



INFORMATION SHEET

FOR THE CELEBRATION OF CONFIRMATION

IN THE DIOCESE OF MADISON

2021-2022

MINISTERS

- Bishop Hying will use his own Master of Ceremonies unless another arrangement is made in advance.
- Bishop Hying encourages concelebration. For the sake of the planners, concelebrating priests should give advance notice of their desire to do so.
- There should be 3-4 altar servers.
 - If you know of young people with potential vocations, please invite them to serve.
 - Altar servers should be mature and have a good sense about how to carry out their function with proper decorum.
 - While they need to be familiar with and adept at their normal duties, servers need not be rehearsed in the special responsibilities with regard to Mass with a Bishop (assisting with the miter and crozier, etc.) because the Master of Ceremonies will instruct them as necessary.
- Lectors and Extraordinary Ministers of Holy Communion
 - These ministers should be individuals who regularly serve in this capacity for the community
 - Ordinary Ministers of Holy Communion (Bishop, Priests, Deacons) who are vested and present in the sanctuary must be utilized at Communion before any Extraordinary Ministers of Holy Communion.

PARTICIPATION AIDS

- If you are making a participation aid, please make sure that it really *helps people participate*. It should not just be an outline of the Mass or a list of those to be thanked. At the very least it should include hymnal numbers for the acclamations and songs.
- Participation aids
 - A draft of the participation aid for the people is to be submitted to the Diocesan Master of Ceremonies for approval **3 weeks prior to printing**.
 - Please include in your participation aid all copyright permissions and reprint licenses.
 - Texts that are not needed for the participation of the faithful should not be included (for example, the Collect or the Eucharistic Prayer).
 - Readings may be included if they are proclaimed in a language other than English or to aid the participation of the hearing impaired.

RITUAL ITEMS

- The Word of God should be proclaimed from the Lectionary or Book of the Gospels, not a typed sheet.
- If you wish the Bishop to consider a specific Eucharistic Prayer, please note that on the planning sheet.
- At least one large host for the Bishop's use should be available.
- If insufficient Eucharist is consecrated, reserved Eucharist from the tabernacle may be used. However, please note that the *General Instruction of the Roman Missal* (no. 85) states, "it is most desirable that the faithful, just as the Priest himself is bound to do, receive the Lord's Body from hosts consecrated at the same Mass..."
- The Bishop will bring his own vestments.
 - If the parish has special vestments, please specify this in your liturgy plan.
 - If there is a question about the proper color, consult with the Diocesan Master of Ceremonies.

RITUAL PRACTICES

- Confirmation candidates may take part in the procession if it is a small group (less than 40). Otherwise, they may process in prior to the liturgical procession or simply be seated prior to the start of Mass.
- A common order of procession is as follows:
 - Thurifer (incense), *optional*
 - Crucifer (cross bearer), flanked by candles, if desired
 - Servers
 - Lector(s), with Book of the Gospels if there is no deacon
 - Deacon (with the Book of the Gospels)
 - Concelebrating Priests
 - Master of Ceremonies
 - Bishop Hying
 - Miter Bearer and Crosier Bearer (optional)
- Unless specifically omitted in the ritual being celebrated, the Penitential Act/Kyrie is to be used.
- When the Glory to God is used, it is to be sung. The Bishop will not intone it.
 - The Glory to God is included:
 - If Confirmation is scheduled on a Solemnity and the Mass of the Day and not the Ritual Mass for Confirmation is used.
 - If Confirmation is scheduled on a Feast or weekday in Advent or Lent and the Ritual Mass for Confirmation is celebrated.
 - If Confirmation is scheduled on a weekday in Ordinary Time and the Ritual Mass for Confirmation is celebrated.
 - The Glory to God is **not** included:

- If Confirmation is scheduled on a Sunday in Advent or Lent and the Mass of the Day and the Ritual Mass for Confirmation is not celebrated.
 - For more information, see the *General Instruction of the Roman Missal*, no. 371 and following. You also may contact the Diocesan Master of Ceremonies.
- The Responsorial Psalm is to be a Psalm, not another hymn or reading.
- If a Deacon is present, he is to proclaim the Gospel.
- If no Deacon is present, the host pastor or another concelebrant should perform all of the responsibilities of the Deacon.
- Avoid extending music beyond the ritual action that it accompanies (for example, during the Preparation of the Altar and Gifts).
- In accordance with liturgical norms, the only items brought forward during the presentation are the gifts of bread, wine, and other gifts to meet the needs of the poor and the Church (usually the monetary offering). Symbolic gifts should not be brought forward in this procession.
- The Bishop expects to distribute Holy Communion when he is present.
- The Master of Ceremonies normally does not distribute Holy Communion.
- Additions to rituals (for example, promises by the parish or tributes by those confirmed) are discouraged.
- Announcements, directions, thank you messages, and comments should be made from a place distinct from the ambo. These should be brief.

