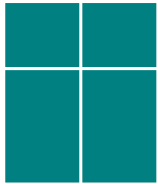




Celebrating the Sacrament of Confirmation

in the Diocese of Wichita

2017 - 2018



Greetings in Christ!

This booklet is being provided as a guide for your proximate preparation of candidates for the celebration of the sacrament of Confirmation. A parish program of formative and catechetical preparation should precede the conferral of Confirmation. The Office of Faith Formation is available to assist you in developing these programs.

The focus of this booklet is to help you and your Confirmation team be confident that you are prepared for the day of Confirmation.

In this booklet you will find the following information:

1. Requirements of the confirmandi
2. Requirements of sponsors
3. Minister of Confirmation
4. Liturgical preparations
 - a. Readings for the Mass
 - b. Ministries
5. Music guidelines
6. Pastoral considerations in preparing for the day
7. Ceremonial provisions
8. Appendix A, B, C, and D, E
 - a. Script for the Pastor to present confirmandi to the bishop
 - b. Practice sheet for candidate's responses during the ceremony
 - c. Suggested letter from the confirmandi to the pastor
 - d. Confirmation without a priest M.C.
 - e. Other considerations for the Episcopal visit for Confirmation

Our hope is that this booklet will answer questions you may encounter in your preparation for the day of Confirmation.

To specifically assist the bishop in his preparations, he requests that you complete a *Liturgy Planning Sheet* for your Confirmation Mass. An electronic version will be emailed approximately two (2) months before the scheduled Confirmation. (The planning sheet is also available under the Office of Worship home page - right panel under "Quick Clicks" - of the diocesan website: www.catholicdioceseofwichita.org.) The form should be filled out, saved, and emailed back to the Office of Worship as an attachment. Please submit the Planning Sheet **one (1) month prior** to the Confirmation celebration in your parish. This planning sheet will be helpful to the bishop as he prepares to confer the Sacrament of Confirmation at your parish.

Thank you for carefully reading through this booklet. The bishop is most grateful for the attention of the pastor and the staff regarding these details.

If you have any questions regarding planning for this special event, please contact the Office of Worship at:

316-269-3900

or

reichenbergm@CatholicDioceseOfWichita.org

or

beckiusj@CatholicDioceseofWichita.org.

Sincerely,



Sister John Patrick

Director, Office of Worship

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The Sacrament of Confirmation

The sacrament of Confirmation impresses a character and by it the baptized, continuing on the path of Christian initiation, are enriched by the gift of the Holy Spirit and bound more perfectly to the Church; it strengthens them and obliges them more firmly to be witnesses to Christ by word and deed and to spread and defend the faith (*Codex Iuris Canonici, CIC can. 879*).

Requirements of the Confirmandi

- Every baptized person not yet confirmed can and should receive the sacrament of Confirmation (*CIC can. 889.1*).
- The faithful are obliged to receive this sacrament at the appropriate time (*CIC can. 890*). In the diocese of Wichita the sacrament of Confirmation should ordinarily take place within the first two years of high school education.
- Pastors should plan to prepare students for the sacrament of confirmation during their sophomore year in high school. In parishes where the sacrament of confirmation is not celebrated every year, freshmen and sophomores should receive the sacrament together. If it is celebrated once every three years, then **juniors** should be prepared to receive the sacrament with the freshmen and sophomores of the parish.
- Candidates must complete a program of catechetical preparation to the pastor's satisfaction.
- Candidates should be well instructed on the meaning and purpose of the Sacraments, especially Confirmation and its relation to Baptism and the Eucharist. They should also know the importance of the Sacrament of Reconciliation.
- To be licit (outside danger of death) it is required that candidates for Confirmation be suitably instructed, properly disposed and able to renew one's baptismal promises (if the person has use of reason) (*CIC can. 889.2*).
- Candidates may choose a Confirmation name. They may use their baptismal name, emphasizing the connection between the sacraments of Baptism and Confirmation, or they may choose the name of a saint whom they desire to imitate or to whom they are especially devoted. Some assistance may be found on the Office of Worship webpage: www.CatholicDioceseOfWichita.org.

- Candidates should write a letter to the pastor requesting the reception of the sacrament of Confirmation (example letter is included). Pastors are invited to meet with candidates prior to Confirmation, reviewing this letter.

