

GUIDE TO THE CELEBRATION OF



CONFIRMATION

in the

DIOCESE OF COLUMBUS

**GUIDE FOR THE
PREPARATION OF THE
SACRAMENT OF CONFIRMATION**

JULY 2016

TABLE OF CONTENTS

INTRODUCTION.....	1
PREPARATION.....	2
THE MASS.....	4
SACRAMENT OF CONFIRMATION.....	5
ADDENDUM I CALL TO PRAYER.....	6
ADDENDUM II LITURGICAL CHECKLIST.....	7
ADDENDUM III UNIVERSAL PRAYER.....	8
CONFIRMATION PLANNING SHEET.....	9



INTRODUCTION

The sacrament of confirmation strengthens the baptized and obliges them more firmly to be witnesses of Christ by word and deed and to spread and defend the faith. It imprints a character, enriches by the gift of the Holy Spirit the baptized continuing on the path of Christian initiation, and binds them more perfectly to the Church. Can. 879

Each year parishes of the Diocese of Columbus prepare young adults for the reception of the Sacrament of Confirmation. The hours of teaching and learning, of praying and reflecting and of serving the community culminate in the reception of the Sacrament.

This resource is intended for those at the parish who are responsible for preparing both the young men and women and the Mass of Confirmation. It conveys the information needed about all the options available to parishes.

A number of *Addenda* have been added to help with the flow of the Mass and assumes its sanctity and beauty.

- ❖ *Addendum I* is a “Call to Silence/Prayer.” This precedes the Introit and invites those present to place themselves in the Presence of God prior to the Mass.
- ❖ *Addendum II* is a checklist of items to prepare prior to the Mass.
- ❖ *Addendum III* is an example of the Universal Prayer that can be used at the Confirmation Mass.

CONFIRMATION MASS PLANNING SHEET

Following this Mass planning sheet closely will help the *Office for Divine Worship* and the *Executive Assistant to the Bishop* plan the Mass for your parish. The form is on the *Office for Divine Worship’s* website. We ask that when you are prepared to complete the form, please do so online and activate the “submit” button so that we can receive the planning sheet in a timely manner. A hard copy is provided at the end of this handbook.



PREPARATION

PREPARATION OF THE CANDIDATES

“Those who are to receive Confirmation must have already been baptized. Moreover, those faithful possessing the use of reason must be in the state of grace, be properly instructed, and be capable of renewing the baptismal promises” (OC #12).

AGE

In the Diocese of Columbus, baptized Catholic candidates who have completed catechetical preparation and have been approved by the pastor may celebrate the Sacrament of Confirmation usually between the ages of 13 to 15.

VERIFICATION OF BAPTISM

Since Confirmation is the completion of the Sacraments of Initiation, parishes must verify that the candidate has been validly baptized and can attest to their Catholicity. A baptismal certificate should be obtained and kept on file. If there is doubt concerning the validity of a baptism, there is a list of valid and invalid church baptisms on the *Office for Divine Worship’s* website.

IMMEDIATE PREPARATION

Reception of a sacrament requires that the person be without sin. Therefore, reception of the Sacrament of Reconciliation should be included in the immediate preparation for Confirmation.

STOLES

“The distinction between the universal priesthood of all the baptized and the ministerial priesthood of the ordained is blurred when the distinctive garb of ordained ministers is used at Confirmation. Therefore, the use of a stole for the *confirmandi* should be avoided” (BCL Newsletter, Vol. XX, December 1984). The use of albs or choir robes is to be avoided as well.

MASS PRAYERS

The norm for the Diocese of Columbus is that the Mass of the Day is to be celebrated, with all of the Propers and Readings assigned to the Day. This is the norm unless it is otherwise noted by the Chancery Office or the *Office for Divine Worship*. The color of the vestments are to be in accord with the Day in which the Sacrament of Confirmation is to be celebrated.

The *Mass for the Conferral of Confirmation* may be used. Nevertheless, the Mass of the Day is preferred by the Bishop. If Confirmation is celebrated on certain days, the Mass of the Day and the Readings must be used (please refer to the yearly Ordo).

MINISTERS

For the Mass of Confirmation with the Bishop, there will be a number of ministers needed.

