



THE ROMAN CATHOLIC DIOCESE OF OAKLAND

SACRAMENT OF CONFIRMATION

LITURGY PLANNING GUIDE

GUIDELINES FOR PLANNING THE LITURGY AND COMPLETING THE FORM

When planning your Confirmation liturgy and completing the required Confirmation Liturgy Planning Form, please follow the guidelines both printed here and on the liturgy planning form itself.

If you have any questions, please do not hesitate in contacting us at: confirmation@oakdiocese.org

GENERAL CONSIDERATIONS

- All priests in attendance are welcome and encouraged to vest and concelebrate. All deacons are encouraged to vest and participate.
- All norms for the celebration of Mass, as detailed in the *General Instruction of the Roman Missal* and the *Rite of Confirmation* should be followed.
- Confirmation certificates should not be distributed during Mass or in the Church after Mass.
- Please provide (2) reserved parking spaces (1 for the Bishop/Priest Celebrant and 1 for the MC).
- Please keep a quiet and respectful atmosphere in the Sacristy, as well in the Church.
- The Bishop will bring his own vestments; the Vicar General will normally wear vestments (chasuble and stole) provided by the parish.
- Both the Bishop and the Vicar General will have a Master of Ceremonies assigned to your liturgy. Their function is to assist the Celebrant and the Parish, coordinate the Mass and all the ministers, and to ensure a smooth, prayerful, and successful celebration.
- Stipend for the Bishop/Priest Celebrant is at the pastor's discretion and generosity, and it is **not** required.
- Standard stipend for the MC is \$100.
- If you are planning any type of non-liturgical event, such as a slide-show or witness talk, these should be planned for a time OUTSIDE the Mass, either as a prelude before the Mass begins, after the final Blessing and Dismissal, or during a subsequent reception in the parish hall.

MINISTERS DURING THE MASS

- At least one Deacon should be assigned if available, two is preferred: they will function in the normal role of Deacon and assist the Celebrant, sitting next to him during Mass.
- If there is no deacon, then one of the concelebrating priests will perform those functions.
- Concelebrating priests sit in a separate, reserved area in the Sanctuary.
- For altar servers, please observe the following guidelines:
 - More experienced servers should be chosen;
 - A minimum of three servers is required;
 - If the parish decides to use incense (which is optional), one additional server is required;
 - The MC does NOT count in the above numbers.
- For lectors, the following guidelines should be observed:
 - Lectors should normally be fully-initiated Catholics (persons who have received Baptism, First Communion **and** Confirmation), who have been properly trained.
 - Confirmation candidates are not be chosen as lectors for their Confirmation Mass. It usually imposes a lot of pressure on them.
 - Parents, Sponsors or Catechists may be chosen as lectors. This is a great opportunity to involve them and it is also an appropriate way to express their support to the Candidates.
 - Lectors should be well-chosen and properly prepared;



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- Readings should be read slowly, distinctly and clearly.
- If desired, newly Confirmed may be chosen to proclaim the Universal Prayers (Prayer of the Faithful), as well to bring the gifts to the Altar.
 - No more than TWO (2) readers should be utilized for the Universal prayers, and normally only more than 1 when they are done in multiple languages. The practice of having multiple readers of the same language each doing a single petition is not appropriate.

PLANNING THE MASS

General Information

- The Mass to be celebrated is as follows:
 - On Solemnities, Feasts, and the Octaves of Christmas and Easter, the prescribed **Mass of the day** is required;
 - On Sundays (including Saturday evening), usually the Sunday Mass is celebrated. However, during the Sundays of Ordinary time, the *Ritual Mass for the Conferral of Confirmation* may be used.
 - On other days (weekdays), *the Ritual Mass for the Conferral of Confirmation (RMIII p.1130) is normally used.*
- Language options for the Mass are as follows:
 - English (readings, music and prayers are in English)
 - Bi-Lingual (prayers are in English; readings, intercessions, music may be in different languages)
 - Any different plan needs to be discussed and be pre-approved by the Office of Worship. Please give us a call and we will gladly assist you as much as possible.
- Vestment color is either white (Sundays/Solemnities/Feasts/Ritual Mass) or red (Ritual Mass).
- All candidates should wear a name tag and make sure that name tag is **CLEARLY visible, on or near the shoulder**. Please make sure it is easy for the celebrant to read the name tag.
 - It should have their chosen CONFIRMATION (Saint) **name in large, bold print**. Any other information (name of the Parish, Baptismal name, etc.) should not compete with the Confirmation name in size or color. **Abbreviations are not appropriate** (i.e. it is not “Bob”, it is Robert).

