

## Appendix A

### PREPARATIONS FOR CONFIRMATION

**The following points will be helpful in ensuring a smooth-running and meaningful celebration.**

**1. The Rite of Confirmation (outside Mass)**

Please be familiar with the Rite. The Liturgy Office is happy to help with any enquiries, whether about the flow of the liturgy, the ministries or the music.

**2. Timing:** The Bishop usually has other ceremonies scheduled on that day so as to be able to visit as many parishes across the Diocese. Please note the time allocated to the ceremonies at your parish and the need of the Bishop to travel elsewhere.

**3. Ministers of Ceremony:** An MC has volunteered to assist the Bishop before and during the ceremony. The MC's have been commissioned by the Bishop for this role and are very familiar with the Rite and with the needs of the Bishop. They would like to contact the Sacramental Coordinator sometime before the date to offer support and become aware of any changes/special needs, etc. Please assist the MC with any special information. On the day, the MC is happy to work with the coordinator to marshal servers and check all requirements.

**4. Servers:** Five servers are normally required;

Cross/book bearer, two candle bearers, bearers for the Mitre and Crozier.

**5. The Credence Table:** Please have prepared a bowl with warm water and lemon or liquid soap and a towel. The Bishop will wash his hands after the anointing with the oil of Chrism.

**6. Entrance Procession:** four people are required to carry :

the paschal candle, the book of the Gospels, the chrism, the holy water.

It is important that those chosen are strong enough to carry the heavier items (candle and Book of Gospels).

**7. Reader:** Readers should be chosen for the ability to read carefully and intelligibly and with an understanding of the scripture they are proclaiming.

**8. Prayers of the Faithful or General Intercessions.** Again, please choose a reader who is confident and clear. After the intention has been announced, there should be a period of silence for the assembly to think about the intention before the formula "Lord, hear us" is spoken by the reader or sung by the cantor.

**9. Presentation:** Children are asked to stand as their name is called. The Bishop will ask them to come forward and gather around him. It is useful for an usher to help arrange the group so that each child can see the Bishop. Please do this unobtrusively.

**10. Anointing with Chrism:** The children and sponsors are asked to approach the Bishop in two lines, so that two candidates are standing in front of the Bishop at any time. Encourage the children to look at the Bishop and speak loudly and clearly. Sponsors are asked to give the name cards to the two assistants standing either side of the Bishop. Ushers can help the flow of movement especially as the children move forward towards the Bishop.

**11. Music:** Some suggestions

- Entrance Hymn:** The Entrance Hymn can commence just as the procession is getting ready to start. It should conclude as the procession ends.
- Psalm:** This should have a melodic refrain so that the assembly can sing
- Alleluia:** The Gospel acclamation should be sung.
- Anointing:** During the anointing, a song known by the assembly should be sung. It is helpful if the music and or singing can continue until the end of the anointing.

**12. Our Father:** To be said.

**13. Overheads**

- If using a data projector, please be aware that this is an **aid** for the use of songs primarily. It is not helpful to print up words of the ceremony or the readings as the assembly is to LISTEN to these. The words of hymns, the refrain of the psalm and the Alleluia are the main items to be printed.
- Please remember that in our liturgy we do not duplicate symbols. Therefore images of the oil of chrism or candle etc should not be on the screen as these are present in their reality through the procession.

**13. Photos:** Photo taking during the ceremony does take away from the deeper significance of the sacrament for the children and the assembly. Please do not take photos, so helping all to have the fullest sacramental experience.

The Bishop is happy to have individual photos taken with families after the ceremony. It is helpful if there is an usher to have this running smoothly.

If there is to be a group photo, please organise this so that the Bishop's time with families is not limited.

**14. Certificates:** Certificates might be made available to families before the ceremony or presented in a way that does not limit the Bishop's time at the end of the ceremony.

**Thank you for the time you have given to the preparation and celebration of the Sacraments of Initiation for children, in your parish.**