

LITURGY PREPARATION FORM COMPLETION OF INITIATION

LITURGY PREPARATION SHEET – COMPLETION OF INITIATION

In preparing to celebrate the completion of the Sacraments of Initiation with your parish community, the Bishop would find the following information helpful. Please fill in and return this form **at least thirty (30) days** before the event. Thank you.

The Office of Worship & Christian Initiation
1-800-332-9998 or 727-6683; fax 1-406-454-3480

Parish & Place: _____

Date of Celebration: _____ Time: _____

Candidates for Confirmation: # ___ ages _____; for First Eucharist: # ___ ages _____

Meal or Reception: ___ No. ___ Yes (time _____) Photo with Bishop (time _____)
Photo preferably after the celebration.

Checklist:

- ___ I have read and understood the accompanying instruction.
- ___ Candidates told to come early (Bishop meeting)
- ___ Chrism set-up ___ Sprinkling Rite set-up ___ Vestments & Environment set-up
- ___ Candidate identification set-up ___ Warm water & towels set-up
- ___ Ritual Presentation of Candidates arranged (Name: _____)
- ___ Readers have been identified and rehearsed
- ___ Extraordinary Ministers of Holy Communion identified and prepared
- ___ Pastor consultation ___ Musician consultation ___ Liturgist consultation

READINGS: _____

MUSIC:

Please identify Title & Author

Gathering Song: _____

Sprinkling Rite: _____

Gloria (omit Advent & Lent): _____

Responsorial Psalm: _____

Gospel Acclamation: _____

Music during Confirmation procession: _____

General Intercessions: ___ sung ___ not sung

Preparation of the Gifts: _____

Holy (Mass setting) _____

Eucharistic Prayer for Children Acclamations (optional): _____

Memorial Acclamation (Mass setting): _____

Doxology/Great Amen (Mass setting): _____

Our Father: ___ sung as found in Sacramentary ___ spoken

Lamb of God (Mass setting): _____

Communion Song: _____

Song of Sending: _____

Person completing this form: _____ Title: _____ Phone: _____

Pastor or Pastoral Administrator: _____ (signature)

General Instructions for Preparation & Celebration

Basic Principles

- ❖ In preparation it would be helpful to consult the provisions of the *Rite of Confirmation, Rite of Christian Initiation of Adults (part II)*, the *Directory for Masses with Children* (found in the front of the 1985 *Sacramentary*), and the introduction to the *Lectionary for Masses with Children*.
- ❖ Use an age-appropriate text to prepare children for the sacrament of Confirmation. Please call the Office of Catechesis and Youth Ministry for a recommendation.
- ❖ During the preparation program, throw a “bread party” for the candidates and their parents. Children will have a chance to taste the wafers or bread and the wine. During it, the priest can address Transubstantiation at a child’s level of understanding. Contact the Office of Worship for ideas and resources.
- ❖ In keeping with the fact that the sacraments being received are a completion of the Sacraments of Initiation begun at Baptism:
 - The candidates need not take a new name; the saint name given at Baptism is sufficient. Nicknames or initials are not acceptable.
 - The sponsor/godparent may be the same as in Baptism (Introduction to the Rite of Confirmation #5).
- ❖ Since children have a short attention span, keep things simple and brief.
- ❖ Periods of **shared silence** during the Mass are important –
 - Following each scripture reading
 - During the laying-on of hands
 - After Communion
- ❖ The symbols, rituals and gestures incorporated in the liturgy are beautiful expressions of our faith. It is important to treat them with love and respect. We are formed in faith by what we see and do.

Setting up for the Liturgy

- ❖ Anticipating photographs: Please inform people of our diocesan policy: Photos must never distract from the prayerfulness of the sacraments; no flash is to be used for the celebration.
- ❖ The **Candidates**: anticipate the fashion by which the Bishop will know the name of the candidate during the rite:
 - Option: the candidate is wearing a large name tag.
 - Option: the sponsor hands the bishop a card with the name of the candidate.
 - Option: the sponsor says, as he/she and the candidate approach for chrismation, “Bishop, this is _____ who is taking the confirmation name of _____.”
- ❖ **Vestments**: On Sundays, use the color of the day. On weekdays, use color of the Feast. If the mass for Confirmation is used, vestments may be white or red.
- ❖ **Decoration of the environment**: It is desirable that the colors used for decoration harmonize with the vestments. Red is suitable only if the color of the Sunday is red.
- ❖ Make sure everything is in place for the **Sprinkling Rite**. This rite reminds us of our Baptism, the first of the Sacraments of Initiation. It replaces the penitential rite except during Lent when sprinkling is not used.
- ❖ Every parish and mission has its own **container of Sacred Chrism**. Have it set out in a visible place during the liturgy. During the rite, an appropriate quantity of it may be poured into a suitable dish (one dignified for the occasion) for the chrismation.
- ❖ It is sufficient to have a bowl of warm, soapy water for the bishop to clean his hands after the rite. Sliced lemons are an option. Set out a good towel as well. There is no need to put out cotton balls to wipe the oil from the forehead.

- ❖ Communion bread. Regardless of whether the parish uses wafers or substantial bread, make sure there is a sufficient quantity for the whole assembly. Some parishes are in a violating habit of using hosts stored in the tabernacle during Mass. The tabernacle should never be approached during any celebration of Eucharist unless by accident the priest/minister runs out during the distribution of communion. This principle is especially important for the celebration of First Eucharist.