Introductory Rites and Procession:

- There are two options for bringing the candidates and their sponsors into the Church:
 - They can already be in place before Mass;
 - They may process in (with or without Sponsors) BEFORE Mass begins, accompanied by a separate prelude song or instrumental accompaniment, and take their places in the pews before the Liturgical procession and song begin. In this case, the procession of the Candidates should start about 10 minutes before the scheduled time for the Mass, so the celebration can start on time.



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- The liturgical procession normally consists of:
 - Thurifer (if incense is used)
 - Cross w/candles
 - Other servers
 - Lectors (optional)
 - Deacon or Lector with the Book of Gospels
 - Other vested deacons (if any)
 - Concelebrating priests
 - Pastor
 - Celebrant w/deacons
 - MC (with miter/crozier bearer for Bishop)
- If there is a tabernacle in the Sanctuary, all (excluding cross/candle bearers) genuflect upon reaching the sanctuary, and then proceed directly to their places; otherwise, all bow instead.

Penitential Act

- There are four options for the Penitential Act (including the *Rite of Blessing and Sprinkling with Holy Water*). Please consult the Roman Missal and follow the instructions according to the chosen form.
 - Then the GLORIA is sung at all Confirmation Masses (see GIRM #53).
 - Only during Sundays in Advent or Lent when the Readings of the day are prescribed is the Gloria omitted.
 - The GLORIA is never to be used to accompany the Sprinkling Rite.

Liturgy of the Word

- The readings should be taken from the *Lectionary for Mass* as currently authorized for use in the dioceses of the United States. Any other translation is not to be used.
- The readings should be selected as follows:
 - On Sundays (including Saturday evening), Solemnities, Feasts, and the Octaves of Christmas and Easter, the prescribed Readings of the day are required;
 - On other days, the reading should be taken from the choices given in *the Ritual Mass for the Conferral of Confirmation (Lectionary IV, 764-768)*.
 - *The Office of Worship will give you the Readings that are to be used, based on your date and the liturgical calendar and on the preferences of the Bishop/Vicar General.*
- The Liturgy of the Word should follow these guidelines:
 - All Readings should be proclaimed from the Lectionary and NOT from a piece of paper.
 - It is preferable that the Responsorial Psalm be sung, by the Psalmist or cantor, at the ambo or another suitable place
 - The Gospel is proclaimed by the deacon, or, in his absence, by a concelebrating priest.
 - The Universal Prayer (Intentions) may be said by the deacon, or by one of the lectors, or by one or two of the recently confirmed.
- If the Mass is multi-lingual, the readings and psalm may be proclaimed in a particular language.
- For the Acclamation before the Gospel (“Alleluia”, except during Lent), at the first sound of the music, all rise, except the Bishop (if present). A Deacon goes to the Celebrant and asks for a



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blessing. A Priest proclaiming the Gospel when the Bishop is presiding also asks for a blessing; however, a priest does not ask another priest presiding for a blessing.

- After the proclamation of the Gospel, kiss the Gospel book and LEAVE THE GOSPEL BOOK OPEN on the ambo, and return to your place: do not bring it back to the Bishop or priest celebrant to kiss.
- Immediately after the Gospel, the priest or another designated person presents the candidates to the Bishop or Priest celebrant, using the sample formula provided by the Diocese, available on our website, both in English and Spanish.
- The candidates for confirmation are to be presented AS A GROUP: individual names **are not** to be called. The priest or minister presenting the candidates will ask them to stand as a group.
- After the presentation, the Bishop or Priest Celebrant may address them briefly.
- Then all sit and the Homily follows.

Rite of Confirmation

- Then the Celebrant asks the candidates to rise (without sponsors) and renew their baptismal promises (Candidates respond “I do.”)
- Then the Celebrant (NOT other clergy **unless** they are also anointing) extends hands over the candidates AS A GROUP (no individual laying on of hands at this point) and prays the prayer over the candidates.
- The Anointing can be performed in English, Spanish or Bi-lingual (English/Spanish)
 - If Bi-lingual, some indication on the candidates’ name tag should show what language the anointing is to be done (i.e.: red name tag=English/blue =Spanish)
 - If the anointing is Bilingual, it means that the Candidates know the responses in the language the anointing is taking place.
 - If the anointing is bilingual, please separate the candidates by language, so that one language group is confirmed first and then the other language group is confirmed. It is unfair to the Minister of the Sacrament to go back and forth between languages for every other person.

During the anointing **NO LOUD SUNG HYMNS** are allowed, although soft instrumental music should be used. The volume of the music should never interfere with the celebration of the Sacrament.