Requirements of the Sponsor

- Sponsors must have the qualifications and intention of performing the role of the sponsor: to assist the candidate in leading a Christian life in harmony with the sacrament of Confirmation and to fulfill the obligations connected with that sacrament (*CIC can. 872*).
- Sponsors must be at least sixteen (16) years of age (*CIC can. 874.2*).
- Sponsors must be Catholic, who have been baptized, confirmed, have made their first confession and received the Holy Eucharist (*CIC can. 874.3*).
- Sponsors must demonstrate a life in harmony with the faith and the role to be undertaken (*CIC can. 874.3*).
- Sponsors must not be bound by any canonical penalty legitimately imposed or declared (*CIC can. 874.4*).
- The sponsor for any candidate may be male or female.
- The candidate's baptismal sponsor may also serve as sponsor for Confirmation. This is to emphasize the relationship between Baptism and Confirmation.
- The mother, father, adoptive or foster parent of the candidate for Confirmation may not serve as sponsor (*CIC can. 874.5*).

Minister of the Sacrament of Confirmation

"In the Latin rite, the ordinary minister of Confirmation is the bishop. If the need arises, the bishop may grant the faculty of administering Confirmation to priests, although it is fitting that he confer it himself, mindful that the celebration of Confirmation has been temporally separated from Baptism for this reason" (*Catechism of the Catholic Church #1313*).

Liturgical Preparations



Vestments

- The bishop will furnish his own vestments.

Readings for the Mass

- During the 2017-2018 Confirmation cycle, Bishop Kemme wishes to use:
1st Reading: **Ezekiel 37: 1-14**
2nd Reading: **Romans 8: 11-17**
Gospel: **John 20: 19-23**

The Psalm is left to pastor's/confirmation team's discretion.

Readers

- There should be two or three readers prepared for the Confirmation Mass. They will proclaim the:
 - Old Testament reading
 - New Testament reading
 - Petitions of the Universal Prayer

Please choose someone **OTHER THAN** a Confirmation candidate for these roles.

Commentator

- A commentator may be helpful to assist in the flow of the Confirmation Mass. If you use a commentator, this person should be well trained and use a written script and, again, should be someone **OTHER THAN** a Confirmation candidate.

Gift Bearers

- The gifts (bread and wine only) for the celebration of the Eucharist should be brought forward at the offertory. These may be selected from among the Confirmation candidates.

Altar Servers

- Six servers are needed for the Confirmation Mass (five if incense isn't used):
 - Thurifer
 - Cross bearer
 - 2 Candle bearers
 - Miter bearer (to follow bishop in procession)
 - Crozier bearer (to follow bishop in procession)

[The last two are not needed if someone other than the bishop is conferring Confirmation.]

- Please be sure servers are capable of carrying out their duties. Having young adults is preferable to children who are too young. The servers are to arrive 30 minutes prior to Mass.

Incense

- Usually incense should be prepared for use at the entrance, Gospel, and offertory unless otherwise noted on the liturgy planning sheet. There is to be music (not necessarily singing) until the incensation is completed.

Music Guidelines

- Music plays an integral part in the celebration of the Confirmation Mass. Candidates, sponsors and the assembly should be encouraged to participate by providing them with the necessary hymns and other music. Time-honored songs appropriate to the occasion that the assembly can sing well are highly encouraged. More recent compositions are not excluded, so long as they are familiar to the assembly and are not an obstacle to their participation.
- Music, even if only instrumental, should last during the entire incensation whenever incense is used, except at the Gospel and when incense is used during the Eucharistic Prayer. This note is of particular importance to the accompanist.
- Music may accompany the anointing with chrism, but should only begin after three or four candidates have been anointed.

- Musicians should prepare music in accord with established norms. If possible, the assembly should be encouraged to participate in signing the:
 - Lord, have mercy
 - Gloria (*always used, unless on a Sunday in Advent or Lent; allowed on weekdays during Advent & Lent when the Confirmation ritual is used*)
 - Responsorial psalm (*at least the refrain*)
 - Alleluia / Gospel acclamation
 - Ordinary of the Mass:
 - Holy, Holy
 - Mystery of Faith
 - Great Amen
 - Our Father
 - Lamb of God
- When the ritual Mass for Confirmation is used, processional chants or songs (Entrance, Offertory, Communion, and Recessional) should be selected with regard to their emphasis on the Holy Spirit, faith, witness, the Church, and the sacraments of initiation. If Confirmation occurs on a special solemnity or during a particular season, songs appropriate to these feasts/seasons are fitting.
- Music should enhance worship with its beauty, but it should not unduly prolong the ceremony, nor leave the celebrant waiting for a significant amount of time.

Pastoral Considerations

Requirements

- Pastors are responsible to see that **candidates** meet the requirements listed above.
- Pastors are responsible to see that **sponsors** meet the requirements listed above.

Confession

- Pastors should make provision for the sacrament of Confession prior to the celebration of Confirmation for candidates and sponsors.

Confirmation Name Cards

- Please prepare a 3x5 index card for each candidate bearing his / her Confirmation name. Each candidate should have this card when approaching the bishop for anointing. The assisting priest (usually the pastor) will collect these during the anointing. Name tags are not needed.

