

Checklist - Master Copy to Celebration

Order of Confirmation (and First Communion)

Introduction

Thank you for all the care and thought you and the community have put into the preparation of the Master Order of Service for Confirmation. Finalising the Master marks the beginning of the next important phase of preparation for the parish celebration of the Sacrament of Confirmation.

The following checklist seeks to support parishes in negotiating these final two weeks and ensuring everything is in place and ready for a wonderful liturgical celebration. It has been compiled in response to emerging issues and suggestions from parishes during 2022. Particular thanks go to the Sacramental Team from Blackbutt North parish who reviewed the draft and made suggestions.

This initial version is available online as a Word document which parishes can download and amend to suit their circumstances. For ease of parish use it can be: printed and given to relevant peoples to check off the tasks; completed electronically by individuals clicking on the relevant box; saved in a central place on the parish computer system so various people can 'check off' their respective tasks on the one central form. The Guide for Sponsors can be copied and made into a separate document according to parish need.

This checklist is provided by the Manager Worship and Prayer and accompanies the finalised Master Order of Service which is forwarded to the person who has been the parish contact throughout the process of preparing the liturgy. That person can disseminate the checklist to the relevant people.

*The checklist functions as an appendix to the document that deals with liturgical preparation: '**Liturgical Guidance: When the Bishop, Diocesan Administrator or his delegate is presiding**' which is available on the diocesan website at <https://www.mn.catholic.org.au/media/5479/guidance-liturgies-bishop-delegate-presiding.pdf>.*

Wishing you every blessing in this final part of the journey.

*Louise Gannon rsj, Manager Worship and Prayer
With the Collage of Assistant Masters of Ceremonies.*

October 2022 (updated 31 May 2023)

1. MASTER ORDER OF SERVICE IS FINALISED

This includes:

- The People's Booklet or PowerPoint
- The organisation sheet at the end of the Master Order of Service which nominates all those exercising a liturgical ministry.
- The appointment of the Master of Ceremonies and communication established with local contact person.
- Canonical requirements have been checked ensuring no parent is a sponsor or proxy sponsor.

2. IN THE TWO WEEKS LEADING UP TO THE CELEBRATION

- All those nominated to exercise a liturgical ministry are verified and they know and understand what they are asked to do, including the requirement to meet with the Master of Ceremonies 30 minutes before the liturgy is due to begin
- The Master Order of Service is distributed to all stakeholders and ministers including:
 - Concelebrating clergy
 - Musicians and others exercising a liturgical ministry, e.g. servers, readers
 - Sacristan
 - Members of the Sacraments of Initiation Team
 - Other stakeholders as locally appropriate
- Sponsors are communicated with, and clear instructions given. See sample 'Guide for Sponsors' at the end of this document.
- The liturgy is publicised widely, and the parish community is invited.
- Documentation is completed including
 - Certificates. A certificate is only given for non-repeatable sacraments. So there is a certificate for Confirmation but NOT first communion or penance.
 - The process of gathering candidate details according to parish custom. For example, some parishes use cards
- Gifts for candidates are organised, if this is the parish custom.

The distribution of certificates/gifts is not in the Order of Confirmation. Strictly they have no place in the liturgy. If they are included, it must be in accord with the Master Order of Service. Such actions must not have the appearance or feel of being equal to, or even more important than, the administration of the Sacrament.

Ideally, certificates and gifts would be distributed outside the liturgy, for example at a gathering afterwards. In this circumstance they would be distributed by the Parish Leader not the bishop/administrator/delegate.

- The Sacristan checks that the parish has a Book of the Gospels.
If not, it is recommended one is borrowed from the school, a neighbouring parish OR the Master of Ceremonies is contacted and asked about the possibility of bringing one for the Confirmation Liturgy.

The Book of the Gospels and the Lectionary are not interchangeable. Only the Book of the Gospels is carried in the Entrance Procession and NEVER the Lectionary. See GIRM a. 120

- A date for an evaluation meeting is set for all those involved in preparing and celebrating Confirmation. You may wish to invite the Master of Ceremonies assigned to the liturgy to join this meeting.
- A seating plan for the Church is prepared.
- Church decorations are organised.
- A professional photographer is organised, if this is the parish custom.