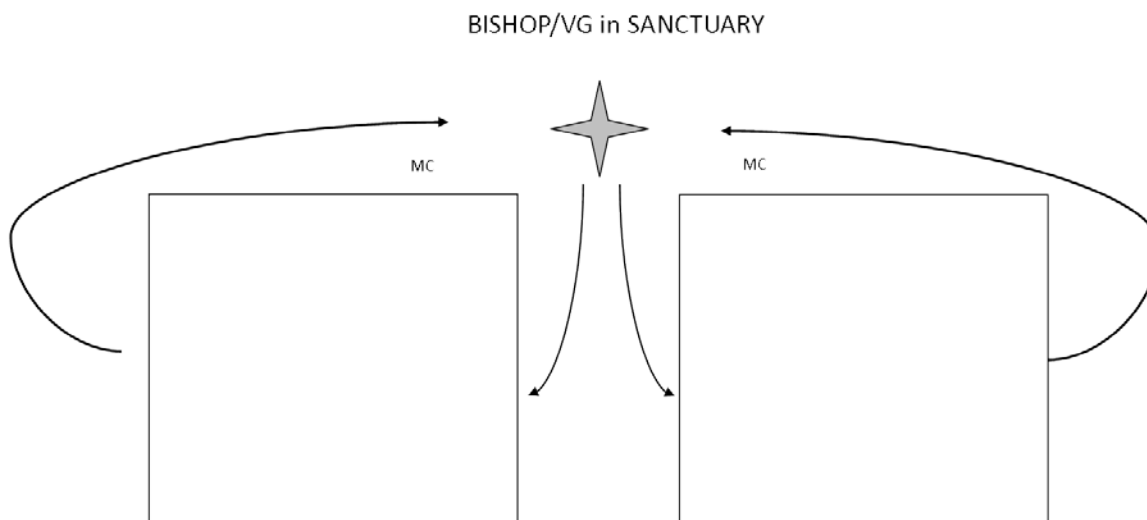
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- Then the anointing is done as follows: (The MC will facilitate the procession):
 - A deacon, or, if a deacon is not present, a concelebrating priest, accompanies the celebrant, and holds the Chrism, standing at his right side.
 - The MC will guide and direct the flow of the procession.
- The preferred procession flow for the Anointing are as follows:
 - Depending on the layout of your particular parish, there may have to be some adaptations, but for a church with a main aisle:
 - The candidates should be in the front center section on each side, along with their Sponsors. If the Rite is done bi-lingually, please arrange your candidates grouped by language.
 - The candidates and their Sponsor should come up, by row, from the OUTSIDE of their pew to the front area, and then when instructed by the MC, should approach the BISHOP/VG from the side, receive the Anointing, and then return to their pew via the center main aisle. When they reach their pew, they are to sit down immediately.
 - Having them all wait by row to sit creates a wall/block of bodies and no one behind them can see the liturgical action taking place!
 - We will do one whole side (left or right) first, and then do the other side. Alternating back and forth/left and right is to be avoided.
 - **Please make sure to practice this with your candidates at their Rehearsal.**

A typical flow for the Anointing would look like this:





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- When the candidate and sponsor reaches the Bishop/VG, the sponsor introduces the candidate in these or similar words:
 - “Bishop (or Father), may I introduce (Confirmation name).”
 - Please make sure the sponsors know how to introduce the candidate, and, if possible, practice with them.
 - The Celebrant will lay hands, anoint and make the sign of the Cross on the forehead.
 - He says “Be sealed with the Gift of the Holy Spirit” and the Confirmandi responds “Amen.”
 - The Celebrant will then say “Peace be with you” and the newly confirmed will respond: “And with your Spirit.”
 - The newly confirmed and their sponsor return to their place and immediately sit down.
- After all the anointings have occurred, the Celebrant returns to the presidential chair. Two servers come to him with a tray so he can clean his hands:
 - Small bowl of soapy warm water, a small cruet of clean water, and a hand towel;
 - ½ of a lemon and 1 slice of soft bread.
 - Then, he will introduce the Universal Prayer (Intentions)
 - Please indicate whether there is a sung or spoken response
 - The Celebrant introduces and concludes the prayer.
 - The intercessions may be done by the Deacon, the cantor, or by one or two readers;
 - These may be in different languages: “We pray to the Lord” should be said in English.

Liturgy of the Eucharist

- The distribution of Holy Communion is done first by all participating clergy:
 - The bishop and all concelebrating priests distributing the Host;
 - The deacon(s) distributing the Precious Blood (if used) or the Host;
 - If additional stations are needed, properly trained and already-instituted extraordinary Ministers of Holy Communion may be invited to participate.
 - The practice of having the newly confirmed as extraordinary ministers of Holy Communion is not appropriate. They have not been properly trained or instituted yet for that ministry.

Recessional

- The newly Confirmed may process out **after** the celebrant or remain in their places.
- There may be a group picture depending on the Bishop’s or Vicar’s schedule.