

**Confirmation Liturgy**

**liturgy planning form**

Office of Worship 301.853.4594

PO Box 29260 liturgy@adw.org

Washington, DC 20017–0260

*Please return the completed form to the Office of Worship (as this Word document) no later than four weeks prior to the liturgy.*

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| **I. General Information** |
| **Parish / Group / Office**       | **Parish Phone Number**       |
| **Address / Location** Address Line 1       Address Line 2       City       State Choose an item.  Zip code       | **Contact Person** Name       Cell Phone       Parish ext.       *(if applicable)* Email       |
| **Total Number of Confirmandi**       Number of Youth     Number of Adults      | **Pastor’s Contact**  Name       Email       Cell Phone       Parish ext.       *(if applicable)* |
| **Liturgical Day**e.g., *Tuesday of the Fifth Week of Easter or Saturday of the Tenth Week in Ordinary Time*      **Date of the Confirmation Liturgy** *(MM/DD/YY)*     **Time of the Liturgy**      | **Liturgical Color** Choose an item.**Language for the Liturgy** Choose an item.Please note language(s) other than English or Spanish       |
| **Celebrant**       | **Homilist**       | **Concelebrant(s)**       |
| **Deacon of the Word,** *(if there are no deacons, please indicate NONE)*  Name:        | **Deacon of the Eucharist***(if there are no deacons, please indicate NONE)*  Name:       |
| **Number of Servers***(plan for five to seven servers)*       | **Number of Lectors***(Candidates do not need to serve in this ministry)*        |

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| **Roman Missal Publisher***Please indicate which Missal is used in your parish.*Catholic Book Publishing [ ]  Liturgical Press [ ]  Liturgy Training Publications (LTP) [ ] Magnificat [ ]  Midwest Theological Forum [ ]  USCCB Publishing [ ]  World Library Publications [ ]  |
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| **II. The Introductory Rites**  |
| **Incensation of the cross and altar** Yes [ ]  No [ ]  |
| **Who Will Offer the Welcome?** *If not given before the Gathering Song by a cantor or lector, a brief welcome of the Cardinal, Bishop, or other VIPs may be offered after the Sign of the Cross.*  **Name**        |
| **Penitential Act or Rite of Sprinkling** *(please choose ONE option below from* The Roman Missal*)* Option I [ ]  **Confiteor**––*Confiteor* spoken by the celebrant, followed by a sung *Kyrie* *OR* [ ]  **Confiteor**––*Confiteor* spoken by the celebrant, followed by a spoken *Kyrie* *Please consider using Option III with the spoken invocations.* Option II [ ]  **Have mercy on us**––dialogue, sung or spoken by the celebrant, is followed by the *Kyrie* Option III [ ]  **Invocations––**sung or spoken litany with short invocations and response [ ]  *Led by the celebrant* [ ]  *Led by the deacon* [ ]  *Led by the cantor* Option IV [ ]  **Rite of Blessing and Sprinkling Holy Water**––if chosen, the sprinkling replaces the above Penitential Act *This option may be used at any confirmation liturgy, but especially during Eastertime. Choosing this option strengthens the understanding of the integral relationship between baptism and confirmation.*  |
| **Glory to God***The* Glory to God *is always included when the Ritual Mass for Confirmation is celebrated and on Sundays outside Advent and Lent.* *As a hymn of the Church, it should be sung. Only in rare circumstances would this hymn be spoken.*Sung [ ]  Omitted [ ]  Spoken [ ]  |
| **Collect** **From the Ritual Mass for Confirmation** Option A [ ]  Option B [ ]  Option C [ ]  **From the Mass of the Day** [ ]  | *On the Sundays of Advent, Lent, and Easter, as well as on Ash Wednesday, solemnities, weekdays of Holy Week, during the Sacred Triduum, and on the octave days of Easter, the Ritual Mass for Confirmation is not permitted. Therefore, the Mass of the day­­, with its proper prayers and readings, is used.* |