Certificates

- Confirmation certificates should be provided but not be distributed during the Mass.

Photos and Videos

- Please plan for photos to be taken in a place other than the church. If a different arrangement is necessary, please note this on the planning sheet.
- If there is a group photo, this is to be taken before Mass. Individual photos of the candidate with the bishop may be taken at the reception following Mass. Please keep the line moving so everyone has the same opportunity.

BEFORE MASS

- If there will be a group photo, all candidates are to be assembled together and ready **15** minutes before Mass begins.
- If the group photo must be taken in the church, every effort should be made to maintain an appropriate atmosphere respectful of the sacredness of the church and any persons praying and preparing for Mass.
- All the candidates are to take their seats in the church before the entrance procession of the ministers begins. This will be after the group photo, if there is one.

DURING MASS

- It is preferred that no photos be taken during the actual Confirmation. If there is a videographer, the videographer must remain stationary during the Mass.

Other Instructions

- The candidates will not process in at the beginning of Mass, nor out during the recessional.

- Candidates and sponsors are NOT seated together:
- All candidates should be seated together as a group on the **right** side of the church, facing the sanctuary.
- Sponsors should be seated together as a group on the **left** side of the church, facing the sanctuary, and in a corresponding order to the candidates they are sponsoring.
- Candidates are not permitted to wear anything resembling clerical vesture, i.e. stoles.

The candidates and sponsors should be previously instructed and practice moving smoothly and quickly one after the other.

Ceremonial Provisions

1. The book bearer should be instructed to hold the Confirmation ritual book for the bishop during the Confirmation rite.
2. Be sure each candidate has his / her Confirmation name card before Mass begins.
3. The pastor is to proclaim the Gospel.
4. The pastor presents the candidates by calling them as a GROUP, NOT each by name. The pastor may also recognize those involved in the catechetical and formative process, the sponsors, and parents (see Appendix A).
5. The bishop will give the homily.
6. Following the homily the bishop will lead the renewal of baptismal promises (candidates are to stand).
 - a. At the conclusion of the renewal of baptismal promises the bishop says:
"This is our faith. This is the faith of the Church. We are proud to profess it in Christ Jesus our Lord."
 - b. The entire assembly responds: **"Amen."**

7. The candidates remain in their places during the "imposition of hands" and the prayer that precedes the anointing.

As the bishop extends his hands in prayer over the candidates, all vested priests in the sanctuary should also extend both hands over the candidates, saying nothing.

8. Two lines should form in the center aisle: one of confirmandi on the right, side-by-side with their sponsors on the left.
9. When the candidate's turn comes, the candidate should step up close enough to the bishop to be easily anointed and hand the index card bearing his / her Confirmation name to the assisting priest. The assisting priest announces the Confirmation name to the bishop and holds the card so Bishop may refer to it as needed.
10. From behind, the sponsor places his/her right hand on the candidate's shoulder.
11. After the anointing, lemon, water, and a towel should be brought to the bishop.
12. At the preparation of the gifts, while the bishop remains seated, the MC prepares the altar, arranging the corporal, chalice, purificator, and missal on the altar.
13. Communion under both forms should be offered.

Appendix A

Presentation of the Confirmation Class

After the bishop reverences the Gospel book (unless there is no M.C.- see page 19), the pastor, standing at the ambo or another suitable podium, begins with the formal introduction of members of the Confirmation class.

Pastor: Most Reverend Bishop: It is my privilege to present this class of young men and young women and to recommend them as worthy to receive the sacrament of Confirmation. I am confident they understand the obligations required of them as witnesses to Christ.

(The candidates are asked to stand as a group to be recognized; then to sit.)

Pastor: Your Excellency, it is also my privilege to introduce to you those who have helped to prepare these students through catechetical instruction and formation.

(The catechetical team is asked to stand to be recognized; then to sit.)



Pastor: May I also present the men and women who will serve these candidates as sponsors. They are practicing Catholics, and I believe that they will provide those to be confirmed with the encouragement they may need to live as Christians.

(The sponsors are asked to stand as a group to be recognized; then to sit.)

Pastor: Finally, it is my special pleasure to present the parents of the young people in this class. These are the people who have provided the candidates with the example and the inspiration to accept the sacrament of Confirmation and to cooperate with the Holy Spirit in the lifelong task of following Christ.

(The parents are asked to stand as a group to be recognized; then to sit.)

The bishop will then give the homily. The pastor should be seated.



Appendix B

Practice Sheet for Candidate Responses

After the homily the candidates stand and the bishop questions them:

1. Responses for the Renewal of Baptismal Promises:

Bishop: Do you renounce Satan, and all his works and his empty promises?

Candidates: I do.

Bishop: Do you believe in God, the Father almighty, Creator of heaven and earth?

