



OFFICE OF SACRED LITURGY \* DIOCESE OF BIRMINGHAM IN ALABAMA  
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LITURGICAL PLANNING FORM FOR THE CELEBRATION OF HOLY MASS:  
THE SACRAMENT OF CONFIRMATION WITHIN MASS

***INSTRUCTIONS and ADDITIONAL NOTES***

Please complete the PLANNING FORM and return it two weeks in advance of the Confirmation Mass to the Office of Sacred Liturgy by mail or e-mail. There are several sections to the form that require additional comments:

**Section 1: GENERAL INFORMATION**

- \* The Office of Sacred Liturgy will assign a Master of Ceremonies to accompany the Bishop for the Mass.
- \* The Bishop will bring his own vestments.
- \* The Bishop and Master of Ceremonies will arrive approximately one hour prior to the Mass.
- \* The Bishop will meet with the Candidates thirty minutes prior to the Mass.
- \* It is not a requirement that individual letters be written to Bishop Raica requesting the Sacrament of Confirmation.
- \* Five Altar Servers are requested if possible and should plan to arrive 45 minutes prior to Mass.

**Section 2: CELEBRATION OF HOLY MASS**

**Music:** *For all liturgical music, please include the title and composer.*

**The Gloria** is always sung except on Sundays during Advent and Lent.

Acclamation before the Gospel is sung: **Alleluia is not sung during Lent.**

Note, some readings and prayers are pre-determined; however, please complete the sections as directed.

**The Homily** occurs after the Presentation of Candidates and is always delivered by the Bishop.

**Prayer of Faithful/Universal Prayer** occurs after the Anointing with Chrism and is always to be recited. The prayers will be from "For the Conferral of Confirmation" which the Office of Sacred Liturgy will provide.

**I. Prelude/Introductory Rites**

**The Collect** is from *For the Conferral of Confirmation*, page 1130

**II. Liturgy of the Word:** The Diocesan Confirmation Readings have been selected by the Bishop.

**First Reading:** *Isaiah 11:1-4ab*, preselected by the Bishop

**Responsorial Psalm** may be selected from any of the following:

- \* Psalm 22:23-24, 26-27, 28 and 31-32 R/ I will proclaim your name to my brothers Or R/ When the Holy Spirit comes to you, you will be my witness.
- \* Psalm 23:1-3a, 3b-4, 5-6 R/ The Lord is my shepherd; there is nothing I shall want.
- \* Psalm 96:1-2a, 2b-3, 9-10a, 11-12 R/ Proclaim his marvelous deeds to all the nations.
- \* Psalm 104: 1ab and 24, 27-28, 30-31, 33-34 R/ Lord, send out your Spirit, and renew the face of the earth.
- \* Psalm 117: 1, 2 R/ You will be my witnesses to all the world.

\* Psalm 145: 2-3, 4-5, 8-9, 10-11, 15-16, 21 R/ I will praise your name for ever, Lord.

**Gospel Verse may be selected from any of the following:**

- \* The Father will send you the Holy Spirit, says the Lord, to be with you forever.
- \* The Spirit of truth will bear witness to me, says the Lord, and you also will be my witnesses.
- \* When the Spirit of truth comes, he will teach you all truth and bring to your mind all I have told you.
- \* Jesus Christ, you are the faithful witness, firstborn from the dead; you have made us a kingdom of priests to serve our God and Father.
- \* Come, Holy Spirit, fill the hearts of your faithful; and kindle in them the fire of your love.
- \* Come, Holy Spirit shine on us the radiance of your light.

**Gospel:** *John 14:15-17, preselected by the Bishop*

**III. Rite of Confirmation** occurs after the Gospel Readings, before the Prayer of the Faithful

**Presentation of Candidates**

- \* After the Gospel, the pastor presents the candidates for Confirmation, using the following formula:  
"Your Excellency/Bishop Raica, (*name of parish*) presents to you these candidates for the Sacrament of Confirmation. After prayer and study, they asked to be sealed with the gift of the Holy Spirit through the laying on of hands and the anointing with Sacred Chrism."
- \* The presentation should be brief and not recount the requirements for Confirmation of the theology of Confirmation.
- \* Candidates may be presented individually by name. Otherwise they are to be presented as a group.  
The candidates are to stand at their places when called and they remain standing until they are seated for the homily.

