) process into the church with instrumental music a few minutes before the start of Mass. Once in place, the liturgical ministers can enter with the opening hymn. Especially with larger groups, it is better that they process out after the liturgical ministers; this approach prevents a back-up in the rear of the church as well as ministers processing out in a half-empty church.
- Liturgical ministers for the celebration ought to be taken from those who have been trained to perform their specific ministry. If the confirmandi are being asked to take on any liturgical role (such as proclaiming the readings), they should be able to exercise that ministry well.
- The bishop normally lays hands over the candidates as a group; if the number of candidates is small (12-15 or so) he is willing to lay hands on the candidates individually.
- The bishop's voice should be clearly heard during the anointing. Therefore, either there should be no music during the anointing or it should be quiet enough that the bishop's voice is not obscured.
- For the anointing, the candidates come forward with their sponsors, stand before the bishop, and either the candidate or the sponsor gives the confirmation name. Sponsors stand behind the candidates, placing their right hand on the right shoulder of the candidate. The procession should keep moving without undue delay.
- The parish should provide lemons (or lemon juice) for the bishop to wash his hands after the anointing; he will do so prior to removing his miter.
- In preparing the altar, there should be an extra corporal for any additional vessels being used.
- If there are participation books, please print only the "assembly participation texts" and not the bishop's words or the readings. A draft copy must be approved by the Office of Liturgy before the booklets are printed. Copyright laws must be observed for all reprinted music.
- There should be no still or video photography during the liturgy itself. The parish should make sure that participants are informed of this practice ahead of time; a reminder should be placed in the participation book. The bishop is willing to take photographs with the confirmandi after the liturgy. The bishop will usually return to the sanctuary for pictures unless another suitable place is prepared in the reception area for photography.