Candidates: I do.

Bishop: Do you believe in Jesus Christ, his only Son, our Lord, who was born of the Virgin Mary, suffered death and was buried, rose again from the dead and is seated at the right hand of the Father?

Candidates: I do.

Bishop: Do you believe in the Holy Spirit, the Lord, the giver of life, who today through the Sacrament of Confirmation is given to you in a special way just as he was given to the Apostles on the day of Pentecost?

Candidates: I do.

Bishop: Do you believe in the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting?

Candidates: I do.

Bishop: This is our faith. This is the faith of the Church. We are proud to profess it in Christ Jesus our Lord.

Assembly: Amen.

2. During the Anointing with Chrism

- Each candidate approaches the bishop and stands close enough for the anointing; the sponsor stands slightly behind.
- The Confirmation candidate hands the Confirmation name index card to the assisting priest.
- The sponsor places his or her **right** hand on the shoulder of the candidate.
- Responses for the anointing:

Bishop: N., be sealed with the gift of the Holy Spirit.

Candidate: Amen.

Bishop: Peace be with you. (*shakes candidate's hand.*)

Candidate: And with your spirit.

Appendix C

Candidate Letter to the Pastor

It is highly recommended that each candidate for Confirmation write a letter to the pastor requesting the sacrament of Confirmation. It should express how the preparation program has helped him/her, why he/she seeks the sacrament, and a statement of intention to faithfully live out the responsibilities that are proper to a confirmed member of the Church.

Date _____

Dear Father _____,

I, (name), a member of _____ Parish am completing a program of preparation for Confirmation. I request the privilege of being confirmed because...

My program of preparation...

In my future, I hope my Confirmation will help me...

Respectfully,

Appendix D

Confirmation without a Priest M.C.

If the M.C. is unable to be present for the Confirmation Mass, the pastor or another concelebrating priest should plan to assist the bishop. Please use the following guidelines for assisting the bishop:

- As the bishop approaches the sanctuary, at the place where the celebrant genuflects, the pastor should receive the bishop's crozier, handing it off to the crozier bearer.
- The pastor should also receive the bishop's miter at the same location, handing it off to the miter bearer.
- After the bishop reverences the altar with a kiss, the pastor should receive the boat and open it as the server opens the thurible for the bishop to add incense.
- The bishop is to receive his miter after the opening prayer and before the first reading.
- Following the second reading, the server with the thurible and the boat should kneel before the bishop, handing the boat to the pastor.
- After the incense is prepared, the pastor stands before the bishop, asking for his blessing.
- After imparting the blessing, the bishop hands his miter to the miter bearer.
- After the Gospel is introduced, "*The Lord be with you.*" "*And with your spirit.*" "*A reading from the holy Gospel according to N.*", the bishop receives his crozier from the crozier bearer.
- The pastor should reverence the Gospel Book and remain at the ambo to introduce the candidates.
- The bishop chooses to preach with his miter.
- Upon reaching his chair after communion, the bishop receives his zucchetto.
- After the "Prayer after Communion" the bishop receives his miter.
- The crozier is to be given to the bishop after he says: "*The Lord be with you.*" [] "*May Almighty God bless you (give crozier) the Father, + and the Son, and the Holy Spirit.*"

Appendix E

Other considerations for the Episcopal visit for Confirmation

<u>TYPICAL SCHEDULE</u>	5:00 pm	Light dinner (optional - pastor's discretion)
	6:00 pm	Confirmation preparation
	6:15 pm	Group picture (optional - pastor's discretion)
	6:30 pm	Confirmation Mass
	7:30 pm	Reception, and individual photos. Please arrange a location where the bishop will remain until all the pictures are taken. Though not required, it is helpful if there is <i>one</i> person designated for official photography.
	8:00 pm	Departure

PRACTICAL CONSIDERATIONS

BEFORE MASS

- Any plan for a light dinner, or any other particulars for the visit, are to be communicated to the bishop's secretary well in advance of the event and indicated on the liturgy planning sheet.

AT MASS

- After the sign of the cross and greeting, the pastor offers a word of welcome to the bishop and to the parish family for the celebration of Confirmation.
- During the conferral of Confirmation, the pastor and/or the parochial vicar stands to the left of the bishop to assist.
- At the end of Mass the pastor announces the reception, if this is appropriate.

AFTER MASS

- Depending on travel, after the Confirmation Mass priestly fraternity in the rectory is appreciated, though not required.

OTHER

- As is the case for ministers of sacraments (i.e. baptisms, weddings, funerals), an honorarium, though not required, is customarily offered and gratefully welcomed. Bishop Kemme is thankful for honorariums offered and uses them to provide for charitable needs. He wishes to thank you for your consideration and generosity.