MUSIC

- Music planning should involve those who normally plan music for parish liturgies.
- All are encouraged to bring musicians together from all participating parishes rather than the host parish alone.
- Any musical rehearsals should conclude 10-15 minute before the time for Mass. The Prelude should end one or two minutes prior to the start of Mass.
- Avoid extending music beyond the ritual action that it accompanies (for example, during the Preparation of the Altar and Gifts).
- Please use the *Mass of the Resurrection* by Randall DeBruyn (Oregon Catholic Press) for the *Glory to God, Holy, Memorial Acclamation* and *Amen*. Other Mass parts (*Gospel Acclamation* and *Lamb of God*) may be chosen by the parish.
 - The reasoning behind this is so that when multiple parishes from the Diocese get together they are able to confidently sing the parts of the Mass regardless of which parish they normally attend.
 - Our hope is that everyone in attendance can know these Mass parts and sing them with gusto and great joy.

- *Mass of the Resurrection* was the Mass setting suggested during the Roman Missal implementation in 2011. It is often used at Diocesan Masses.
 - The Office of Worship has a limited number of copies of the Mass that we can loan to parishes free of charge.
- There are no required hymns. The principles of selecting appropriate music remain, so please carefully review the texts of hymns to ensure that they give voice to what we believe. If you need assistance, please contact the Office of Worship.
 - The Responsorial Psalm should be sung. It may be a Psalm of the Day, a Psalm from the Ritual Mass, or a common Psalm.
 - If possible the Psalm is led from the ambo (see *Lectionary for Mass: Introduction*, 22).
 - Instrumental music or songs may be sung during the anointing, but it is recommended that it not begin until several candidates have been confirmed.
 - There are a number of popular settings of *Veni Creator Spiritus* and *Veni Sancte Spiritus* that would be most appropriate here.
 - If you need assistance planning music, please contact the Office of Worship.

SETUP

- Bishop Hying does not need a separate vesting room.
- If a wireless microphone is to be used, it should be laid out (with a fresh battery) where the Bishop will vest.

ADDITIONAL ARRANGEMENTS

- Questions sometimes arise about an offering to the Bishop. While no money is expected, communities that wish may send an offering to Bishop Hying and a separate offering to the Master of Ceremonies.
- If dinner arrangements are made, any dinner invitations must be cleared with Bishop Hying's calendar ahead of time.
- Any dinner or reception should be scheduled as close to the celebration as possible, still respecting the Eucharistic fast.



GUIDELINES FOR THE CELEBRATION OF CONFIRMATION IN THE DIOCESE OF MADISON 2021-2022

PREPARATION

- Bishop Hying encourages the use of cards for identifying and keeping track of the confirmands. These may be index cards.
 - Only the name taken as the Confirmation patron saint appears in large print on the card.
- The name cards will be carried by the sponsors. As the candidate approaches, the name cards are given to an assistant near the bishop. Cards are collected by this assisting minister.
- Bishop Hying will need notification of the number of candidates he will confirm.
 - The Bishop will inform the parish if a Vicar is required to assist.
- Letters of Intent
 - Letters of Intent should be written to Bishop Hying and mailed directly in one packet to the Bishop **at least 30 days prior to the date of Confirmation**. Please do not fold the letters nor place them in individual envelopes. Letters of Intent might include:
 - The candidate's desire to be confirmed.
 - A statement or two about their growth in the faith: past, present and future.
 - A description of their service endeavors and the effect of these on their life.
 - How they see themselves participating in the Mission of the Church as adults.
 - Candidate letters should be read by someone on the parish staff to ensure that the letter requests the Sacrament and that the person is acting freely.
 - Bishop Hying personally reads each letter so that he can better know the thoughts, concerns and desires of young people.
- Confirmation candidates and sponsors are to be sufficiently prepared so that they know where to stand, when to move, and how to respond to the Bishop.
- Provision should be made for cleaning of the ministers' hands after the anointing of those confirmed. (pitcher of water, basin, lemon slices, and towels.)
- Those to be confirmed should be informed of appropriate dress. Albs/choir-style robes may be worn but are not mandatory. Regardless, modesty and appropriate dress are expected.

CELEBRATION

Entrance Procession

- Confirmation candidates may take part in the procession if it is a small group (less than 40). Otherwise, they may process in prior to the liturgical procession or simply be seated prior to the start of Mass.
 - They will be expected to participate in the processional hymn/antiphon/gathering song and in other acclamations and songs.

- They should know how to reverence the Blessed Sacrament in the tabernacle.
- The procession should start on time.
- It is preferred that the newly confirmed not take part in the closing procession.

