



DIOCESE OF COLUMBUS

OFFICE OF THE BISHOP

Planning Sheet for the Celebration of
the Sacrament of Confirmation

Please return the completed form to:

Office of the Bishop
198 E. Broad St.
Columbus, OH 43215

or Fax: (614) 224-6306

or e-mail:
jgreer@columbuscatholic.org

I. GENERAL INFORMATION

Parish/Location/Address	
Day of Week and Date of Event	Time
Contact Person(s)	Phone(s)
Contact Person's E-mail	Contact's Cell Phone
Celebrant Most Reverend Robert J. Brenna±	Number of Candidates
Pastor/Priest Concelebrant(s)	
Deacon(s)	
Master of Ceremonies	

II. BEFORE THE LITURGY

Reserved Parking Location
Vesting Location
No. of Chasubles ____ Color: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Violet
No. of Dalmatics ____ Color: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Violet
Vestments <input type="checkbox"/> Bishop to Provide <input type="checkbox"/> Parish to Provide
No. of servers ____ <i>5 are preferred (Cross, 2 Candles/Servers, Miter, Crosier), 6 if incense is to be used.</i>

**Bishop Brennan wishes to meet with the Confirmandi prior to Mass.
Please allow 20-30 minutes for this.**

Location

III. INTRODUCTORY RITES

Entrance Hymn

Use of Incense <input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Welcome By whom?</p> <p align="center"><i>Welcome takes place after the chant ends and before the Sign of the Cross.</i></p>
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<p>Penitential Act (Please choose one option and complete choices given)</p> <p><input type="checkbox"/> Option 1 Form A - Confiteor spoken by Celebrant, Kyrie sung by:</p> <p> <input type="checkbox"/> Bishop <input type="checkbox"/> Deacon <input type="checkbox"/> Cantor/Choir</p> <p><input type="checkbox"/> Option 2 Form A - Confiteor spoken by Celebrant, Kyrie recited by:</p> <p> <input type="checkbox"/> Bishop <input type="checkbox"/> Deacon <input type="checkbox"/> Cantor/Choir</p> <p><input type="checkbox"/> Option 3 Form C - Invocations with response "Lord/Christ have mercy"</p> <p> <input type="checkbox"/> Spoken by celebrant <input type="checkbox"/> Spoken by deacon <input type="checkbox"/> Sung by cantor</p> <p><input type="checkbox"/> Option 4 Rite of Blessing and Sprinkling with Holy Water*</p> <p> Accompanying music</p> <p><i>* On Sundays, especially in the Easter season, in the place of the customary penitential act, the blessing of and sprinkling with holy water may be performed to recall baptism.</i></p>
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<p>Gloria <input type="checkbox"/> Sung <input type="checkbox"/> Omitted</p> <p align="center"><i>The Gloria is omitted on Sundays of Advent and Lent and most weekdays.</i></p>

IV. LITURGY OF THE WORD

First Reading	Scripture citation Proclaimed by	Lectionary number
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Psalm Response	Scripture citation <input type="checkbox"/> Sung, by cantor/choir <input type="checkbox"/> Recited, by	Lectionary number
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Second Reading (if applicable)	Scripture citation Proclaimed by	Lectionary number
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Gospel	Scripture citation	Lectionary number
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<p>At Time of Gospel</p> <p>Use of Incense <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Use of Gospel Book* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Gospel Proclaimed by <input type="checkbox"/> Priest <input type="checkbox"/> Deacon Name _____</p> <p>Homilist: Most Reverend Robert J. Brennan</p>	<p align="center"><i>If the Book of the Gospels is used, after the proclamation of the Gospel, the deacon should bring the Book of the Gospels and take it to the bishop. The bishop will reverence the Book of the Gospels.</i></p>
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<p>Rite of Confirmation</p> <p>Presentation of Candidates</p> <p>Homily</p> <p>Renewal of Baptismal Promises</p> <p>Anointing of Candidates</p> <p align="center"><i>Please ensure that no one is standing so as to obstruct the view of the congregation.</i></p>

Hymn(s) During
Anointing

General Intercessions Sung Recited (please attach)

Sung/
read by Deacon Name _____
 Commentator/Lector Name _____

V. LITURGY OF THE EUCHARIST

Hymn for the
Preparation of the Gifts

Use of Incense at Preparation of the Gifts Yes No

After the bishop incenses the altar the deacon should receive the thurible and proceed to incense the bishop alone, then the concelebrating priest(s), and finally the entire congregation.

Preface

Preface no.

Mass Parts: (always Sung) Setting:

Communion Under Both Forms Yes No
No. of patens _____ No. of chalices _____

Communion Hymn(s)

Post-Communion Hymn

VI. CONCLUDING RITES

Announcements Yes No
If yes, by whom?

Recessional Hymn

VII. OTHER PARTICULARS

Is a Meal Provided? Yes No
Time _____ Location _____

Worship Aid Yes No

Reception Yes No
If yes, where? _____

Photos with Bishop Brennan Before Mass After Mass

Miscellaneous Information