3. IN THE DAYS BEFORE THE LITURGY

- All liturgical ministers are confirmed and reminded of the need to meet with the Master of Ceremonies not less than 30 minutes ahead of the liturgy beginning.
- A 'walk through' of the liturgy is scheduled for all liturgical ministers if helpful.
- The list of confirmandi for the liturgy/liturgies is verified. Once finalised there should be no changes except those caused by illness or accident.
- People's Booklets and any additional Master Copies are printed.
- A practice for those to be confirmed is held if this is the parish custom. **The practice must be run in accord with the rubrics in the Master Order of Service.**

4. ON THE DAY OF THE CELEBRATION

- Parking is reserved for the Bishop/Administrator/delegate and the Master of Ceremonies
- The church is prepared.
 - The Sacristan sets up in accord with the Master Order of Service:
 - The Paschal Candle is in position near the Baptismal Font (except during the Easter Season) and lit prior to the start of the liturgy.
 - When Confirmation is celebrated Outside Mass no other candles in the Church are lit.
 - A pedestal/stand (with cloth) for the Oil of Chrism is placed near the Paschal Candle.
 - The altar is completely bare when Confirmation is celebrated outside Mass.
 - Ritual Books as set and put out as needed:
 - Order of Confirmation* (if no Master Order of Service)
 - Lectionary
 - Book of Gospels.
 - Copies/Folders are placed as required:
 - The Master of Ceremonies will bring folders for the Presider and her/himself.
 - Folder(s) for readings and the Universal Prayer according to parish custom.
 - A copy of the Gospel is placed in the Book of the Gospels.
 - Printed Master Copies are available for 'concelebrants'.
 - The Oil of Chrism is in place
 - Water bowls of a suitable size and sprinklers (usually greenery) are placed near or in the baptismal font.
 - A generous piece of lemon and towels/cloths for the presider to clean his hands after Confirmation are in place.
 - Vesture is set. Please note, chasubles and dalmatics are vestments for Mass, and not worn at the Celebration of Confirmation outside Mass. Cf Ceremonial of Bishops n. 473
 - Microphones are on and working.
 - Any other requirements as determined by the parish are in position

- The nave/body of the Church
 - Decorations are in place
 - The seating plan is on display at the entrance and available to ushers to help families find their seats, if this is deemed helpful.
 - Seating for families is clearly marked
 - As needed, requirements for candidates and sponsors are placed on the appropriate seat in the Church. This may include:
 - Certificates (Confirmation only)
 - Gifts for the confirmandi
 - Candidate Information Cards if being usedIdeally all in one plastic sleeve.

5. AFTER THE CELEBRATION(S) IS OVER

- The Parish Confirmation register is completed.
- The evaluation meeting is held and recommendations for next year are recorded.

Well done, three cheers!

Your enquiries or feedback are welcome at:

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Sample Guide for Sponsors

In response to suggestions, we offer the following sample of a 'Guide for sponsors' which you can amend to suit your parish circumstances. You might give it to Sponsors in advance of the liturgy when you are communicating with them about their responsibilities. You might also provide them with a copy at the liturgy. Perhaps it could be included in the plastic sleeve mentioned at Item 4.

A Guide for Sponsors.

Thank you for being a sponsor for the person who is significant in your life. The following information will remind you of important parts of your role in the liturgy:

- The plastic sleeve in your seating space contains the Confirmation Card and Certificate. Please leave them in the sleeve until required.
- Be ready to prompt your young person if necessary with:
 - the response to the Baptismal Promises which is 'I do'
 - The responses at the Anointing: 'Amen' to the Anointing. 'And with your spirit' to the greeting of peace.
- When it is time for the Anointing, take the Confirmation Card from the plastic sleeve and present it to the minister accompanying the presider, and place your right hand on the shoulder of your young person.
OR
At Confirmation, place your right hand on the shoulder of the young person and present them by name to the presider saying ... 'Fr Greg I present to you XXXX for Confirmation',
- Keep your hand on the young person's shoulder throughout the Confirmation – Anointing and exchange of peace.
- In the Concluding Rite, when invited by the presider, present the Confirmation Certificate (and gift) to your young person.

We hope you have a wonderful night. We wish you every blessing as the privileged relationship you now have with your young person unfolds in the years ahead.