Item #1

GUIDELINES: RITE OF CONFIRMATION AT THE CATHEDRAL
(Revised December 2010)

I. PREPARATIONS

1. Each celebration of confirmation is to be arranged through the staff of the Office of Worship. This office will issue these guidelines and a liturgical planning form which is to be completed and returned to the Office of Worship three weeks prior to the liturgy. The staff is available to guide you in your preparations. The Office of Worship telephone number is (317) 236-1483.

General Planning:	Christina Tuley (317-236-1483; ctuley@archindy.org) Rev. Pat Beidelman (317-236-1480; pbeidelman@@archindy.org)
Music:	Charles Gardner (317-236-1479; cgardner@archindy.org)
Music Set-up:	Ed Greene (317-634-4519; ed@ssppc.org) (instruments, microphones, mixer)

2. **Selection of Mass Texts.** (*see Item #3, Liturgical Details.)*

3. **Selection of Scripture Readings.** *(See Item #3, Liturgical Details).*

4. **Music**. **A music director should be clearly designated for each celebration.** A cantor should be selected who is familiar with working with large gatherings. Guidelines for music selection for use in the celebration along with information concerning instruments and equipment at the cathedral are included in this packet. *(see Item #7, Music at the Cathedral)*

5. **Ritual Elements.**

   a. Presentation of Candidates: each to be called by name.

   b. Candidates and sponsors are to be seated at their places prior to the start of Mass. They will not walk in the opening or closing processions.

6. **Vesture. Each concelebrating priest should bring his own alb.** The Cathedral will provide a chasuble and stole. The color of vesture for the Archbishop and concelebrating priests is assigned for the celebration. *(See Item #3, Liturgical Details)*

   Albs for the servers will be provided by the Cathedral.

7. **Preparing a worship aid.** A worship aid will need to be prepared containing the texts and music needed by the assembly, and permission to reprint music under copyright will need to be obtained except for GIA Publications, New Dawn Music (OCP Publications), and World Library (J.S. Paluch). Since the cathedral maintains annual reprint licenses with these three publishers, their music may be reprinted without further cost. Permission must be obtained to reprint music from any other publishers. Contact Christina Tuley for assistance. (317-236-1483, ctuley@archindy.org)

   A copyright acknowledgment must be included at the end of each selection, even if only the text is reprinted. Three (3) copies of the worship aid should be left in the sacristy marked "For Ed Greene." The participation aid may also include names of the confirmandi and the liturgical ministers.

8. **Selection of Confirmation Name.**

   "The candidate may retain his/her baptismal name as the confirmation name *when their baptismal name is that of a recognized saint* of the Church. **Otherwise**, a new name of a recognized saint of the Church should be chosen." **The confirmation name MUST be that of a recognized saint.**

9. **Nametags for confirmation.** The candidate **must** wear name tags on their **right breast** to assist the Archbishop in naming the candidates ***and*** the sponsor must say clearly and distinctly the confirmandi's name at the time of the anointing.

10. **Additional items.** The Office of Worship will make all arrangements regarding ritual books, vessels, chrism, bread and wine.

    Please note: in the current Cathedral set up there are 13 chairs in each row. Only 12 chairs are to be used during a confirmation liturgy leaving one seat empty at the far end of each row. (If a candidate has 2 sponsors, then the additional seat could be used.)

II. LITURGICAL MINISTERS

11. **The number of liturgical ministers.** The following are needed:

    Presider, homilist: Archbishop Daniel Buechlein
    (the Archbishop may also distribute the Body of the Lord)
    Master of Ceremonies: (provided)
    5 servers
    1 or 2 lectors
    1 gospel reader: deacon or priest
    1 (or more) to present the general intercessions
    10 Ministers of Hospitality (minimum)
    1 Cantor
    Other musicians
    Ministers of Holy Communion

(The total number of ordinary [priests/deacons] and extraordinary ministers needed will vary according to the size of the assembly.)

2 to present bread/wine at Preparation

12. **Selection of liturgical ministers.** The variety and the diversity of gifts among the people should be given expression in the liturgical rites. Whether cleric or lay, each liturgical minister should do that and only that which belongs to her/him. It is presumed that all ministers will be properly instructed.

a. Concelebrants The Pastors of each parish, unless unable to attend, concelebrate. Associate Pastors and other visiting clergy also concelebrate (the exception being a visiting priest who is acting as a sponsor, and then he may choose not to concelebrate.) Planners should send some form of correspondence to each of the parish priests (and to visiting clergy as well if they are known ahead of time), inviting them to attend. *Included in this correspondence would be: the time, date, and place of confirmation; the place for vesting, instructions to bring own alb, and the place of any reception which follows*. **An RSVP is best,** seeking such information as yes/no to presence, yes/no to concelebration, so that adequate seating may be provided and involvement in communion ministry may be well planned.

The master of ceremonies coordinates the concelebrants. He will see that:

- all concelebrants are aware of their seating on the peninsula, behind and to the left of the ambo
- the Gospel Proclaimer is familiar with the movements expected of him
- the concelebrating priests receive simple instruction as regards the procession, the extending of hands during the imposition of hands, the eucharistic prayer movement, communion stations, and the recession.

b. Parish Life Coordinators: The inclusion of Parish Life Coordinators should reflect their pastoral leadership. Thus, it is recommended that:

- PLC's be included in the procession and recession, taking their place after the servers (censor, cross, candles) but before the priest concelebrants.
- PLC's are best seated in the north transept section, near the ambo
- (Spouses are not in the procession; however they may be seated, prior to the start of the liturgy, in a seat next to where the PLC will be seated)
- PLC's may fulfill any of the following ministries:
  - calling forth of candidates for confirmation (as pastoral leader)
  - lector
  - extraordinary minister of Holy Communion

c. Presenters: Presenters of the candidates are best seated in the north transept section, unless they are concelebrants, who are seated on the peninsula.

d. Gospel Proclaimer: Planners should choose a priest or deacon to proclaim the Gospel. He should be notified of this by the planners, and a copy of the Gospel passage should be forwarded to him.

e. Ministers of Hospitality: The cathedral will provide a head usher. Parishes will provide all other members of the hospitality team. **There must be a minimum of 10 adults for this ministry.** Adults are preferred since they are better able to handle emergencies. Hospitality ministers will be guiding all processions under the direction of the head usher.

f. Servers: Servers must have previous experience and must be attentive to the master of ceremonies. They will be instructed upon their arrival. **Servers are NOT to wear flip-flops.**

g. Lectors: Candidates, catechists or other adults who are invited to read should be well prepared and capable of strong proclamation.

h. Extraordinary Ministers of Holy Communion: According to the liturgical guidelines, priests are to assist with the giving of Holy Communion since they are ordinary ministers of the Eucharist. Special ministers may be appointed if there is a pastoral need. Thus, some form of RSVP to an invitation to clergy to participate is highly encouraged so that the number of ordinary ministers is determined prior to choosing extraordinary ministers. All communion ministers should be notified ahead of time regarding their assignments and be given a floor plan of the cathedral prior to their arriving. This floor plan (*see Item #10)* should clearly indicate the minister's particular assignment.

13. **Rehearsal for Liturgical Ministers.** A rehearsal day is set aside for musicians, readers, those presenting the general intercessions, the confirmation candidates (perhaps representatives), and possibly the sponsors. *(See Item #2, Rehearsal Information.)* **The host, Br. Howard Studivant, must be contacted at least 7 days prior to the scheduled rehearsal date whether or not you plan to rehearse.** Rehearsals on the day of the confirmation celebration are scheduled for ushers, servers and Extraordinary ministers of Holy Communion. Music "warm-ups" immediately before the confirmation liturgy should be held in the Liturgy Preparation Room (to the right of the sanctuary). Servers meet in the sacristy, extraordinary ministers of Holy Communion meet in the north transept (north side of the sanctuary), and ministers of hospitality meet at the baptismal font.

III. SPECIAL NEEDS

14. **Handicapped.** An elevator entrance is provided for the handicapped at the Meridian Street entrance (walkway to the chapel). There is an unloading/loading area at the curb. Please let us know if those using wheelchairs need special seating assistance.

15. **Photography.** In the best interest of protecting these moments of prayer and worship;

- Photographers should be advised not to interrupt the flow of the liturgy or distract other participants.

- The Archbishop is available for a group photo immediately before mass and for individual photos at the reception.

17. **Sound system.** We do not recommend the use of portable sound systems. The Cathedral Church has both a mixer/amplifier which is available when more than 3 musician microphones are needed. If you do need more than 3 microphones, please contact Ed Greene so that arrangements can be made which suit your needs.

18. **Reception.** A reception may be held in the assembly hall of the Catholic Center following the liturgy. The Catholic Center receptionist (317-236-1400) **must be contacted at least two weeks prior to the liturgy about set-up of tables/chairs.** Parishes are to decide about what type of reception they wish, cost and hosting.

    It is the responsibility of the parishes to have someone in the Assembly Hall to open the Meridian Street doors at the conclusion of the liturgy. The Meridian Street doors may not be propped open and left unattended at any time. If no one is attending the doors, the doors must be closed and locked. When the reception has concluded, the last person in attendance must check to be sure that the doors are closed and locked.

IV. NOTES ON THE ORDER OF SERVICE

19. **Gathering places.** On the day of the confirmation liturgy, the major participants are to gather accordingly:

    - Cathedral sacristy: Priests, servers, lectors
    - Extraordinary Ministers of Holy Communion: north transept (north side of sanctuary)
    - Ministers of Hospitality: Baptismal font

20. **Opening procession.** A procession into the Cathedral is held which includes the servers, lectors, (PLC'S,) priests and the Archbishop. The master of ceremonies signals the beginning of the procession.

21. **Introductory Rites.**

    a. After the opening song the Archbishop gives the greeting and conducts the penitential rite.

    b On the rare occasion when the Glory to God is to be used, it is to be sung. A musical setting that involves the assembly should be used. It is not used on Sundays of Advent or Lent.

22. **The Liturgy of the Word.**

    a. The lector comes to the ambo after the Opening Prayer. For all celebrations of

the Sacrament of Confirmation at the Cathedral, the readings will be provided in a lectionary or a 3-ring binder. The lector should observe a pause after the reading, before returning to his/her seat.

b. The Responsorial Psalm is sung from the ambo or other suitable place.

c. If a second reading is assigned, it is proclaimed immediately after the responsorial psalm. The lector should observe a pause after the reading, before returning to his or her seat.

d. The gospel acclamation begins after the Archbishop has given the blessing to the gospel proclaimer and may be repeated following the reading of the gospel.

23. **Rite of Confirmation.**

a. **Presentation of Candidates.** The pastor (parish life coordinator, director of religious education or a catechist) from each parish presents the candidates after the gospel.

The first presenter reads the following in its entirety:

"Archbishop Buechlein, the parish of ___N___ wishes to present to you its candidates for confirmation. Each candidate has participated in a period of preparation and prayer and comes tonight (today) accompanied by a sponsor. It is my privilege to preset to you this at this time: "NN".

The remaining candidates are presented from each parish accordingly:

"Archbishop Buechlein, I present to you the candidates from ___N___ parish: NN."

When a candidate is introduced, she/he should stand and remain in place; upon standing the candidate should look at the Archbishop and receive his acknowledgement.

b. **Homily.** The Archbishop gives the homily.

c. **Renewal of Baptismal Promises.** The Archbishop invites all to stand for the renewal of baptismal promises.

All should respond in a loud and clear voice to the questioning. After the questioning, the Archbishop sprinkles the candidates (and the rest of the assembly) with holy water. A baptismal acclamation should be sung during the sprinkling.

d. **Laying on of Hands.** During the "Laying on of Hands" only the concelebrating priests join the Archbishop and impose both hands *over the group* of candidates.

e. **Anointing.** The candidates, with their sponsors accompanying them, approach the Archbishop who is standing in front of the altar. **The sponsor places his/her right hand on the right shoulder of the one to be confirmed and gives the candidate's confirmation name** to the Archbishop. Two Ministers of Hospitality will guide the candidates/sponsors to the Archbishop in a timely manner.

Note: The host / head usher will provide instruction cards for the candidate's and sponsors prior to mass. These cards will help them follow these instructions.

The Archbishop makes the sign of the cross on the forehead with chrism as he says:

Archbishop:	N., be sealed with the gift of the Holy Spirit.
Newly confirmed:	**Amen.**
Archbishop:	Peace be with you.
Newly-confirmed:	**And also with you.**

The Archbishop shakes the candidate's hand.

When the anointings are completed, the Archbishop will wash his hands. The General Intercessions do not begin until the Archbishop introduces them.

24. **Creed.** The profession of faith is omitted.

25. **General Intercessions.**

a. Sample general intercessions are provided with these guidelines. These may be adapted to local circumstances. As a rule, the sequence of intentions is: a) for the needs of the Church, b) for public authorities and the salvation of the world, c) for those oppressed by any need, d) for the local community. In particular celebrations such as confirmation, the series of intercessions may refer more specifically to the occasion. *(GIRM 2002, #70)* An intention is included for an increase in vocations to the priesthood and religious life.

A copy of the general intercessions should be sent to the Office of Worship along with the liturgical planning form. In this way, an introduction and conclusion consistent with the prayers can be written for the Archbishop. Additionally, this will allow the director of liturgy time to communicate with the planners regarding consistency

The Archbishop introduces the intercessions. The person(s) offering them should be in place at the cantor's stand before the Archbishop gives the introduction. They do not start reading the intercessions until the Archbishop

has prayed the introduction. He/she (they) should return to their seating area when the Archbishop has given the concluding prayer.

26. **Liturgy of the Eucharist.**

a. The master of ceremonies directs the setting of the altar.

b. Those presenting the bread plate and wine carafe should wait at the gifts table until the Archbishop has stood at his chair and begins to move forward. The presentation is made in front of the altar. No other items other than the bread and wine are to be presented at this time.

27. **The Communion Rite.**

a. Communion is normally administered under the forms of bread and wine.

b. If extraordinary ministers of Holy Communion are needed, they come forward to the altar area at the "Lamb of God."

c. Reception of communion by the ministers:

- Archbishop shows the eucharistic bread saying "This is the Lamb ..."
- Archbishop and priests receive the Eucharistic bread and cup at the altar
- Extraordinary Ministers of Holy Communion are offered the eucharistic bread *(by the Archbishop)* and cup *(by another minister)*

d. All the vessels used are to be taken to the credence table and covered after communion, or to the sacristy, following the giving of communion. It is better that they be purified after the liturgy.

e. The Archbishop washes his hands after communion.

28. **The Dismissal Rite.** Following the Prayer after Communion, a designated person may invite all present to the reception honoring the newly-confirmed at the Catholic Center Assembly Hall. They should be advised to cross Meridian Street immediately.

Confirmation Liturgy
SS. Peter and Paul Cathedral

Checklist for Planners

- ❑ Planning form prepared and sent to the Office of Worship three weeks prior to the liturgy.
- ❑ General Intercessions sent to the Office of Worship three weeks prior to the liturgy.
- ❑ Microphone needs discussed with Ed Greene.
- ❑ Br. Howard Studivant (host) contacted to confirm rehearsal date and time at least 7 days prior to the rehearsal date.
- ❑ Notification with an RSVP sent to concelebrating priests
    - o Bring alb (chasuble and stole will be provided)
    - o Seating is on the peninsula
- ❑ Floor Plan with station assignments noted by names sent to ALL communion ministers prior to the celebration.