**Diocesan Confirmation Liturgy Leader Planning Form**

Please complete the requested information. Please email any questions to Lorie Sage sage@diocesekcsj.org

* Required
	1. Email address \*
	2. Your First and Last Name \*
	3. Confirm Your Email address \*
	4. Liturgical Color is RED (no response is needed)
	5. Languages to be included in the Liturgy

*Check all that apply.*

English Spanish Other:

* 1. Liturgical Books to be provided by your parish Missal, Lectionary (no response needed)
	2. Special liturgical objects needed: Chrism is provided by Office of Divine Worship. (no response needed)
	3. Parking location for the Bishop
	4. Vesting location for the Bishop
	5. Vesting location for the priests and deacons
	6. Estimated attendance
	7. Number of candidates
	8. Will the candidates enter in the opening procession?

*Mark only one oval.*

Yes No

* 1. When will photos take place and who is in charge? (Generally after Mass)
	2. MINISTERS: Concelebrating Priests (if known)
	3. MINISTERS: Deacons of the Mass (ODW will assign- no response needed)
	4. MINISTERS: Name(s) of Sacristan(s)
	5. MINISTERS: Sacristans- If possible 7 candles should be provided when the Bishop presides. Candles should not block the view of the people. At least one candle and a presider's crucifix are set on the altar.

*Check all that apply.*

We will provide 7 candles and an altar crucifix We cannot provide that many candles

We cannot provide an altar crucifix Other:

* 1. MINISTERS: Sacristans- The bishop prefers to use a book stand for the missal on the altar.The bishop prefers to use a presider’s chalice with one host on a paten. He also prefers a chalice veil. However, a burse is not used.

*Mark only one oval.*

We will provide these items We do not own these items

* 1. MINISTERS: Sacristans- The bishop prefers to have bells rung as follows: during the consecration, once for the showing of the host and once for the showing of the chalice. Bells are not rung before the consecration nor when he receives communion.

*Mark only one oval.*

Yes, we will ring the bells as described No, we do not own bells

* 1. MINISTERS: Sacristans- The bishop prefers that communion under both kinds be offered to all the faithful at this mass. Will communion under both kinds be offered?

*Mark only one oval.*

Yes No

* 1. MINISTERS: Who will serve as Greeters?
	2. MINISTERS: Who will serve as Ushers?
	3. MINISTERS: Servers needed for the celebration

*Check all that apply.*

Thurifer (if incense is used) Crossbearer

Candle Bearers (2)

VIMPS - Miter and Crosier bearer (2)

* 1. OPTIONAL MINISTERS: Will any Equestrian orders be present?

*Mark only one oval.*

Yes No

* 1. OPTIONAL MINISTERS: if Yes, which Equestrian orders?

*Check all that apply.*

Knights of Columbus Knights of Peter Claver Knights of Malta

Knights of the Holy Sepulchre

* 1. COLLECT- Confirmation (No response needed)
	2. LITURGY OF THE WORD- Readings are normally taken from Volume IV of the Lectionary for Mass #764-768 unless the day on the liturgical calendar takes precedence. See “Liturgy in Roman Missal” above. During the Easter season, the first reading comes from the Acts of the Apostles. Complete the first reading citation and lectionary #
	3. LITURGY OF THE WORD- First reading proclaimed by:
	4. LITURGY OF THE WORD- (The psalm is usually sung.) Psalm if Recited - citation and lectionary #
	5. LITURGY OF THE WORD- Second reading citation and lectionary #
	6. LITURGY OF THE WORD- Second reading proclaimed by
	7. LITURGY OF THE WORD- Gospel procession

*Mark only one oval.*

Short Procession (at the KC Cathedral) Long procession (at the KC Cathedral) N/A

* 1. LITURGY OF THE WORD- Gospel citation and lectionary #
	2. LITURGY OF THE WORD- Gospel read by
	3. Who will present the candidates? \*
	4. Who will usher each candidate and sponsor forward? \*
	5. Preference for the Bishop's gesture during the confirmation \*

*Mark only one oval.*

Extension of hands over the whole group

Imposing hands on the head of each candidate individually (Without sponsors)

* 1. LITURGY OF THE WORD- Universal prayer prepared by
	2. LITURGY OF THE WORD- Will the Universal prayer have a sung response to the petitions?

*Mark only one oval.*

Yes No

* 1. LITURGY OF THE WORD- The petitions of the universal prayer are usually read by the deacon, but they may be read by someone else if desirable.The person reading the petitions of the universal prayer (prayer of the faithful) should remain in place after the final petition facing the Bishop until he finishes the concluding prayer.
	2. LITURGY OF THE EUCHARIST - Who will be the Gift Bearers?
	3. LITURGY OF THE EUCHARIST - Who are the Communion Ministers? (vessel and position)
	4. LITURGY OF THE EUCHARIST - Prayer over the offerings - RM page (Preface I/II of the Holy Spirit p.1184-1185/1187-1188) No response needed
	5. Prayer after communion - RM Missal page.(p.978) NO response needed
	6. Announcements? (Follows after prayer after communion)

*Mark only one oval.*

Yes No

* 1. Announcements if "yes" delivered by
	2. CONCLUDING RITES - (Solemn Blessing. Place in the RM (p.979 for solemn blessing) No response needed.

49. Special notes for the Office of Divine Worship

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