- ❖ ALTAR SERVERS- There will need to be two (2) altar servers to hold the Miter and the Crosier when the Bishop is not using them. There will need to be two (2) altar servers to carry lighted candles in the Entrance Procession and the Exit Recessional. There will need to be one (1) altar server to carry the Processional Crucifix. There will also need to be two (2) altar servers to assist during Mass.
- ❖ LECTORS- Persons who are qualified Lectors should be chosen for this Mass.
- ❖ EXTRAORDINARY MINISTERS OF HOLY COMMUNION- If there are not a sufficient number of Ordinary Ministers of Holy Communion (Bishop, priests and deacons), others who have been commissioned as Extraordinary Ministers of Holy Communion may be used. Please follow the directives in the *Handbook for EMHC* produced by the *Office for Divine Worship*.
- ❖ DEACON(S)- At least one of the deacons assigned to the parish should be present at the Confirmation Mass. If multiple deacons are present, the duties of the deacons are shared amongst them (Deacon of the Word, Deacon of the Altar). If a parish does not have a deacon, or the assigned deacon(s) at the parish is/are unable to be present, the *Office for the Permanent Diaconate* will help assign a deacon. The presence of a deacon, the pastor (as well as concelebrating priests), and the bishop visually expresses the fullness of ordained ministry.
- ❖ MASTER OF CEREMONIES (MC)- This will either be a Permanent Deacon or a Seminarian from the Diocese of Columbus. They are trained and are familiar with the flow of the Mass. The responsibility of the MC is to see to it that the Mass flows according to the plan and to facilitate any details or difficulties that arise during the Mass. For the most part, the MC works behind the scenes and should be rarely visible to the congregation. The MC is assigned to assist at a Confirmation Mass by the *Office for Divine Worship*.

SPONSORS

“As a rule, each of those to be confirmed should be assisted by a sponsor, who will bring them to receive the Sacrament, will present them to the minister of Confirmation for the sacred anointing, and afterwards will help them to fulfill their baptismal promises faithfully in accordance with the Holy Spirit whom they have received” (OC #5).

The sponsor does not need to be of the same gender as the one being confirmed. There is to be only one sponsor for each *confirmand*. According to *Canon 874 §1*, it is required that the sponsor:

- ❖ has completed the sixteenth year of age, unless the diocesan bishop has established another age, or the pastor or minister has granted an exception for a just cause;
- ❖ be a Catholic who has been confirmed and has already received the most holy sacrament of the Eucharist and who leads a life of faith in keeping with the function to be taken on;
- ❖ not be bound by any canonical penalty legitimately imposed or declared;
- ❖ **not be the father or mother.**

CONFIRMATION NAME

One may choose their baptismal name as their Confirmation name. The *confirmandi* may also feel free to choose a name of a saint who exemplifies the Christian life they are about to live.

THE MASS

CALL TO SILENCE & PRAYER

A few moments prior to the *Introit*, a member of the parish may give a *Call to Silence & Prayer*. The purpose of this call is to welcome the gathered assembly and invite them to silence and prayerful reflection in preparation for the Mass. It is a way of reminding the assembly that they are gathered to praise God and to pray for the men and women who are about to be fully initiated into the Catholic faith. The *Call to Silence & Prayer* should be followed by at least two (2) minutes for prayer prior to the procession.

ENTRANCE PROCESSION

The order of the Entrance Procession is as follows:

- ❖ The thurifer carrying the thurible with burning charcoal (if incense is to be used)
- ❖ An altar server carrying the Processional Crucifix flanked by two other altar servers carrying processional candles
- ❖ The lector(s) for the Mass
- ❖ The Deacon of the Word carrying the Book of Gospels (if more than one deacon is present)
- ❖ The concelebrating priests (if applicable)
- ❖ The Bishop wearing the Miter and carrying the Crosier, flanked by a deacon (or possibly two)
- ❖ Two altar servers who assist with the Miter and Crosier

RITE OF BLESSING & SPRINKLING WITH HOLY WATER (*ASPERGES*)

During the Season of Easter and on all Sundays of Ordinary Time, the *Sprinkling Rite* is a valid option with which to use in place of the spoken *Penitential Rite (Ceremonial of Bishops, #133)*. See the *Roman Missal, Appendix II* for this Rite.

GLORIA

When it is prescribed, this hymn is to be sung. It is included in all Masses on Sundays (outside of Advent and Lent) and on all Solemnities and Feasts. When the *Mass for the Conferral of Confirmation* is used the *Gloria* is sung. The *Gloria* is not sung during the *Sprinkling Rite*.

