

## **Instruction for Preparation of the Liturgical Planning Form for Confirmation Celebration**

Here are the guidelines for preparation of the Liturgical Planning Form for Confirmation. You need to have the following information before beginning to fill out the form from the website of Liturgy & Worship.

1. Selection of Music with (a) source book, (b) name of hymn, and (c) hymn number
2. Prayers of the Faithful; see sample guidelines for confirmation on website
3. Readings as follows:
  - a. If confirmation is being celebrated on a weekday, use the Liturgy website to select the Old and New Testament reading, Psalm and Gospel acclamations. The 2026 Gospel for a weekday is **Mark 10:35-45**.
  - b. If Confirmation is celebrated on a Sunday or a Solemnity, the readings for that celebration will be used.
4. Liturgical Ministers' names such as (a) readers, (b) altar servers, (c) presenter of confirmation candidates, (d) extraordinary ministers of Holy Communion

Please complete the fields as follows:

### **I. Information of the Event**

- a. **Note all fields with an asterisk \* must be filled out for the form to be submitted**
- b. **Main celebrant** ~ check appropriate box for main celebrant (If Delegation has been appointed by Bishop, the parish will be contacted by Bishop's executive assistant)
- c. **Confirmation Date and Time** ~ select the date from the calendar with the time indicating if morning or evening
- d. **Parish** ~ chose parish name from the drop-down menu
- e. **Physical Address** ~ address of parish
- f. **Contact Person** ~ name of coordinator of the celebration
- g. **Cell Number and email** ~ contact information of the coordinator of the celebration
- h. **Music Contact Person** ~ name of the coordinator providing music at celebration
- i. **Music Person's Cell Number and email** ~ contact information for the music coordinator
- j. **Location of Reserved parking for Bishop** ~ describe the location for Bishop's parking
- k. **Acknowledgement that MC will be assigned by Chancery** ~ please mark that you understand the Chancery will assign the MC

### **II. General Information**

- a. **Language of Liturgy** ~ select choice of language for celebration.

- b. **Incensation** ~ choose none or solemn for having incense at the celebration
- c. **Name of Assisting Deacons** ~ name two assisting deacon.
- d. **How many Concelebrants and Names** ~ name of other concelebrants beside pastor/principal concelebrant
- e. **Color of Vestment** ~ select Red for Confirmation unless it is on Sunday/Solemnity, then the vestment color will be respective according to the season
- f. **Altar Servers** ~ names of five altar servers

### III. **Sacrament of Confirmation**

- a. **Number of Candidates** ~ list number of candidates for Confirmation
- b. **Who will present the Candidates?** ~ chose who will present the candidates for Confirmation

### IV. **Introductory Rites**

- a. **Entrance Hymn** ~ name of the Entrance Hymn
- b. **Hymnal** ~ name of the resource book
- c. **Hymn Number** ~ number of that hymn in the resource book
- d. **Sprinkling Rite** ~ follow instructions especially on Sunday during the Easter Season
- e. **Penitential Act** ~ select which form
- f. **Gloria Composer/Hymn with Hymn number**~ from which Mass setting and composed by whom and number from resource book
  - i. **Please note instruction of the Gloria even of Ritual Mass during Advent and Lent**
- g. **Presidential Prayers (Collect/Offertory/After Communion)** ~ prayers for celebrant to pray at Opening, Offering the Gifts, and after Communion.
  - i. If from Ritual, state language
  - ii. If Sunday celebration, use ones respective to that Sunday and name language
- h. **Eucharistic Prayer** ~ select accordingly

### V. **Liturgy of the Word**

- a. **Day of Mass** ~ chose Sunday or weekday
- b. **First Reading** ~ select Old Testament reading from the guidelines or according to season. Be sure to look in the Ritual/Votive/Common lectionary and use that for proclaiming the reading. During the season of Easter, please follow the instructions that the Acts of the Apostle are used for the first reading. Please check the diocesan website.
- c. **Reader** ~ list who will be the reader
- d. **Responsorial Psalm** ~ select from the guidelines or according to season
- e. **Second Reading, if Liturgy requires** ~ select from the guidelines or according to season

- f. **Reader** ~ list who will be reader
- g. **Gospel Acclamation** ~ select from the guidelines or according to the season
- h. **Gospel Reading** ~ select from the guidelines or according to the season
  - i. If Confirmation Mass is on a weekday, the Gospel will be Mark 10:35-45
- i. **Proclaimed by** ~ list the name of assisting deacon or in the absence will be the concelebrant
- j. **Homily** ~ select language.

#### **VI. During the Ritual of Anointing**

- a. **Who will provide Chrism Oil** ~ chose who will provide Holy Oil
- b. **Music during the Anointing** ~ list the hymnal name(s) and resource(s)
- c. **Universal Prayer** ~ please see the guidelines from Confirmation Sample. Be sure to list the prayers in order according to the guidelines of the Church, if mention our Bishop's name, only use his first name. Upload universal prayer in the form of WORD for review
- d. **Review of Universal Prayer** ~ mark that you read the Universal Prayer and have printed two copies
- e. **Universal Prayer proclaimed by** ~ by deacon if assisting at the celebration. If deacon is absent, then a designated lay person may pronounce the intentions. If in other languages than English and Spanish, please provide the translation in English for review

#### **VII. Liturgy of the Eucharist**

- a. **Offertory Hymn** ~ name of the offertory
- b. **Hymnal and Hymn Number** ~ name of resource book for the hymn with number
- c. **Mass Setting** ~ list name of which Mass setting and composed by whom of the Holy-Memorial-Amen-Lamb of God
- d. **Hymnal** ~ name of resource book of Mass setting
- e. **Names of Extraordinary Ministers of Holy Communion** ~ names of extraordinary ministers of Holy Communion not counting Bishop and principal concelebrant
- f. **How many stations** ~ tell number of stations of reception of Holy Communion
- g. **Communion Hymn** ~ provide the title of the communion hymns
- h. **Hymnal 1 with Hymn #** ~ name of resource book and number of first communion
- i. **Hymnal 2 with Hymn #** ~ provide name of resource book and number if there is second communion hymn. If not, write N/A

#### **VIII. Concluding Rites**

- a. **Are there any announcements** ~ select yes or no
- b. **Announcements made by whom?** ~ provide name of person to announce
- c. **Recessional Hymn and Hymnal** ~ name and resource book of recessional hymn
- d. **Recessional Hymn number** ~ number of recessional hymn
- e. **Is there a reception** ~ answer yes or no if there is a reception

- f. **Location** ~ indicate location of reception
- g. **Any other instruction, please describe** ~ instructions
- h. **Please submit your Worship Aid** ~ attach PDF file of the worship aid if there will be one. Be sure to have copyright in the worship aid for printing; otherwise, it will not be approved, and the liability falls on the parish

Note: Please discuss with Music Director for all music selections.