

# Preparing the Liturgy for The Rite of Confirmation

The Bishop is looking forward to celebrating the Sacrament of Confirmation with your parish family. He would appreciate it if the person with the primary responsibility for preparing the Confirmation would call the Office of Worship Director/Master of Ceremonies to the Bishop during the week prior to the Confirmation at 816-756-1858, ext. 257.

Please have a reserved parking space for the Bishop. The Bishop usually arrives 30 minutes before the start time.

**As you send your Confirmation Planning Sheet, please include a list of the Cofirmandi with the name they have chosen for Confirmation.**

## The Celebration Itself

### MUSIC

Appropriate music should be chosen for the celebration. The candidates themselves should be familiar with the music and encouraged to sing. When possible, some of the music might be recommended by them. The Gloria (if used), the Responsorial Psalm, Gospel Acclamation, Eucharistic Acclamations (Holy, Holy, Holy, Memorial Acclamation and Great Amen) and Lamb of God should generally be sung.

### PROCESSION

The ministers and servers process in the following order:

- Thurifer, if incense is used
- Cross bearer flanked by two Acolytes carrying lighted candles
- Candidates and sponsors (if in procession)
- Assisting Deacon with Book of the Gospels (or Lector)
- Concelebrants
- The Pastor
- Bishop's Master of Ceremonies
- The Bishop
- Mitre and Pastoral Staff Bearers

### INTRODUCTORY RITES

The Introductory Rites take place at the presidential chair.

## Liturgy of the Word

### READINGS AND RESPONSES

Under normal circumstances, the reading and responsorial psalms that are found in the Official Rite of Confirmation are the readings that are to be used. From the Old Testament five selections are given; from the New Testament, twelve; six responsorial psalms and six Alleluia verses are provided, and twelve different selections from the four Gospels. The following exceptions and comments are noted:

1. The Mass of the Rite of Confirmation within Mass may be used at all celebrations of Confirmation **except** on the Sundays of Advent and Lent; and Sundays of Easter, Solemnities, Ash Wednesday, and Holy Week. In the exceptional cases, the readings and prayers of the liturgy for that day are to be used. Where possible, it would be ideal to avoid

scheduling Confirmation on these dates in order to avoid conflicting themes. However, practical realities may necessitate Confirmation celebrations occurring during these times.

2. Normally, because of the solemnity of the occasion, there will be two readings and a Gospel. Appropriately trained lectors should proclaim the readings before the Gospel, and the deacon will read the Gospel. If there is no deacon present, the pastor should read the Gospel.

## **PRESENTATION OF THE CANDIDATES**

*One of the following procedures may be used:*

Option # 1. Each candidate is called by his/her full baptismal name and stands and remains standing after his/her name is announced. After the coordinator, pastor, or other person has announced all of the individual names, he/she can, in words similar to these, say:

*"Bishop \_\_\_\_\_, the parish community of N. \_\_\_\_\_ wishes to present to you its men and women who have prepared for and are now ready to celebrate the fullness of Christian Initiation in the Sacrament of Confirmation."*

Option #2. While it is preferable to announce the individual names, if the class is large, the coordinator/pastor can sufficiently point them out in words similar to these:

*" Bishop \_\_\_\_\_, the parish community of N. \_\_\_\_\_ wishes to present to you its men and women who have prepared and are ready to celebrate the fullness of Christian Initiation in the Sacrament of Confirmation. Each candidate has been well prepared and is accompanied by a sponsor. It is my privilege to present them to you at this time."*

All candidates then stand together.

**The candidates then sit down for the homily.**

## **HOMILY**

The Bishop gives a homily which may include all or part of the Confirmation instruction.

## **PROFESSION OF FAITH**

After the homily, the candidates stand and the Bishop asks them to renew their baptismal promises with five questions to which they answer "I do". (The baptismal promises may be printed in the program.)

## **IMPOSITION OF HANDS – INVOCATION OF THE HOLY SPIRIT**

The Bishop addresses the assembly, asking them to pray for the candidates. The Bishop alone extends his hands and says the prayer.

## **ANOINTING**

The anointing should be visible to the entire assembly which is seated.

The candidate is presented to the Bishop by the sponsor.

The sponsor will announce the candidate's Confirmation name to the Bishop.

Sponsors will say the candidate's Confirmation name loud enough for the Bishop to hear it and place his/her right hand on the shoulder of the candidate before the anointing takes place.