READINGS

The Readings for the Day must be read due to the fact that the Mass of the Day is celebrated. This is the case throughout the Diocese of Columbus unless otherwise noted by the Chancery Office or the *Office for Divine Worship*. If the *Mass for the Conferral of Confirmation* is used, the Readings are taken from the *Lectioary* nos. 764-768.

RESPONSORIAL PSALM

The Responsorial Psalm is part of the *Liturgy of the Word* and as such, should be sung from the Ambo. The Responsorial Psalm will always be from the Readings for the Day. Songs or other hymns may not be used in place of the Responsorial Psalm (GIRM #61).

GOSPEL

The Gospel is to be read by the deacon (or a priest-concelebrant in the absence of a deacon). The deacon, after receiving the prescribed blessing from the bishop, takes the *Book of the Gospels* to the Ambo to proclaim the Gospel of the Day. After proclaiming the Gospel, the deacon will take the *Book of the Gospels* back to the Bishop to be venerated. (GIRM #175)

PRESENTATION OF THE CANDIDATES

After the Gospel, the Bishop and congregation take their seats. The pastor, deacon, or catechist presents the candidates for Confirmation. The candidates are not called by name, but stand as a collective whole when presented.

❖ *“Bishop Campbell, it is my pleasure to present to you candidates from (St.) N., Parish in the Diocese of Columbus.”*

HOMILY

The bishop will deliver the homily.

SACRAMENT OF CONFIRMATION

RENEWAL OF BAPTISMAL PROMISES

After the homily, the candidates stand while the Bishop questions them. Together, they are to respond, “I do.” The Bishop gives his assent to their profession of faith and proclaims the faith of the Church. The congregation will respond, “Amen.”

LAYING ON OF HANDS

The Bishop invites the assembly to pray for the *confirmandi*. After a period of short prayer, the Bishop alone extends his hands over those to be confirmed. He then recites a prayer.

ANOINTING WITH SACRED CHRISM

Candidates and their sponsors process to the Bishop for the anointing. The organization of this procession will depend on the size and configuration of the worship space. When the candidates come forward, they should stand close to the Bishop. The sponsor is to stand directly behind the candidate and place his/her right hand on the right shoulder of the one to be confirmed (RC #26).

P. N., be sealed with the Gift of the Holy Spirit.

R. Amen.

P. Peace be with you.

R. And with your Spirit.

Mass continues as normal with the Liturgy of the Eucharist.

ADDENDUM I

CALL TO SILENCE & PRAYER (OPTIONAL)

Lector: Welcome to N., Parish

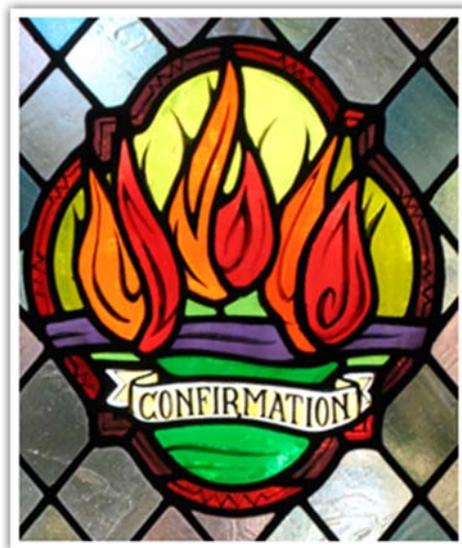
Today we gather as the Body of Christ
To witness the completion of initiation
of these candidates for Confirmation.

At their baptism they were joined with Christ.
Today they will receive the fullness of that incorporation.

Let us take a moment of silence to reflect and pray
that these candidates
will always remain faithful disciples of Christ.

(Silence for at least two minutes)

(After a period of silence, the opening hymn begins)



ADDENDUM II

LITURGICAL CHECKLIST

- ___ Worship aid (only what is needed for the congregation is to be printed). Readings and prayers are not printed. Be sure that all copyright laws are observed.
- ___ Reserved seating for *Confirmandi*, sponsors, lectors and any other liturgical ministers
- ___ The Book of Gospels with properly marked pages
- ___ Lectionary with properly marked pages on the Ambo
- ___ Processional Crucifix
- ___ At least two (2) candles to be carried in the Procession
- ___ Basin with scored lemon wedges, water and towel
- ___ Vessel of Holy Water and Sprinkler (if applicable)
- ___ Chalice, purificator & corporal
- ___ Gifts for Presentation
- ___ Additional plates and cups for distribution of Holy Communion
- ___ Seats for Ministers (Bishop, Priests, Deacons, Servers, MC)
- ___ Universal Prayer on the Ambo and in binder for the Bishop
- ___ Charcoal in thurible, incense in boat, matches, extra charcoal if incense is used.
- ___ Microphones for the Bishop and deacons

