Please fill out the form completely, leaving nothing blank. If a field does not apply to your parish/community, please write “N/A.” If specific details have not been finalized, please provide tentative information to the best of your ability and include “TBD”. If you need assistance, please contact Fr. Kevin Regan at (301) 853-4421 or regank@adw.org. We are happy to help you prepare to welcome the Cardinal to your community.

Please return the completed form as an MS Word document (no .pdf) to both regank@adw.org and schmutzd@adw.org no later than four weeks before the date of the Confirmation Mass.

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| 1. **GENERAL INFORMATION**
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| **Parish/Group/Office**      | **Phone**      |
| **Total Number of Confirmandi:**      | **Youth:**      | **Adults:**      |
| **Location/Address**      |
| **Day of Week & Date of Event**      | **Time of Liturgy**      |
| **Contact Person**      | **Phone**      |
| **Contact Person’s Email**      | **Contact’s Cell Phone**      |
| **Pastor’s Name** *(if not the contact)*      | **Pastor’s Cell Phone**      |
| **Pastor’s Email** *(if different)*      |
| **Celebrant**      | **Homilist**      |
| **Concelebrant(s)**      |
| **Deacon(s)** *(If there are no deacons, please indicate* ***NONE****)*      |
| **Number of Servers** *(plan for 5 if possible)*      | **Liturgical Color**       |
| **Number of Lectors**       | [ ]  Newly Confirmed [ ]  Parish Lectors |

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| **LANGUAGE OF LITURGY:Primary Language of Liturgy (Language of the Missal to be used):**English, Spanish, Other (specify)      , Bilingual (see note below):      **Language of the Rite of Confirmation:** [ ]  English [ ] SpanishPlease note: If you intend to have a bilingual or multilingual Mass (unless the second/additional languages are only used for readings and hymns), please contact the Fr. Regan directly to discuss your preferences. Please be specific regarding the choice of language for each part of the Mass.  |
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| **II. INTRODUCTORY RITES** |
| **Will incense be used as this Mass** [ ]  Yes [ ]  NoIf yes, please note that the celebrant will expect incense to be used at all of the following times during the Mass: at the opening of Mass after the celebrant reverences the altar, at the Gospel Proclamation, and at the Offertory. Use of incense at the Consecration may be included or omitted at the discretion of the pastor, according to parish custom. |
| **GREETING** (Introductions of Clergy and VIPs present and the Celebrant): **PLEASE COMPLETE!****The Celebrant is greeted by**      *(Greeting takes place after the Sign of the Cross)***Names of other VIPs who will be present:**       |
| **PENITENTIAL ACT** *(Please choose one Option and complete the choices given)***OPTION 1** [ ]  **Confiteor –** Confiteor spoken by Celebrant, Kyrie sung  [ ]  **Confiteor –** Confiteor spoken by Celebrant, Kyrie recited *(consider Invocations)***OPTION 2** [ ]  **Invocations –** *(Invocations with response “Lord have mercy.”)* [ ]  Spoken by the celebrant [ ]  Spoken by the deacon [ ]  Sung by the cantor**OPTION 3** [ ]  (Sundays only) **Rite of Blessing and Sprinkling Holy Water\*** will replace the Penitential Act. (See Appendix II in Roman Missal)  *\*On Sundays, especially in Easter time, in place of the customary penitential act, the blessing and sprinkling with water may occasionally be performed to recall baptism*. – Revised General Instruction of the Roman Missal, no. 51Comments:      |
| **GLORIA** ***Please note: For Confirmation Liturgies, the Gloria is to be included except during Sundays in Advent and Lent.*** [ ]  Sung [ ]  Recited [ ]  Omitted  |
| **COLLECT, PRAYER OVER THE OFFERINGS, AND PRAYER AFTER COMMUNION**Roman Missal Publisher:       [ ]  From the Rite of Confirmation in Ritual Masses in the *Roman Missal* Option [ ]  A [ ]  B [ ]  C  [ ]  Other :       |

