

## **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 begin filling out the form from the website of Liturgy & Worship as follows: [Diocesan Liturgical Preparation Form \(jotform.com\)](http://Diocesan Liturgical Preparation Form (jotform.com))

1. Selection of Music with (a) source book, (b) name of hymn, and (c) hymn number
2. Readings as follow:
  - a. If confirmation celebrating on weekdays, please use following website to select the Old & New Testament's, psalm, and gospel acclamation's readings: [Confirmation \(fwdioc.org\)](http://Confirmation (fwdioc.org)). The gospel for 2024 during schedule weekday is **Luke 4:1-13** (from gospel book of First Sunday of Lent cycle C).
  - b. If confirmation is celebrated on Sundays or a Solemnity, the readings of that celebration will be used.
3. Liturgical Ministers' names should be ready such as (a) readers, (b) altar servers, (c) presenter of confirmation candidates, (d) extra-ordinary ministers of holy communion.
4. Prayers of the Faithful; see the sample guidelines for confirmation: [general-intercessions-for-confirmation-bilingual.pdf \(fwdioc.org\)](http://general-intercessions-for-confirmation-bilingual.pdf (fwdioc.org))

Please complete the field 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 box  Bishop Michael F. Olson (unless Bishop is delegated to other then check box  other and fill in the name. Delegation will be informed by the secretary of the bishop to the parish.)
- c. **Principal Concelebrant** ~ check box  for the pastor will be the principal concelebrant.
- d. **Event** ~ need to title "Confirmation at St. Name..."
- e. **Date of the Event** ~ select the date from the Calendar.
- f. **Time** ~ type in correct time especially morning or evening.
- a. **Parish/Location** ~ type in name of the parish or location.
- b. **Physical Address** ~ type in the full address of the parish.
- c. **Contact Person** ~ name of coordinator of the celebration.
- d. **Cell Number** ~ cell phone number of the coordinator of the celebration.
- e. **Email** ~ email address of the coordinator of the celebration.
- f. **Music Contact Person** ~ name of the coordinator providing music at celebration.
- g. **Cantor Person** ~ name of the cantor.
- h. **Music Person's Cell Number** ~ cell phone number of the music's coordinator.
- i. **Music Person's Email** ~ email address of the music's coordinator.
- j. **Location of reserved parking for Bishop** ~ describe the location for Bishop's parking.
- k. **Who will meet Bishop** ~ name of the person who will receive Bishop.
- l. **Phone number** ~ cell phone number of the person who will receive Bishop.

- m. **Master Ceremony**.... ~ the Office of Bishop will assign an MC for the celebration.

## II. **General Information**

- a. **Language of Liturgy** ~ select choice of language of celebration. If choose Bilingual/Other, then type in your preferred languages.
- b. **Incensation** ~ choose none or in general for having incense at the celebration.
- c. **Name of assisting deacon(s)** ~ type in name of assisting deacon. If there are no deacons, the priest will assist in the proclamation of the Gospel.
- d. **How many concelebrants and names** ~ type in 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 its season.

## III. **Introductory Rites**

- a. **Altar Servers** ~ type names of altar servers: maximum needs are 5 altar servers and minimum needs are 3.
- b. **Entrance Hymn** ~ name of the Entrance Hymn.
- c. **Hymnal** ~ name of the resource book.
- d. **Hymn #** ~ number of that hymn in the resource book.
- e. **Sprinkling Rite** ~ follow instructions especially on Sunday during the Easter Season.
- f. **Penitential Act** ~ select which form.
- g. **Gloria Composer/Hymn** ~ from which Mass setting and composed by whom.
- h. **Hymn #** ~ number in the resource book.
- i. **Please Note instruction of the Gloria even of Ritual Mass during Advent & Lent.**
- j. **Collect/Offertory/After Communion** ~ these are prayers for celebrant to pray at Opening, Offering the Gifts, and after the Communion. If Sunday celebration, then it will be respective to that Sunday, if choosing the Mass of the Holy Spirit then will be from there.
- k. **Language** ~ specify the language of those prayers. For the sake of using one Roman Missal if it is bilingual, please select the same language.
- l. **Preface** ~ select preface according to its season or from the Mass of the Holy Spirit if Ritual.
- m. **Language** ~ specify the language of the preface.
- n. **Eucharistic Prayer** ~ select accordingly but not numbers II or IV.

