



ARCHDIOCESE OF SANTA FE
The Catholic Center
Office of Worship

February 12, 2024

Dear Reverend Pastors and RCIA Coordinators,

As we approach the Rite of Election, we know that you are in the midst of many preparations as you journey with the Catechumens and Candidates preparing for their full reception into the Catholic Church.

This letter is to provide you with the final details regarding the upcoming Rite of Election and the Call to Continuing Conversion. Please take the time to read through this letter to ensure you are aware of the expectations and revisions to the process.

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

Enclosed is list of Parishes that are scheduled at each of the locations for the Rite of Election and the Call to Continuing Conversion. To date we were able to accommodate all of the requests that have been received. **Please note this also includes the rehearsal schedule.** The rehearsal time is **ONLY** for **RCIA Coordinators and individuals involved directly in the liturgy** (Pastor of hosting Parish, Deacon assisting at the liturgy, Music Ministers, and Lectors.) Please note when the doors open for the faithful at each location. "Open Seating" for the faithful attending, who are **not** included in parish reserved seating, is very limited.

NO LATER THAN Wednesday, February 14, 2024:

If you have **not** submitted **ALL** of the names of your Catechumens and Candidates and Godparents and Sponsors, please submit a new completed form that includes ALL of the names. Please write "**REVISED**" and the "**date**" on the top of the page so we know it is the most current version. This information is needed for both the seating arrangements and for the Rite. Please assist us with providing your completed information if you have not already done so.

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). Your Pastor can sign your parish book. You will **not need** to bring this book to the Rite of the Elect. (See #2 in the section below, "On the Day of the Rite".)
3. Prepare your nametags (the templates are attached).
You **MUST** use colored paper for Catechumens/Candidates.
 - a. **Light blue** paper for Catechumens (First Name **MUST** be 32 to 36 font)
 - b. **Yellow** paper for Candidates (First Name **MUST** be 32 to 36 font)
 - i. **Or you can use the templates that are already in color.**
 - c. White for Sponsors and RCIA Ministers (Ministers can use their official nametags)

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 — **ONLY** for **RCIA Coordinators and individuals involved directly in the liturgy** (Pastor of hosting Parish, Deacon assisting at the liturgy, Altar Servers, Music Ministers, and Lectors.) Coordinators will need to help direct their parish group during the Rite. This will be reviewed during the rehearsal.
2. **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.
3. Bring your list of Catechumens and Candidates to call out, placed in a suitable binder. This is the same list of Catechumens and Candidates that you submitted. **Please make sure your Catechumens and Candidates and Sponsors know which title applies to their situation.**

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. Parish Group Photos: This is optional. If your parish group would like to take a group photo with Archbishop Wester, please have your parish group remain seated in their pews at the conclusion of the Rite of Election. Your parish will be invited forward to take your parish group photo in front of the altar.

In the event of **inclement weather**, please travel at your own risk. The Rite of Election and the Call to Continuing Conversion will be live streamed on Sunday, February 25, 2024. Please visit the Archdiocese of Santa Fe <https://archdiosf.org/> at the top of the home page to link to the live stream of the liturgy. In the event that your **parish group is not able** to travel due to inclement weather, please contact the Worship Office at 505-831-8128 and leave a message, so we can plan accordingly. **The phone messages will be checked 2 hours prior to the liturgy.**

Please contact the Office of Worship at worship.office@archdiosf.org or by calling 505-831-8128 if you have any questions regarding the above-mentioned information.

The Office of Worship, Liturgical Commission and the Christian Initiation Leadership Committee and the hosting parishes look forward to joining you for this liturgy in the days ahead. May God bless you and those you are preparing to receive their sacraments at Easter.

In Christ,



Mrs. Melanie Mascarenas
Assistant, Office of Worship

Attachments:

Schedule and Parish List for each of scheduled Rites
Name tag templates