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| **III. Liturgy of the Word** |
| *For the celebration of the Sacrament of Confirmation, there are several options for readings found in the Lectionary for Mass (#764–#768). Please note that within the Octave of Easter, on Solemnities, and on Sundays of Advent, Lent and Easter, the Mass and readings of the day must be used. For all other days, the Ritual Mass for Confirmation may be used and the readings may be selected from the lectionary for the Ritual Mass for Confirmation. During the Easter season, the first reading should come from the Acts of the Apostles and the second reading from one of the epistles.* |
| **First Reading Scripture Citation**       English [ ]  Spanish [ ]  | **Lectionary Number**       |
| **Responsorial Psalm Scripture Citation**       English [ ]  Spanish [ ]  Bilingual [ ]  | **Lectionary Number**       |
| **Second Reading Scripture Citation**       English [ ]  Spanish [ ]  | **Lectionary Number**       |
| **Gospel Reading Citation**       English [ ]  Spanish [ ]  | **Lectionary Number**       |
|  **Incensation at the time of the Gospel**Yes [ ]  No [ ]  |  |
| **The Candidates will be Presented by** The Pastor [ ]  Parochial Vicar [ ]   The Deacon [ ]  The DRE or Catechist [ ]  | **Name of the Presenter** *(if not the pastor)*       |
| **The Candidates will be presented . . .**  Individually by name [ ]  As a group [ ]  | *When the number of candidates are fewer than 30, it is advantageous to present each candidate by name.* |
| **The Universal Prayer is offered by** Deacon of the Word [ ]  Lector [ ]  | *The Order of Confirmation (par. 30) offers five petitions, which may be used as is or modified. If you choose to compose the intercessions, please include prayers for the following categories and include no more than six.* * *A prayer for the Church*
* *A prayer for the nation and its leaders*
* *A prayer for the marginalized*
* *A prayer for the local community*
* *A prayer for the newly confirmed*
* *A prayer for parents, family, and sponsors*
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| **IV. Liturgy of the Eucharist** |
| **Procession of Gifts** *(hosts, wine, and possibly gifts for the poor)* [ ]  Yes [ ]  No | **Incensation of the Gifts, Cross, and Altar** [ ]  Yes [ ]  No  |
| **Prayer over the Offerings****From the Ritual Mass for Confirmation**Option A [ ]  Option B [ ]  Option C [ ] **From the Mass of the Day** [ ]  | **Preface Title** [ ]  Holy Spirit A [ ]  Holy Spirit B Other *(when the Ritual Mass is not celebrated)*        |
| **Eucharistic Acclamations** (e.g., Holy, Amen) [ ]  Sung [ ]  Recited (*only in rare circumstances)* | **Communion Distributed Under** [ ]  One form [ ]  Both forms*Please note that priests and deacons, if available, should serve as ministers of Holy Communion. Extraordinary ministers may be assigned if additional ministers will ease the distribution of Holy Communion.* |

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| **Is There A Song of Thanksgiving Following Communion?***“When the distribution of Communion is over, if appropriate, the Priest and faithful pray quietly for some time. If desired, a Psalm or other canticle of praise or a hymn may also be sung by the whole congregation” (*GIRM, 88). *This is not a meditation song, but a song for the entire assembly to sing in thanksgiving for the gift just received. The assembly may stand or remain seated to sing this song of praise/thanksgiving.*Yes [ ]  No [ ]  |

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| **V. The Concluding Rite** |
| **Are there Announcements or Remarks following the Prayer after Communion?** Yes [ ]  No [ ]   | **Name of the Person Offering Announcements** *(if not the pastor)*       |
| **Please Identify if there will be any additions to the liturgy, i.e., presentation of gifts, certificates, etc.**      |

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| **VI. Worship Aids and Biographical Information** |
| *Each parish is strongly encouraged to prepare an engaging worship aid to guide the assembly through the liturgy and its rites. Be sure to secure proper copyright permissions for music. The Office of Worship can advise as needed* *If you would like to include biographical information about Cardinal Gregory, Bishop Campbell, or Bishop Dorsonville in the leaflet, or if there will be media coverage of the liturgy, please contact the Archdiocesan Office of Media and Public Relations for official guidance.**The office may be reached at* 301–853–4516 *or* communications@adw.org*.* |

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| **VII. Additional Information** |
| **1.** | **Where should the celebrant park and who will meet him upon arrival?**      |
| **2.** | **Will there be a meal before or after the liturgy?** [ ]  Yes [ ]  No Time:       |
| **3.** | **Where will the celebrant vest prior to Mass?**      |
| **4.**  | **Will there be a group photo?** [ ]  Yes, before Mass |Time:       [ ]  Yes, immediately following Mass [ ]  No**Please note where the photo will take place**       |
| **5.** | **Please identify any additional features or provide further instructions** (e.g., blessings, dedications)      |

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| **Office Use Only** |
| **Master of Ceremonies**      | **MC’s Cell Phone**      | **MC’s Email Address**      |

Please save this form to your computer as a MS Word document (PDFs or pics will not be accepted) and email a copy to liturgy@adw.org as an attachment.

Pastors: Please share a copy of the completed form with deacons, directors of liturgy and music, and others who participate in the planning of this liturgy.