Step-By-Step through the Liturgy

- ❖ The Bishop will meet with the candidates prayerfully and privately prior to the Liturgy. Be sure that the candidates are assembled for this purpose **30 minutes** before the rituals begin.
- ❖ Introductory Rites
 - The **Song of Gathering** may be seasonal in nature. It serves to gather the community and prepare them to hear the word of God.
 - The **Sprinkling Rite**
 - The **Gloria** is usually sung. It is not used during Advent or Lent.
- ❖ Liturgy of the Word
 - The *General Norms for the Liturgical Year and Calendar* and the *Introduction to the Lectionary for Children* have some guidelines for the readings:
 - Sunday: the readings of the day are taken from the Lectionary
 - Feasts or Solemnities: use the texts of that feast.
 - Weekdays: it is recommended that two readings be taken from the approved *Lectionary for Children* except during privileged seasons. Texts should be chosen from the *Rite of Confirmation*.
 - The Introduction to the *Lectionary for Masses with Children* (#22) suggests that the readings and General Intercessions may be proclaimed by older children, teenagers or adults.
 - On weekdays the second reading may be omitted.
 - The Gospel Acclamation is sung, never recited. It is recommended that it be sung during the procession of the Gospel Book to the ambo. A priest or deacon proclaims the Gospel. Only a deacon receives a blessing from the bishop before proclamation. Incense may be used.
 - After the proclamation of the Gospel, the priest (or deacon) brings the Book of the Gospels over to the bishop for him to reverence.
- ❖ The Rite of Confirmation
 - After the proclamation of the Gospel all are seated. Before the homily, a catechist presents the candidates to the Bishop (not to the assembly).
 - Sample: **Bishop _____, we have prepared these candidates for the completion of the Sacraments of Initiation and have found them worthy. The faith community of _____ asks that you confer upon them the seal of the Holy Spirit, and welcome them to the table of the Eucharist.**
 - The name of each candidate is announced. Each stands when his/her name is called out.
 - The Bishop will ask them to turn and face the assembly, who applaud their welcome. The Bishop asks them to be seated.
 - Homily
 - Renewal of Baptismal Promises (replaces the Nicene Creed)
 - Invitation to Prayer (Bishop invites all priests present to join him)
 - Laying on of hands

- Anointing with Chrism. The candidates come forward in procession with their sponsors for chrismation.
- General Intercessions. The Ritual provides a standard series of petitions as an example. **Recommended Options:** Include a petition for good weather that will lead to a bountiful harvest. Include a petition for an increase in vocations to the priesthood and religious life. Include a petition according to the pressing and present needs of the world.
- ❖ Preparation of the Gifts
 - The gifts are presented to the Bishop by representatives of the community.
- ❖ Liturgy of the Eucharist
 - Eucharistic Prayer. See Music Section below if one of the *Eucharistic Prayers for Children* is used.
 - Communion Rite
 - After the Sign of Peace, the Bishop invites the candidates to approach the table of the Eucharist for the first time and reminds them “of the preeminence of the Eucharist, which is the climax of their initiation and the center of the whole Christian life” (RCIA #329).
 - Communion is to be distributed under both kinds, using hosts consecrated at that same Mass, not taken from the tabernacle, as a more complete sign of the meaning of the Eucharistic Celebration.
 - The focus given to First Communion should equal that of Confirmation. Parents may present their child for this sacrament, but, please, ask the extended family to wait until all the candidates have received their First Communion.
 - The Communion Song begins immediately following the invitation to communion. Normally only one Communion Song accompanies the communion procession and may be interspersed with instrumental verses or sung *a capella* while musicians receive communion.
- ❖ Closing
 - Announcements – after the Prayer after communion.

Remember to notify the place of Baptism that Confirmation has taken place.

Parish Mass with the Bishop when there is no Master of Ceremonies

At times, the bishop will have the assistance of a Master of Ceremonies but more often than not, and especially in the more rural areas, there will be need for a person designated to attend to his miter and pastoral staff. As such, it is helpful to have an additional server assigned to liturgies at which the bishop is presiding who will attend solely to the bishop.

This list of protocols is provided so that pastors will be more prepared to assist the bishop when he presides in a parish.

Liturgical Protocol

- Upon approaching the sanctuary and when arriving before the altar, before he bows or genuflects, the bishop will hand his pastoral staff (crosier) to a server who is not carrying a candle or cross and then remove his miter and likewise hand it to the MC or server. The server places the pastoral staff in its stand and the miter on a table close at hand.
- The server who will be holding the Roman Missal for the Collects is to have it readied in order that it be before the bishop before it is time for him to announce the invitation to pray the Collects, i.e., “Let us pray.”
- Immediately following the Opening Collect, the server retrieves the miter with both hands, walks directly in front of the bishop, hands the miter to him.
- At the beginning of the Gospel acclamation, the bishop will remain seated for the deacon (or priest) to receive a blessing. The server will first retrieve the miter from the bishop and then bring him the pastoral staff. The bishop takes the pastoral staff at the words, “A reading from the holy Gospel according to...” [if incense is used in a thurifer, a server brings it to the bishop for blessing while he still is seated.] After the proclamation of the Gospel is finished, the server retrieves the pastoral staff.
- Following the Prayer over the Gifts, the server receives the zucchetto from the bishop and places it on his chair.
- Immediately following the Post-communion Collect, the server brings the bishop the miter and pastoral staff. If the Solemn Blessing is used, the bishop will extend hands over the assembly while the server with the pastoral staff waits patiently. The server will hand the pastoral staff to the bishop following the invocations for the final Blessing over the people.