The Bishop confirms the candidate through the anointing with chrism in the sign of the Cross on the forehead which is done through the laying on of hands and the **words "N.\_\_\_\_, be sealed with the gift of the Holy Spirit."** The candidate answers, **"Amen!"**

The Bishop will then extend the sign of peace to the newly confirmed saying: "**Peace be with you,**" the candidate responds, "**and with your spirit.**"

After the Sign of Peace, the confirmed person and the sponsor return to their places.

After the last person has been confirmed, the servers approach the Bishop with a pitcher of water, basin, cut lemon, and a towel.

#### **PRAYERS OF THE FAITHFUL**

The general intercessions follow in the usual form of introduction, petitions, and a concluding prayer by the Bishop. Sample general intercessions are found in the Rite. When a Deacon is present he will read them. In the absence of a Deacon a Lector will read them.

The intercessions should come in the following order: prayers for the church, the world, the parish, the confirmandi, and particular intentions or needs. Avoid wordy or over-particular petitions, and limit the number to no more than six. These prayers are always to end with "We Pray to the Lord" "Lord hear our prayer." No other endings may be used.

## **Liturgy of The Eucharist**

**On Sunday, will a collection be taken up?**     **YES**             **NO**

[A white cloth is always to cover the entire top of the Altar at all times per the GIRM]

#### **PREPARATION OF THE GIFTS**

A simple presentation of the gifts is recommended. The bread and wine are to be brought forward in procession.

Gifts for the poor may also be brought forward in procession. Anything that is not an actual gift should not be included in this rite.

#### **EUCCHARISTIC PRAYER: Chosen by the Bishop.**

#### **HOLY COMMUNION**

Along with the Bishop, all concelebrating priests and assisting deacons will serve as Ordinary ministers of Holy Communion. Extraordinary ministers of Holy Communion can be used in the event that they are needed. ***It is proper for a priest or deacon to approach the Tabernacle to take or repose the Blessed Sacrament if needed.*** The Bishop's MC will not usually help with distribution of Holy Communion.

#### **BLESSING**

#### **CONCLUDING RITE**

**The newly confirmed are not to process out.**

#### **PICTURES**

Please inform Deacon Ralph Wehner about your arrangements for pictures. The Bishop is happy to take group and individual pictures.

**Once the liturgy has been planned, the Confirmation planning sheets should be sent to Deacon Ralph Wehner at least one month prior to the celebration and before the booklet is printed.**

# PRACTICAL NORMS IN AND FOR THE CELEBRATION

The celebration of a sacrament is an important worship event in the life of the Catholic community. Therefore, the program of preparation of candidates for this sacrament and plans for the celebration ought to be a coordinated effort of the total parish family as well as including all parishes who are participating.

## SACRAMENTAL REGISTRIES

In accord with Canon Law, when the Bishop visits the parish for Confirmation, it is appropriate for him to review the sacramental registries. These record books of the hosting parish should be available at the place where the Bishop vests and should be always up to date. The Bishop will initial and date his inspection of all the current sacramental registries.

It is the responsibility of each pastor to see that the notice of Confirmation is supplied to the church of Baptism for each parishioner confirmed.

## CONFIRMATION NAME

- Each of those to be confirmed should choose an appropriate Confirmation name. One name only is chosen.
- This name should normally be that of a recognized saint in the Church's tradition.
- Because this is a significant sacramental celebration, names that are very unusual or contrary to Catholic tradition should be discouraged.
- Names should be of like gender to the confirmed.
- The names should be submitted to the Confirmation Coordinator for approval.
- The Confirmation name should be presented in its proper form, rather than in the diminutive. (e.g. **John**, instead of Jack; **Susan**, instead of Sue.)
- The (one) Confirmation name should be legible on a name tag or given clearly by the sponsor.
- As you send your Confirmation Planning Sheet, please include a list of the Confirmandi with the name they have chosen for Confirmation.

**\*\*\* Please complete and sign the form (Page 12) included in the Liturgy Planning Sheet \*\*\***

## SPONSORS

It is expected that each confirmand have one sponsor who fulfills the requirements set out in Canon Law and the diocesan guidelines. Whether the sponsor is male or female is in itself of no consequence. One of the godparents from Baptism, if available, may also be the sponsor at Confirmation.

