



**ARCHDIOCESE OF SANTA FE**  
**The Catholic Center**  
**Office of Worship**

January 12, 2024

Dear Reverend Pastors and RCIA Coordinators,

As we approach the Rite of Election, we pray that the journey of your Catechumens and Candidates has been transformative and that you all are experiencing many blessings as we move into the New Year.

Below are the steps you need to take to prepare for the Rite of Election 2024.

**BEFORE Wednesday, January 31, 2024:**

***A Response Form is REQUIRED for ALL Parishes as to if your parish is OR is not attending the Rite of Election***

1. Please complete and submit the attached forms by EMAIL to [worship.office@asfnm.org](mailto:worship.office@asfnm.org) OR by FAX (505)831-8101.
  - a. **RESPONSE FORM 2024**  
Choose a location for the Rite of Election and the Call to Continuing Conversion, provide contact information, and the number of participants.: (Please note: location requests are taken on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis; seating is limited; reserved seating ONLY for the number indicated, all others will sit in "open seating", which will be very limited.)
  - b. **2024 CATECHUMENS FORM AND 2024 CANDIDATES FORM**  
Provide participant names on these forms.
2. Contact the Office of Worship at [worship.office@asfnm.org](mailto:worship.office@asfnm.org) or by calling 505-831-8128 if you need assistance completing the forms.

**BEFORE the day of the Rite:**

1. Go over the liturgy with your participants (RCIA #547-561).
2. During your parish Rite of Sending have the Catechumens sign your parish Book of the Elect (Rite of Sending - RCIA #106-117 or #530-546).
3. Prepare your nametags -specific instructions for name tags will follow in forthcoming letter with specific details.  
**Please make sure your Catechumens and Candidates and Sponsors know which title applies to their situation.**

**On the Day of the Rite:**

1. Arrive Promptly for Rehearsal (2 hours before the Rite; details will be provided in the follow up letter) – **Rehearsal is ONLY for RCIA Coordinators and individuals involved directly in the liturgy** (i.e. Pastor of hosting Parish, Deacon assisting at the liturgy, Music Ministers, and Lectors.)
2. Bring your prepared nametags.
3. Bring your list of Catechumens and Candidates to call out, placed in a suitable binder. (This is the same form that you are submitting)
4. A parish presenter, the person you list on your Parish Response form, will be reading all the names from your parish, so make sure to sit your parish group together in two groups: first group - all the catechumens together with their sponsors and second group - all candidates together with their sponsors. Each group will be called by name to come forward. You will be seated in your parish assigned pews. Please make sure all nametags are visible.
5. **Please note:** There will be 1 Book of the Elect that will be used at each of the parishes where the Rite is being celebrated. This book the Catechumens and Archbishop Wester will sign during the Rite. We recommend continuing to sign your Parish Book of the Elect that the Pastor can sign at your parish. So, you do **not need** to bring your Parish Book of the Elect to the Rite.

A letter will be sent to your parish via the parish and pastor archdiocesan email **by February 12, 2024**, that will provide: the location of where your parish will celebrate the Rite of Election and additional specific details i.e. name tags, etc. for preparing for the Rite.

The Office of Worship, Liturgical Commission and the Christian Initiation Leadership Committee look forward to hearing from you **by Wednesday, January 31, 2024**. May God bless you and those you are preparing to receive their sacraments at Easter.

In Christ,

Mrs. Melanie Mascarenas  
Assistant, Office of Worship