**Renewal of Baptismal Promises**

The Creed is omitted even if required by the rubrics for the day.

The renewal of baptismal promises is for the candidates only. Only the candidates stand for the renewal, which takes the place of the Creed.

**Laying on of Hands**

The Bishop invites all present to pray for the candidates. After silently praying for a short time, the bishop alone, standing in the sanctuary, lays hands upon all the candidates by extending his hands over them. The bishop alone says the prayer. Concelebrants are invited to extend their hands at the appointed time.

**The Anointing with Chrism**

- \* During the anointing the pastor or one of the deacons stands to the bishop's left. A deacon stands at his right with a vessel of Chrism.
- \* Sponsors should present a card with the confirmand's name over their left shoulder, or, alternatively, the name tag can be attached/pinned to the confirmand's left shoulder. Either way, the name tag must be easily seen by the bishop. The right hand of the sponsor should be on the shoulder of the confirmand.
- \* The candidates approach the bishop individually with their sponsor.

*(Continued on next page.)*

- \* After the formula “N., BE SEALED WITH THE GIFT OF THE HOLY SPIRIT” the confirmand replies “Amen.”
- \* After each anointing the bishop will say “Peace be with you” The response is “**And with your Spirit.**”
- \* Music during anointing should only be instrumental and conclude when the bishop has washed his hands and returned to the chair.
- \* Please provide 2 lemons cut in HALF with a pitcher of clear, non-soapy water, a bowl and a towel.

### **III. Liturgy of the Eucharist**

**Prayer over the Offering and Prayer after Communion:** both are from the Roman Missal, page 1130/1131.

**Eucharistic Prayer:** Eucharistic Prayer 2 is always used with the appropriate insert.

### **Section 3: ADDITIONAL NOTES**

1. “In celebrations at which the Bishop presides, and especially in the celebration of the Eucharist led by the Bishop himself with the presbyterate, the deacons, and the people taking part, the mystery of the Church is revealed (GIRM, number 22).” For this reason, this solemn celebration of Mass calls for special care in the preparation of the liturgical celebration: the church itself, the music and liturgical ministers, and all that is required for the rites, including the sacred vessels.
2. In the overall plan for liturgical music the parts that belong to the celebrant and people together should be sung, for example the Kyrie, the Gloria, the Holy, the Lord’s Prayer and the Lamb of God. The choices for the Entrance, the Offertory and the Communion should correspond to the norms found in the General Instruction of the Roman Missal, numbers, 48, 74, and 87.
3. The Bishop will not normally use incense except on Sundays and Solemnities. When incense is used, a sixth server is needed.
4. The Universal Prayer to be used is attached to this packet. *Note: It is properly the role of the deacon to announce the petitions if one be present.*
5. Remarks by the pastor should happen after the Prayer after Communion.
6. Names of Concelebrants: only the names of the pastor and other priests associated with the parish need to be listed.
7. Names of Altar Servers: please list them if you know their names.
8. Photography: A group photograph may be taken after the Mass. Before Mass, an announcement should be made reminding those present to refrain from flash photography and not to leave their pews to take a photograph. Professional photographers or videographers hired by the parish are to remain discreet and unobtrusive in the Mass if individual photos are taken.



## Diocese of Birmingham in Alabama

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**Very Reverend Justin L. Ward, S.T.L.**  
*Vicar for Sacred Liturgy*

### MEMORANDUM

To: Those responsible for the Preparation of Confirmation  
From: Fr. Justin Ward, Vicar for Sacred Liturgy *JW*  
RE: Meal Requirements for the Bishop's Visitation

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When the Sacrament of Confirmation is being celebrated, there is never an absolute expectation of a meal. However, one may be provided at the discretion of the parish. Normally the Bishop will be accompanied by a Master of Ceremonies. Please confirm with the Office of Sacred Liturgy if you plan to provide a meal for the Bishop.

- For 6:00PM Weeknight Confirmations, the dinner should be served at **4:30 pm before the Mass.**
- For 10:00AM Saturday Morning Confirmations, the lunch should be served **following the Mass.**

In your preparations, please make the following considerations:

To be avoided:

- Blue Cheese
- Mushrooms
- All White sauces
- Fried Chicken

Some personal preferences include:

- Fresh Fruit
- Salads
- Balsamic Vinegar

***Note: Please incorporate baked options, as opposed to fried.***