Pastors/coordinators will see that the sponsors, chosen by the candidates or their families, are spiritually fit to take on this responsibility and have exhibited the following qualities: **(a)** sufficient maturity to fulfill their function (at least 16 years of age); **(b)** practicing Catholic in good standing with the Catholic Church; **(c)** having received Baptism, Confirmation, and Eucharist; **(d)** freedom from any impediment of law to their fulfilling the office of sponsor.

Parents are precluded by canon 893 (874) from serving as sponsors.

## **MINISTERS**

The Bishop will be the principal celebrant and homilist of the Eucharist. Ordinarily, red vestments will be worn unless liturgical feasts require another color. Please have a room (rectory, sacristy, etc.), for the Bishop where he will vest before the celebration. The Bishop will bring his own red vestment and alb. He will also bring veils for the mitre and pastoral staff bearers.

All the priests present are encouraged to concelebrate with the Bishop. If there is a parish deacon, he would be welcome to assist at Mass.

If possible, concelebrants should wear chasubles that match each other, e.g. the "diocesan" stole and chasuble, or they may vest in alb and stole.

The deacon should wear a stole and dalmatic in the color appropriate for the liturgy or an alb with the appropriate color stole.

## **LITURGICAL ASSISTANTS**

There should be at least one reader to proclaim the Word of God.

If there are three readings, it is appropriate that the first two readings be proclaimed by two different readers.

The deacon (or the pastor) proclaims the Gospel.

The Word of God is to be proclaimed from the **Lectionary itself**.

There should be ministers of the Eucharist sufficient in number to expedite the reception of Communion under both species. All concelebrating priests and participating deacons are asked to help with the distribution of Communion. Extraordinary ministers of Communion should be assigned to help with the distribution as needed.

There should be sufficient, properly trained altar ministers to take the following roles:

Crossbearer

Acolytes

Book bearer (could be done by one of the candlebearers)

Mitre bearer

Pastoral staff bearer

Incense is optional. If used, a thurifer, who is trained on how to properly use the censer, is needed.

**Those to be confirmed should not have the role of a server.**

**NOTE:** There should be a seat for each altar minister. The three ministers taking care of the mitre, pastoral staff and book should be seated together. If the presidential chair is on one side of the sanctuary the three ministers taking care of the mitre, pastoral staff and book should be seated together on that same side of the sanctuary. There should also be a chair, nearby, for the Bishop's Master of Ceremonies. Servers are to be seated in or near the Sanctuary and **not** in pews.

## **ADULTS TO BE CONFIRMED**

The Diocese schedules one celebration for adult confirmandi, usually in June at the Cathedral. If it is more convenient, the Bishop is pleased to have adults who have been prepared for Confirmation to be part of the parish group(s). They should choose a Confirmation name and sponsor, etc. Please inform the Bishop's Master of Ceremonies about their participation.

## **BOOKLETS AND COPYRIGHTS**

The parish may provide a booklet for the ceremony that contains references to music in a parish hymnal. It is neither necessary nor desirable to reprint the texts of readings or presider's prayers except in the case of multilingual liturgies.

Whenever a parish publishes its own participation aid for the liturgy, permission must be obtained from copyright holders for all music (words and/or music). Many publishers provide reprint blocks on purchased music to be reprinted for an assembly. Often this block may be reprinted gratis.

## **REHEARSAL**

A rehearsal is often helpful to put all those participating at ease and allows for a meaningful and reverent liturgy. During this rehearsal, all the candidates and their sponsors should have the opportunity to practice their responses and movements individually and as a group.

## **LOGISTICAL CONCERNS**

Those to be confirmed are to be seated with their individual sponsors throughout the entire ceremony. They are to be seated as a group near the front of the church.

It is recommended that the use of flash photography and videotaping be restricted to minimize distracting movement or light. Each parish should decide beforehand on these restrictions and make them, and the reasons for them, clear to those in attendance.

Group pictures should be arranged in advance. The Bishop is very happy to stay for group and/or individual pictures.

# **Preparation**

## **CHRISM OIL**

The vessel of holy chrism, which the Bishop brings, is properly placed on or near the altar (or the credence table) before the celebration begins and remains there until the time for the anointing.

## **CREDESCENCE TABLE**

At a side table the following should be ready for the Liturgy of the Eucharist:

The main chalice for the celebrant's use with corporal, paten, purificator, and pall.  
The main chalice is to stay on the altar and is not to be used as one of the cups for Communion for the people.