Introductory Rites

- ☐ The Sprinkling Rite, especially during the Easter season, may be used to emphasize the relationship between the Sacraments of Baptism and Confirmation.
 - The preferred items to be used by Bishop Hying for the sprinkling are a bucket and aspergilla (rather than bowl and evergreen branch).
 - Some concelebrants/vested Deacons may assist with sprinkling the Assembly.

Liturgy of the Word

- ☐ The Confirmation Rite states that the Scripture readings may be taken completely or in part from the Mass of the Day or from texts for Confirmation in the Lectionary for Mass and listed in the Rite itself.
 - When not forbidden by the rubrics, the Rite of Confirmation with its readings and prayers is preferred.
 - On Easter weekdays (*except during the Octave*), the readings may be taken from the Rite.
 - On Sundays and Solemnities, the readings of the day must be used.
 - If the Ritual Mass is celebrated, the color of vestments may be red or white. If the Mass of the Day is celebrated, the vestment color is that normally assigned to that day.
 - In case of doubt, please contact the Diocesan Master of Ceremonies.
- ☐ It is best to choose parish lectors who are trained and experienced in proclaiming the Word.
 - Candidates are not to proclaim the readings. We want them to focus on the Sacrament and not be concerned about other duties.
- ☐ A deacon proclaims the Gospel. If there is no deacon, the host pastor or a concelebrant proclaims the Gospel.
 - Only the Gospel Book is brought to the Bishop for reverence following the reading of the Gospel. If the Gospel was proclaimed from the Lectionary, it should not be brought to the Bishop to reverence.

Presentation of the Candidates

- ☐ Each priest (i.e., multiple priests in the case of a regional Confirmation Mass), after the Gospel, should briefly go to the ambo and have their candidates stand. If there are less than 40 total candidates, individual names may be called. When there are more than 40 candidates, each pastor will introduce his parishioners to the Bishop as a group.

- We will no longer use the group request for Confirmation. Bishop Morlino wanted to move away from that and Bishop Hying agrees.

Baptismal Vows

- Candidates should be familiar with this ritual text and be prepared to answer “I do” in a strong, audible voice at the appropriate time.**

The Laying on of Hands

- Normally the Laying on of Hands does not include the Bishop physically laying on hands. The Laying on of Hands is when the Bishop raises his hands along with the concelebrants.

Anointing

- The anointing with Chrism most often takes place at the edge of the sanctuary
 - Bishop Hying will bring his own Chrism.
 - He prefers to stand for the anointing.
 - Sponsors will hold the name card.
- Candidates are to line up, rather than waiting in the pew for their turn, so that there is no delay.
- Candidates are to approach in two lines and stand, shoulder to shoulder, in front of the Bishop. **Please remind them to stand very close (well within arm’s reach) so that he can anoint them easily.**
- Candidates are to have nothing in their hands or in their mouths. (No gum.)**
- An assisting minister stands near the Bishop holding the Chrism.
- Another assisting minister stands nearby ready to take the name cards when they are handed over.
- As they approach the Bishop, sponsors hand the name card to the assisting minister.
- Both the Bishop and the Candidates will stand for the anointing.
- Sponsors stand behind their candidate, placing his/her right hand on the candidate’s shoulder, **saying in a strong, audible voice, “Bishop, this is N,” announcing the patron saint’s name that is already on the card.**
- When the Bishop says, “N., be sealed with the Gift of the Holy Spirit,” the newly confirmed responds strongly and audibly, “Amen.”
- When the Bishop says, “Peace be with you,” the newly confirmed responds strongly and audibly, “And with your spirit.”
 - Please rehearse both of these responses with the candidates so that all in the congregation can hear them.

- The newly confirmed and the sponsors return immediately to their seats.
- Instrumental music or a song may be sung during the anointing, but it is recommended that it not begin until several candidates have been confirmed.

Universal Prayer / Prayers of the Faithful

- These are led by one person who has experience and training to do so or by the deacon. They should not be led by a person who was just Confirmed.

Liturgy of the Eucharist

- Some of those just Confirmed may assist bringing the gifts forward.
- The usual liturgical norms follow for the remainder of the Mass.

Recessional

At the recessional hymn, Bishop Hying will either recess out as is customary with servers, deacons, and concelebrants, or stay in place (depending on the location of the group photo, if there is one.) If photographs will be taken in church, confirmati should remain in place and the hymn should not be prolonged. Prior to the Confirmation Mass, the Director of Religious Education or another appropriate staff member should inform the confirmati, sponsors, and family to immediately come to the location of the photography after the Mass ends.

Bishop Hying will take individual pictures at the reception (rather than in the church).

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