| **III. LITURGY OF THE WORD**  |
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| *Please see the Archdiocesan* Guidelines for the Rite of Confirmation within Mass*, no. 19* |
| **First Reading** | Scripture Citation      Comments       | Lectionary Number:      |
| **Psalm** | Scripture Citation      Comments       | Lectionary Number:      |
| **Second Reading***(if applicable)* | Scripture Citation      Comments       | Lectionary Number:      |
| **Gospel** | Scripture Citation      Comments       | Lectionary Number:      |
| *The Renewal of Baptismal Promises by those to be confirmed replaces the Profession of Faith.*  |
| **Will there be a Renewal of Commitment to Witness to Christ** **[ ]  Yes** **[ ]  No***For participating youth who are baptized Catholics and have already been confirmed***If yes, how many?**       |
| **Universal Prayer is read by**  [ ]  Deacon [ ]  Lector [ ]  Newly Confirmed Comments:     *Please note: If your parish plans to use petitions other than those provided by the ritual book for Confirmation, please include the text of these petitions when returning the Liturgy Planning Form to the Office of the Archbishop.* |

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| **IV. LITURGY OF THE EUCHARIST** |
| **Procession of Gifts** *(Bread and Wine)* [ ]  Yes [ ]  No*Please note: The Cardinal will receive these gifts at the Chair*Will there be a symbolic offertory of any kind? (If yes, please specify the items that will be included, e.g., fruit, flowers, etc.)       |
| **Preface Title** [ ]  Holy Spirit A [ ]  Holy Spirit B [ ]  Other:        |
| **Holy, Holy, Holy**  [ ]  Sung [ ]  Recited |
| **The Mystery of Faith** [ ]  Sung [ ]  Recited |
| **Great Amen**  [ ]  Sung [ ]  Recited |
| **Lord’s Prayer and Doxology** [ ]  Sung [ ]  Recited *.* |
| **Lamb of God** [ ]  Sung [ ]  Recited |
| **Communion to be distributed under**  [ ]  One form [ ]  Both forms |
| *Priests and deacons, if available, should serve as ministers of Communion. If there is not a sufficient* *number of priests and deacons, Extraordinary Ministers of Holy Communion should be assigned and available.* |
| **Will there be a hymn of thanksgiving after the distribution of Communion?** [ ]  Yes [ ]  No |

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| **V. CONCLUDING RITE** |
| **Are there announcements (or remarks) to be made?** [ ]  Yes [ ]  No Comments:       |
| **When are announcements offered?**       |
| **Who will offer the announcements?**       |

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| **VI. EVENT WORSHIP AIDS OR BIOGRAPHICAL INFORMATION** |
| If there are worship aids that include biographical information about Cardinal Gregory, or if there is media coverage, please contact the Office of Media and Public Relations for official guidance at 301-853-4516 or communications@adw.org.  |

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| **VII. OTHER INFORMATION** |
| **Where should the celebrant park?**        |
| **Who will meet him upon arrival?**       |
| **The Cardinal meets the candidates 30 minutes prior to the Mass. Where will this meeting take place?**      *Please note: The Cardinal prefers to meet them without sponsors or catechists present. After this meeting, the group photo can be taken by the photographer as all are gathered and ready.*  |
| **Where will the celebrant vest prior to Mass?**       |
| **Please list any special features for this Mass** *(i.e. Blessings, Dedications, Presentations, etc.):*      |
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| **Microphones in the Sanctuary?** |
| **Lavaliere/ Lapel:** [ ]  Yes [ ]  No | **Stationary at Chair:** [ ]  Yes [ ]  No |
| **Cordless Handheld:** [ ]  Yes [ ]  No | **Stationary at Altar:?** [ ]  Yes [ ]  No |
| **Comments:**       | **Stationary at Ambo:?** [ ]  Yes [ ]  No |

**Please save this form to your computer as an MS Word document.**

**Follow the instructions on the first page as to who to email this to in the Office of the Archbishop.**

**Pastors: Please share a copy of the completed form with Deacons, Directors of Liturgy and Music, DRE’s and others who participate in the planning of this Liturgy.**