A container of water (for the addition of water to the wine in the chalice and the flagon(s) and for the washing of the hands after the preparation of the gifts).

A small bowl, a small pitcher and towel (for the washing of the hands after the preparation of the gifts).

Any necessary patens with hosts and flagons with wine that are not brought up during the presentation of the gifts.

Sufficient chalices with purificators for the Communion of the assembly.

A second small pitcher of water, a basin, a towel, and a lemon cut in half (for the Bishop to remove the holy chrism from his fingers following the anointing).

Place the Missal with ribbons set appropriately on the chair for the Bishop's Master of Ceremonies. This chair should be near the chairs of the three ministers taking care of the mitre, pastoral staff and book.

# CONFIRMATION PLANNING SHEET

Parish \_\_\_\_\_ Address \_\_\_\_\_

Phone: \_\_\_\_\_ Number of Confirmandi: \_\_\_\_\_

Name of the Primary Person Preparing the Confirmation \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

The planning sheets are made available to assist parishes and the Bishop's Office in providing a celebration that reflects the importance of the Sacrament. Upon completion of the planning sheets, copies should be sent to Deacon Ralph Wehner. **PLEASE COMPLETE AND RETURN PLANNING SHEETS AT LEAST ONE MONTH IN ADVANCE OF THE CELEBRATION TO ALLOW SUFFICIENT TIME FOR REVIEW AND APPROVAL.** Questions concerning the celebration should be referred to Deacon Ralph Wehner, Office of Worship Director and Master of Ceremonies to the Bishop.

**PICTURES:** \_\_\_\_\_ Group picture before Mass \_\_\_\_\_ Group picture after Mass

## TIME AND PLACE

**DAY, DATE AND TIME OF CONFIRMATION** \_\_\_\_\_

\_\_\_\_\_

**LOCATION OF CONFIRMATION** \_\_\_\_\_

## VESTURE FOR BISHOP AND CONCELEBRANTS

Where will the Bishop and clergy vest? \_\_\_\_\_

\_\_\_\_\_

**ANOINTING:** Water, basin, cut lemon, towel on credence table or other inconspicuous but convenient place. **(Parish will provide the lemon.)**

Person responsible? \_\_\_\_\_

## THE PEOPLE

**NAMES OF CONCELEBRANTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAME OF DEACON(S):** \_\_\_\_\_

\_\_\_\_\_

**MINISTERS OF HOSPITALITY:** \_\_\_\_\_

**LECTORS:** Should be regular, commissioned parish lectors, or well-prepared confirmandi or family members.

\_\_\_\_\_

**SERVERS:** Five are needed, (six if incense is used). **Those to be confirmed should not have the role of a server.**

---

---

**CANTOR/SONG LEADER(S):**

---

**INSTRUMENTALISTS:**

---

**CHOIR:**

---

---

## The Order of the Mass

Prelude Music: \_\_\_\_\_

---

---

---

## Gathering Rites

**MUSIC FOR PROCESSION:** \_\_\_\_\_

**KYRIE:** \_\_\_\_\_ Sung? \_\_\_\_\_ Recited?

**GLORIA:** is to be sung at all Confirmations outside of the seasons of Advent and Lent.  
**(This is a change as noted on the Third edition of the Roman Missal, concerning the Ritual Mass of Confirmation.)**



## Liturgy of the Word

If the celebration takes place on a Sunday, then the proper Sunday readings are to be used.

The First Reading (select one):

Ezek. 36:24-28  
Joel 2:23; 3:1-3  
Is. 61:1-3, 6, 8-9

Is. 42:1-3  
Is. 11:1-4  
of the Sunday or Feast

Responsorial Psalm (select one, should be sung):

Ps. 104:1, 24, 27-28, 30-31, 33-34  
Ps. 22:23-24, 26-27, 28, 31-32  
Ps. 23:1-3, 3-4, 5-6  
Ps. 96:1-2, 2-3, 9-10, 11-12  
Ps. 117:1-2  
Ps. 145:2-3, 4-5, 8-9, 10-11, 15-16, 21  
Seasonal, or of the Sunday or Feast

The Second Reading (select one):

Acts 8:1, 4, 14-17  
Acts 2:1-6, 14, 22-23, 32-33  
1 Cor. 12:4-13  
Acts 1:3-8  
Rom. 5:1-2, 58  
Gal. 5:16-17, 22-23, 24-25  
of the Sunday or Feast

Acts 19:1-6  
Rom. 8:14-17  
Eph. 1:3-4, 13-19  
Acts 10:1, 33-34, 37-44  
Rom. 8:26-27  
Eph. 4:1-6

The Gospel Acclamation (select one, should be sung):

John 14:16  
John 15:26, 27  
Come, Holy Spirit, fill the hearts of your faithful; and kindle in them the fire of your love.  
Seasonal, or of the Sunday or Feast

John 16:33; 14:26  
Rev. 1:5-6

The Gospel (select one):

John 14:23-26  
Mark 1:9-11  
John 7:37-39  
Matthew 5:1-12  
Luke 4:16-22  
John 14:15-17  
of the Sunday or Feast

Matthew 16:24-27  
Luke 8:4-10, 11-15  
John 15:18-21, 26-27  
Matthew 25:14-30  
Luke 10:21-24  
John 16:5-7, 12-13

## Rite of Confirmation

### PRESENTATION OF THE CANDIDATES:

- Option #1 Each name is read
- Option #2 Candidates are presented as a group

### RENEWAL OF BAPTISMAL PROMISES:

### ANOINTING:

Music (if used): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### GENERAL INTERCESSIONS: Always read by a Deacon if one is present.

We plan to use the prayers found in the Rite.

We plan to compose our own, using the model found in the Rite.

They will be read sung by \_\_\_\_\_  
\_\_\_\_\_

If Confirmation is on a Sunday, would a collection be taken up?  YES  NO

## The Liturgy of the Eucharist

Preparation of the Altar: (The altar is prepared before the gifts are presented)

Bread & Wine will be presented by \_\_\_\_\_  
\_\_\_\_\_

Music: \_\_\_\_\_  
\_\_\_\_\_

Where are the gifts received? at the chair in front of the altar

The musical setting for the acclamations of the Eucharistic prayer  
(HOLY HOLY, MEMORIAL ACCLAMATION, AMEN):

\_\_\_\_\_

Our Father & Doxology: Sung? Recited?

Lamb of God Musical Setting: \_\_\_\_\_

\_\_\_\_\_

Communion Hymns: \_\_\_\_\_

\_\_\_\_\_

**Will there be any announcements?**

YES

NO

## Dismissal

The closing hymn will be: \_\_\_\_\_

The Confirmed are to remain in place

Postlude: \_\_\_\_\_

\_\_\_\_\_

### PICTURES:

If group pictures are to be taken, someone should start to arrange the newly Confirmed as soon as the song has ended.

If, as part of your planning process, you would like assistance and/or input from the Office of Worship, please contact Deacon Ralph Wehner at least three weeks before the date of Confirmation. In the event that any changes occur in the outline prior to the celebration, Deacon Ralph Wehner should be notified as soon as possible.

Contact:

**Deacon Ralph Wehner**  
**Office of Worship and Master of Ceremonies to the Bishop**  
816 756-1858, ext. 257  
[wehner@diocesekcsj.org](mailto:wehner@diocesekcsj.org)

P.O. Box 419037  
Kansas City, Missouri 64141-6037

**or**

20 West 9<sup>th</sup> Street  
Kansas City, MO 64105

## **CONFIRMATION NAME**

- Each of those to be confirmed should choose an **appropriate** Confirmation name. **One** name only is chosen.
- This name should normally be that of a recognized saint in the Church's tradition.
- Because this is a significant sacramental celebration, names that are very unusual or contrary to Catholic tradition should be discouraged.
- Names should be of like gender to the confirmed.
- The names should be submitted to the Confirmation Coordinator for approval.
- The Confirmation name should be presented in its proper form, rather than in the diminutive. (e.g. **John**, instead of Jack; **Susan**, instead of Sue.)
- The (one) Confirmation name should be legible on a name tag or given clearly by the sponsor.
- As you send your Confirmation Planning Sheet, **please include a list of the Cofirmandi with the name they have chosen for Confirmation.**

### **TO BE FILLED OUT AND SIGNED BY CONFIRMATION COORDINATORS AND RETURNED WITH THE LITURGY PLANNING SHEET**

I, \_\_\_\_\_ have reviewed each Confirmation name  
and agree that they comply with the Guidelines stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Reviewed and Approved by Bishop Robert W. Finn  
March 2012.***