## IV. **Liturgy of the Word**

- a. **First Reading** ~ select Old Testament reading from the guidelines or according to its season. Be sure to look into 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.
- b. **Reader** ~ here to list who will be the reader.
- c. **Responsorial Psalm** ~ select from the guidelines or according to its season.
- d. **Second Reading** ~ select from the guidelines or according to its season.
- e. **Reader** ~ here to list who will be the reader.
- f. **Gospel Acclamation** ~ select from the guidelines or according to its season.
- g. **Gospel Reading** ~ select from the guidelines or according to its season.

- h. **Proclaimed by** ~ here list the name of assisting deacon or in the absence will be the concelebrant.
- i. **Homily** ~ select language, if bilingual please list (English and Spanish only); other language please indicates if there is a translator for approval.
- j. **Universal Prayer Prepared By** ~ please see the guidelines from Confirmation Sample and write in who prepares the Universal Prayer. Be sure to list the prayers in order according to the guidelines of the Church. If mention our Bishop's name, it should be by his first name only.
- k. **Proclaimed by** ~ by deacon if assisting at the celebration, if absent then a designated lay person may pronounce the intentions. If in other languages than English & Spanish, please provide the translation in English for review.
- l. **Submit Petitions Here** ~ it is important to attach the Universal Prayers in the form of WORD here for review.

## V. Liturgy of the Eucharist

- a. **Offertory Hymn** ~ name of the offertory hymn.
- b. **Hymnal** ~ from what resource book of this hymn.
- c. **Hymn #** ~ the number of this hymn in the resource book.
- d. **Mass Setting** ~ Here list name of which mass setting and composed by whom of the Holy-Memorial-Amen-Lamb of God.
- e. **Hymnal** ~ from which resource book of this mass setting.
- f. **Lord's Prayer** ~ state your choice of chanting or reciting.
- g. **Ministers of Holy Communion** ~ names of extraordinary ministers of Holy Communion not counting Bishop and principal concelebrant.
- h. **How many stations** ~ please tell number of stations of reception of Holy Communion.
- i. **Additional Names of Extraordinary Ministers of Holy Communion** ~ please provide names.
- j. **Communion Hymn** ~ please write the title of the communion hymns and source book.
- k. **Hymnal 1** ~ Name of the first communion hymn.
- l. **Hymn #** ~ number of the hymnal 1.
- m. **Hymnal 2** ~ If there are two communion hymns, if not write NA.
- n. **Hymn #** ~ number of the hymnal 2.

## VI. Concluding Rites

- a. **Are there announcements** ~ select if need and have the person ready to announce.
- b. **Location** ~ if announce for reception please indicate where will it be.
- c. **Any other instructions, please describe** ~ instructions regarding inside liturgy.
- d. **Please submit your Worship Aid** ~ here needs to attach PDF file if the celebration is having the worship aid. Be sure to have copyright in the worship aid for printing; otherwise, will not be approved and it is the parish liability.
- e. **This Diocesan Liturgy Planning form is for** ~ please select Sacrament of Confirmation.

## VII. For Sacrament of Confirmation

- a. **How many candidates for Confirmation** ~ please indicate how many candidates will be confirmed.
- b. **Who will present candidates for Confirmation** ~ please list name of representative to present candidates immediately after the Gospel.
- c. **Presidential Prayers** ~ if choose from the Ritual Mass then check Yes from the Ritual, if celebrating on Sunday then check No from Sunday.
- d. **If choosing the presidential prayers....** ~ There are 3 options of Ritual Mass, please indicate which one. If from Sunday, then choose None.
- e. **Chrism oil will provide....** ~ please select either from the parish or from Bishop.
- f. **Any other information please describe** ~ any questions please ask here.

**Then click SUBMIT when completed ALL FIELDS WITH THE ASTERICK.**

Please submit the liturgical planning form 3 weeks or more prior to the celebration. I will review it and will send to the coordinator of the approval form or may send back with more corrections before approval. The office of Bishop needs approved liturgical planning form for Bishop's preparation. Please be prompt and on time.

*Father Thu Nguyen*