Registry of Confirmation

After the Mass of Confirmation, the following information must be entered into the *Registry of Confirmation* at the home parish:

- ❖ Name of the Confirmed
- ❖ Name of the presiding Bishop
- ❖ Names of the parents and sponsor
- ❖ Date and location of Confirmation
- ❖ Date and location on Baptism

In addition, the aforementioned information, must be sent to the pastor of the place where the candidates were baptized if it is not the same place as the Confirmation (Can. 895).

ADDENDUM III

UNIVERSAL PRAYER (EXAMPLE)

BISHOP

My dear brothers and sisters,
let us humbly pray to God the almighty Father
and be of one mind in our prayer,
just as faith, hope and charity,
which proceed from his Holy Spirit are one.

DEACON

For these his servants,
whom the gift of the Holy Spirit has confirmed:
that planted in faith and grounded in love,
they may bear witness to Christ the Lord by their way of life,
Let us pray to the Lord.

For their parents and sponsors:
that by word and example they may continue to encourage
those whom they have sponsored in the faith to follow in the footsteps of Christ,
Let us pray to the Lord.

For the holy Church of God
together with *N.* our Pope and *N.* our Bishop, and all bishops:
that gathered by the Holy Spirit,
the Church may grow and increase in unity of faith and love
until the coming of the Lord,
Let us pray to the Lord.

For the whole world:
that all people who have one Makes and Father,
acknowledge one another as brothers and sisters,
without discrimination of race or nation,
and with sincere hearts seek the Kingdom of God,
which is peace and joy in the Holy Spirit,
Let us pray to the Lord.

BISHOP

O God, who gave the Holy Spirit to your Apostles
And willed that through them and their successors
The same Spirit be handed on to the rest of the faithful,
Listen favorably to our prayer,
And grant that your divine grace,
May now spread through the hearts of those who believe in you.
Through Christ our Lord.



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

Fax: (614) 224-6306
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 Frederick F. Campbell, D.D., Ph.D.	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: Red White Green Violet
No. of Dalmatics _____	Color: Red White Green Violet
Vestments	Bishop to Provide Parish to Provide
No. of servers _____	<i>5 are preferred (Cross, 2 Candles/Servers, Miter, Crosier), 6 if incense is to be used.</i>

III. INTRODUCTORY RITES

Entrance Hymn

Mass of the Day	Ritual Mass	Use of Incense	Yes	No
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Welcome

By whom?

Welcome takes place after the chant ends and before the Sign of the Cross.

Penitential Act (Please choose one option and complete choices given)

Option 1 Form A - Confiteor spoken by Celebrant, Kyrie **sung** by:

Bishop Deacon Cantor/Choir

Option 2 Form A - Confiteor spoken by Celebrant, Kyrie **recited** by:

Bishop Deacon Cantor/Choir

Option 3 Form C - Invocations with response "Lord/Christ have mercy"

Spoken by celebrant Spoken by deacon Sung by cantor

Option 4 Rite of Blessing and Sprinkling with Holy Water*

Accompanying music

** 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.*

Gloria Sung Omitted

The Gloria is omitted on Sundays of Advent and Lent and most weekdays.

IV. LITURGY OF THE WORD

First Reading	Scripture citation Proclaimed by	Lectionary number
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Psalm Response	Scripture citation Sung, by cantor/choir	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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At Time of Gospel

Use of Incense	Yes	No	<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>
Use of Gospel Book*	Yes	No	
Gospel Proclaimed by	Priest	Deacon	

Homilist: Most Reverend Frederick F. Campbell, D.D., PhD.

Rite of Confirmation

- Presentation of Candidates
- Homily
- Renewal of Baptismal Promises
- Anointing of Candidates

Please ensure that no one is standing so as to obstruct the view of the congregation.

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 Campbell

Before Mass

After Mass

Miscellaneous Information



OFFICE FOR DIVINE WORSHIP
DIOCESE OF COLUMBUS

2016