



**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](mailto: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 crosier).  
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: ☐ *Confiteor*  
☐ *Kyrie* (Lord, have mercy)  
*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)

1<sup>st</sup> Reading: \_\_\_\_\_

Psalm: \_\_\_\_\_

2<sup>nd</sup> 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
- Reception: ☐ No ☐ Yes
- Pictures: ☐ No ☐ Yes  
☐ Individual ☐ Group

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.

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.

**Bishop's Office Use**

Received:  
Notes:

MC: