



Confirmation Planning Guide – Most Reverend Joseph M. Siegel
 Please complete this form and return it no later than **3 weeks** prior to your Mass.
 Email: mmiller@evdio.org Fax: (812)436-7450

Day/Date/Time: _____

Parish/Church: _____

Location/Address: _____

City/State/Zip: _____

Special directions: _____

Location of reserved parking place for Bishop: _____

Contact Person: _____ Cell Phone: _____

Pastor: _____ Cell Phone: _____

Number of candidates: _____ Vestment color: _____

The bishop brings his own vestments as well as vestments for the deacon(s) of the Mass.

Other vestment needs (e.g. dalmatics, cope): _____

Other information (language, etc.): _____

- The Bishop will be the Celebrant
- A diocesan MC will attend and assist the Bishop.
 Plan for five servers (cross, two candles, miter and crozier).
 Six servers are needed if incense is used.
- Will there be a Deacon(s) of the Mass?
 No
 Yes: _____
- Parish announcements should be made prior to Mass.
 Need an Exception: _____
- Will Incense be used? No Yes If yes, when?
 Gathering Gospel Gifts Other: _____
- Will there be a welcome? No Yes If yes, when?
 Before Entrance After Entrance

By: _____

PREPARATION NOTES

Introductory Rites

- * Music should accompany the entire Entrance, through the incensing of the altar (if incense is used).
- * Welcome may take place before Mass or just after the Sign of the Cross and Bishop's greeting.
- * The Deacon may lead the Penitential Act.
- * The Rite of Sprinkling replaces the Penitential Act, but is only used on Sundays of the Easter season.
- * Music should accompany the Rite of Sprinkling, and it should be separate from the *Gloria*.
- * The *Gloria* is sung on Sundays in Ordinary Time, Christmastime, and Easter, on Solemnities and Feasts, as well as during the ritual Mass for Confirmation.

- Penitential Act: 1(*Confiteor*)
 2 (Have mercy on us...)
 3 *Kyrie*
Kyrie: Recited Sung
-OR-
 Sprinkling Rite (Sundays in Easter only)

- Gloria: Sung Not required

When required, the *Gloria* should be sung.

- Presidential Prayers: Mass of the Day
 Ritual or Votive Mass: _____
- Readings: Readings of the day -OR- Other readings below:
 (provide Lectionary or Biblical references)

1st Reading: _____

Psalm: _____

2nd Reading: _____

Gospel: _____

- Homily to be given by the Bishop.
- Prayer of the Faithful to be read by: Deacon Reader

Acclamations of the Eucharistic Prayer will always be sung.

- *Our Father:* Recited Sung
 If sung, setting: _____
- Communion: Two Species – Body and Blood
- Any very brief announcements (example – for a reception) following *Prayer after Communion*? No Yes

By: _____

- Blessing: Solemn

Final Note: Participation materials for liturgical services must have permission of the publisher for copyrighted material (texts and music); permission should be indicated in the reproduced material.

Liturgy of the Word

- * Sundays of Advent, Lent, Easter, and Solemnities should always use the prayers, readings, and color of the day.
- * On Sundays in Ordinary Time, Feasts, Memorials (both Obligatory and Optional) and the weekdays of Lent, Christmas, and Ordinary Time, please select texts from the Confirmation ritual Mass (red) – check the ordo.

Rite of Confirmation

- * Presentation of candidates takes place right after the Gospel and before the homily.
- * Candidates are presented to the Bishop as a group by the pastor.
- * Candidates should wear name tags with Confirmation name on left side.
- * Candidates should line up in center aisle, and move promptly to Bishop once candidate before them has been Confirmed.
- * Soft instrumental music should accompany the anointing of the candidates (no singing).
- * For the washing of hands – 1 large bowl w/ warm soapy water, 1 pitcher of warm clean water for rinsing, half of a lemon, one towel.

Prayer of the Faithful

- * Only one person (normally the deacon) reads the intercessions.
- * At least some of the intercessions from the ritual should be used.

Liturgy of the Eucharist

- * Only the bread and wine are carried in procession (and collection basket/gifts for the poor, if customary).
- * The Bishop will come down to main aisle to receive the gifts.
- * A song or instrumental music should accompany the incensation of the altar, gifts and people.
- * Communion should be distributed under both kinds.

Concluding Rites

- * Any brief announcements should be made after the Prayer after Communion.

Bishop's Office Use

Received:
Notes:

MC: