



Archdiocese of New Orleans
CONFIRMATION LITURGY PLANNING FORM

The Office of Worship is delighted to be working with you in helping you to prepare for this special celebration. Please mail: mnetzhammer@archdiocese-no.org or mail: Office of Worship c/o Mary Netzhammer, 7887 Walmsley Ave., New Orleans, LA 70125 or fax to 504-866-2906. Please fill out this form and return it to the Office of Worship **NO LESS THAN THREE WEEKS PRIOR TO YOUR CONFIRMATION DATE.**

Please submit a copy of your readings and Universal Prayers with this form. Arch/Bishop

PARISH: _____ DATE: _____ TIME: _____
 ADDRESS: _____ CITY: _____
 CONTACT PERSON: _____ PHONE: _____
 E-MAIL: _____ CELL PHONE: _____

GENERAL INFORMATION

- Name of Director of Religious Education: _____
- Catechists to be thanked: (Please list) _____
- # of Candidates: ___ Ages ___ # from other parishes: ___ Ages ___ Parish: _____
- Presentation of Candidates by: _____ Will names be read aloud? Yes ___ No ___
- For the Anointing, how will the Candidates come forward? one-by-one _____ OR two-by-two _____
- MC: _____
- Name of Deacon(s) who will assist: _____
- Are there concelebrants for this event: Yes ___ No ___ If yes, how many are expected: _____
- Color of Vestments: red ___ white ___ purple (Lent/Advent Sunday) _____

ORDER OF THE MASS *Please Note: There are to be a 6 altar servers to serve at the Mass.*

Entrance Song: _____ Hymnal & # _____
 Penitential Act: (recited) Choose Form: A ___ B ___ C ___
 Glory to God: Yes ___ No ___ *(It is SUNG for Sundays outside of Advent or Lent, Solemnities and Feasts)*
 Opening Prayer: Presider. *Please see suggestions listed on the helpful guideline page which is attached.*

LITURGY OF THE WORD (Please list the readings being used – the actual book, chapter and verse)

First Reading: _____ Reader: _____
 Responsorial Psalm: _____ Sung: _____ Spoken: _____
 Second Reading: _____ Reader: _____
 Gospel Acclamation: (always sung) _____
 Gospel Reading: _____ Proclaimed by: _____
 Homilist: _____
 Universal Prayers Prepared By: _____ Read By: _____

LITURGY OF THE EUCHARIST

Preparation of the Gifts Hymn _____ Hymnal and # _____
Mass setting being used: i.e. Mass of Renewal by Gokelman and Kauffman; GIA (list composer & publisher): _____
 Holy, Holy, Holy; Mystery of Faith and Great Amen: **(Always Sung)**
 Lord's Prayer: **To be recited** Lamb of God: **Always sung**
 Communion Song _____ Hymnal and # _____
 Closing Song _____ Hymnal and # _____

CONCLUDING RITE

Are there announcements Yes ___ No ___ Read by Whom: _____
 Is there a reception after the Mass? Yes ___ No ___ Location: _____
 Is there a group photo planned? Yes ___ No ___ Before ___ or After ___ Mass
 Is there a meal before or after the Liturgy? Yes ___ No ___ If so, what time? _____

Please be certain to let us know if there are any special needs or instructions for this Liturgy.

HELPFUL INFORMATION IN PLANNING THE LITURGY

COMPLETING THE LITURGY PLANNING FORM

1. It will take the collaborative work of the pastor, the Director of Religious Education, the Confirmation Coordinator and the Music Director to plan this special Liturgy. Make this portion of the planning a priority. Good Liturgy requires careful and appropriate preparation and is the key of a successful celebration.
2. The Office of Worship will review the form to ensure that all is in accord with liturgical norms and work with the parish if changes are to be made.
3. It is preferred for the liturgy to have a single focus. For that reason, the use of incense and the sprinkling rite are discouraged, the praying of the Gloria can be omitted except on Sundays (outside of Advent & Lent) and on Solemnities. It is preferred for Penitential Act C to be used.
4. On the form, please designate the person who will be the main contact for the Office of Worship.
5. Follow the guidelines below. When in doubt or in need of extra guidance, call the Office of Worship at 504-861-6300. One of our team members will be more than happy to assist you in planning the Liturgy.
6. It's important that the finished Planning Form and Prayers of the Faithful be submitted **THREE WEEKS** prior to the event. This will assist the arch/bishop in his preparation

SELECTING SCRIPTURE

1. Within the Octaves of Christmas and Easter, on Solemnities, and on Sundays of the Advent, Christmas, Lent and Easter, the Mass and readings of the day must be used.
2. If Confirmation is being celebrated on a Sunday, outside of the Advent/Christmas; Lent/Easter seasons and not on a Solemnity of the church, then you may select readings from the Rite of Confirmation.
3. For all other days, the Mass of Confirmation will be used and the readings are to be selected from the Lectionary for the Ritual Mass of Confirmation.
4. **You must provide a copy of the Readings and Prayers of the Faithful with the Liturgy Form.**

SELECTING MUSIC

1. It is preferred that all music selected come from a Catholic hymnal. If taken from another source, please attach the text.
2. Remember when selecting music you want to choose pieces that are familiar and easy to sing so that the assembly can actively participate. Music for the offertory may be a choral
3. The music chosen should reflect the liturgical season. Advent and Lenten music have a much more somber tone than does Christmas or Easter time. Confirmation Liturgies during Lent, Easter, Christmas and Advent should have some seasonal music.
4. Softly sung music or instrumental is best for the Rite of Anointing.

PREPARING THE MINISTERS

1. When everyone knows what their specific role is in the Liturgy, the prayer will flow beautifully. Make certain that the Servers, Deacons, Readers, Hospitality Ministers and Extraordinary Ministers are made aware of their responsibilities.
2. At least one deacon should be present to proclaim the Gospel and assist the arch/bishop. If a parish does not have a deacon, please call the Office of the Permanent Diaconate at 504-861-6329 and one will be assigned for the Confirmation Liturgy.
3. If possible, bring them together for a rehearsal so that they can actually see the movement of the Liturgy.
4. The Office of Worship will schedule an MC for the Confirmation Mass. The role of the MC is to assist the arch/bishop and coordinate the servers who directly minister to him (i.e., crozier, miter and book bearers).
5. Servers should arrive at the church no later than 30 minutes before the Mass.

WRITING THE UNIVERSAL PRAYERS

1. Prayers of the Faithful for a Confirmation Mass can be readily found in the Rite Book.
2. If you wish, you may write your own intercessions. In writing the Universal Prayers, keep in mind this simple formula:
 - A prayer for the Church
 - A prayer for the Nation and its leaders
 - A prayer for the marginalized
 - A prayer for the local community (i.e. prayers for the good works of a particular ministry)
 - A prayer for the newly confirmed

Remember to keep these prayers general rather than specific and individualized.

LITURGICAL DETAILS

In order to assist you in preparing your liturgical ministers, the Office of Worship has prepared the following outline of the Confirmation Liturgy.

THE ORDER OF THE PROCESSION

Cross Bearer
2 Candle Bearers
Confirmation Candidates (and sponsors if desired)
Readers
Deacon with Book of the Gospels
Vested Deacons (if present)
Concelebrating priests
Master of Ceremonies
Arch/Bishop
1 or 2 assisting deacons
Crozier, Book, and Miter Bearers

ALTAR SERVERS

The following altar servers are to be recruited and assigned by the parish: Cross bearer (who holds the Chrism during the anointing), 2 candle bearers (who also serve at the altar), crozier bearer, book bearer, and miter bearer. It is not appropriate or desirable to have vested servers who have no liturgical function to perform.

ARRANGEMENT OF THE CANDIDATES IN CHURCH

Having the candidates seated together as a discernible group is expected. This makes it possible for the arch/bishop to speak directly to them during the homily and at other times during the Liturgy.

The preferred models for seating are:

- a) Candidates seated together as one group in the front pews with the sponsors seated as a group behind them.
- b) Candidates seated together with sponsors next to them or in the pew directly behind them.

INTRODUCTORY RITES

The entrance song accompanies the procession of ministers to the altar. The music is to continue until the arch/bishop reaches the chair.

LITURGY OF THE WORD

The Liturgy of the Word is celebrated in the usual way. In keeping with the instructions of Sing to the Lord, the Responsorial Psalm and the Gospel Acclamation (both verses and refrain) are to be sung.

To manifest fitting respect to the Word of God, the readings and the Gospel are to be proclaimed from the Lectionary and the Book of the Gospels (if available).

RITE OF CONFIRMATION

Presentation of the Candidates: After the Gospel, the pastor, another priest, or a catechist presents the candidates for Confirmation. The candidates are to stand at their places when called and they remain standing until the arch/bishop instructs them to be seated.

Renewal of Baptism Promises: The renewal of baptism promises is for the candidates only. They stand for the renewal, which takes the place of the Creed.

Laying on of Hands: The arch/bishop invites all present to pray for the candidates. After praying silently for a short time, the arch/bishop alone, standing in the sanctuary, lays hands upon all the candidates by extending his hands over them. The arch/bishop alone says the prayer.

The Anointing with Chrism: During the anointing the pastor or one of the deacons stands to the arch/bishop's right. One of the servers stands to his left with the vessel of Chrism. The sponsor is to stand behind the candidate with the sponsor's right hand on the candidate's right shoulder. The sponsor or the candidate is to introduce the candidate saying loudly and clearly

“Arch/Bishop this is (confirmation name) or “Arch/Bishop, I am (confirmation name).” After each anointing the arch/bishop will say to the confirmand “Peace be with you.” The confirmand responds saying “And with your spirit.” Because he is in the process of anointing, the archbishop does not shake the hand of the confirmand.

After the anointing the arch/bishop will wash his hands. Two servers with sliced lemons, a pitcher of water, bowl and towel are to be ready to assist.

LITURGY OF THE EUCHARIST

The Liturgy of the Eucharist is celebrated according to the Order of Mass.

At the presentation of the gifts, only bread and wine and a collection (if taken) or an offering for the poor (optional) are to be presented.

Sufficient bread and wine for all communicants at that Liturgy are to be presented. The reserved Eucharist in the tabernacle is not to be used for the ministry of Holy Communion at Mass.

All who participate may receive Holy Communion under both kinds.

Ordinary ministers of Holy Communion (arch/bishop, priests and deacons) are to administer Holy Communion. If additional ministers are needed, then extraordinary ministers of Holy Communion may assist. Note: The Master of Ceremonies does not assist in the ministry of Holy Communion.

There should be no music after the reception of Communion. Please provide for a time of silent prayer.

CONCLUDING RITES

Announcements: Announcements are to be made following the Prayer after Communion. They are to be brief. It is appropriate for the pastor to recognize by name, the priests present for the celebration and to thank various parishioners for their role in the Confirmation (e.g. administrators, teachers, liturgy planners and ministers). If a booklet is prepared, the names of these people might be included there.

Recessional: The newly confirmed are to remain in their places until after the arch/bishop has passed by or until after the recessional.