

Liturgy Planning Sheet

(Confirmation/First Communion)

Please complete this form in its entirety and return to the Liturgy Office *at least two weeks* prior to the ceremony:

Mail to: Liturgy Office
5201 Bishop's Blvd S, Suite A
Fargo, ND 58104-7605

E-mail: tamara.krogman@fargodiocese.org

Fax: (701) 356-7999

Parish/Institution: _____

Occasion: Confirmation/First Eucharist

Date: _____ Time: _____

Ordo Information

Liturgical Calendar Day: _____

☐ Green ☐ White ☐ Red ☐ Violet ☐ Rose

Procession

of Altar Servers: _____

Deacon(s) _____

Concelebrant(s): _____

Introductory Rites

Ent. Chant/Hymn: _____

☐ Incense Altar

Penitential ☐ Sprinkling Rite

Rite: ☐ Form A ☐ Form B ☐ Form C

Gloria: ☐ NA ☐ Sung ☐ Recited

Intoned by ☐ Cantor ☐ Presider

Liturgy of the Word

☐ Readings of the Day

☐ Ritual/Votive/Com.

First: _____ Lect. #: _____

Psalm: _____

Second: _____ Lect. #: _____

Readers: _____

Gospel: _____ Lect. #: _____

Proclaimed by: ☐ Deacon ☐ Priest

☐ Incense

Presenter of students: _____

Order of Confirmation

If many are to be confirmed a quiet song may be sung by the cantor/choir alone during the Anointing with Chrism. It should not start until the 3rd child has been confirmed.

Quiet song (if applicable) _____

Use Intercessions from Confirmation and First Eucharist Manual (Appendix II)

☐ Deacon (proper to his role)

☐ No deacon: _____

Liturgy of the Eucharist

Off Chant/Hymn: _____

☐ Incense

Sanctus: ☐ Sung ☐ Recited

Mem. Acclamation: ☐ Sung ☐ Recited

Doxology/Amen: ☐ Sung ☐ Recited

Mass Setting(s): _____

Communion Rite

Our Father: ☐ Sung ☐ Recited

Lamb of God: ☐ Sung ☐ Recited

☐ Communion under both species

of Ciborium _____ # of Chalices _____

Below, mark the following positions for the distribution of Holy Communion:

Main Celebrant – **M**; Ciborium – **X**; Chalices – **O**

Altar

Pews

Comm Chant/Hymn: _____

Prayer After Communion

Any presentation for celebrant to make: _____

Closing Hymn: _____

Please complete the back side.

Celebrating Confirmation & First Eucharist

Number of Students: _____

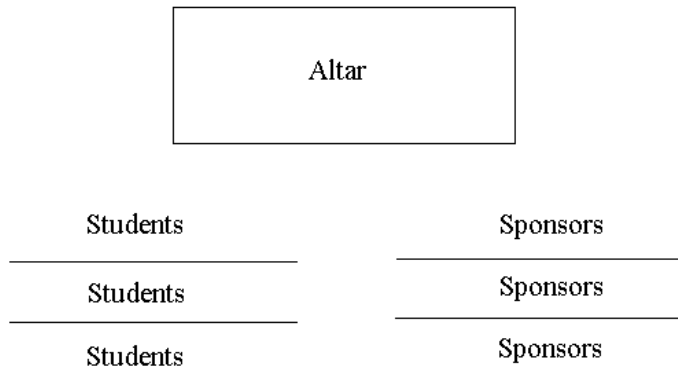
Parishes Present: _____

Who is in procession: (students/sponsors): _____

How arranged (side by side, etc.): _____

Seating Arrangement in Church (Please diagram, noting which section/pew comes first and from which side.

An example is given. All students sit together in one section.)



Note:
Please assign catechists or other adults to sit at the right end of each row of the students in order to offer them some supervision.

If the arrangement differs for Eucharist, please note and diagram above as well

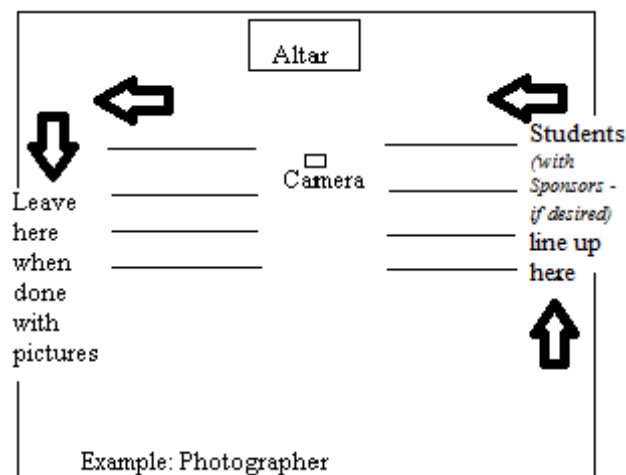
Recessional: All remain in their pews

Photographs: ☐ Group Only ☐ Individual Only ☐ Group & Individual ☐ No photographs.

Who is the ONE person responsible for taking photographs? _____

Who are other persons directing the flow during photographs? _____

Diagram for photographs: (Be sure to flow students from either left or right side, but NOT from the center.)



All pictures are generally taken after the Confirmation Mass. It is possible to take the GROUP photo before Mass but this must be arranged ahead of time with the Bishop's Priest Secretary.

Note:
for the sake of efficiency, please arrange all pictures to be taken in this order of priority:

- 1. Bishop with group of all students** (if desired)
- 2. Bishop with individual students** (and sponsor if desired)
- 3. (If desired and only after all individual pictures are taken)**
Bishop with individual students and their family

Thank You