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LITURGICAL PLANNING FORM FOR THE CELEBRATION OF HOLY MASS:  
THE SACRAMENT OF CONFIRMATION WITHIN MASS

(revised February 2024)

***INSTRUCTIONS and ADDITIONAL NOTES***

Please complete the PLANNING FORM and return it two weeks in advance of the Confirmation Mass to the Office of Sacred Liturgy by mail or e-mail. There are several sections to the form that require additional comments:

**SECTION 1: GENERAL INFORMATION**

- \* The Bishop will bring his own vestments.
- \* The Bishop will arrive approximately one hour prior to the Mass.
- \* The Bishop will meet with the Candidates thirty minutes prior to the Mass.
- \* It is not a requirement that individual letters be written to Bishop Raica requesting the Sacrament of Confirmation.
- \* Five Altar Servers are requested if possible and should plan to arrive 45 minutes prior to Mass.

**SECTION 2: CELEBRATION OF HOLY MASS**

Music: *For all liturgical music, please include the title and composer.*

**The Gloria** is always sung except on Sundays during Advent and Lent.

Acclamation before the Gospel is sung - **Alleluia is not sung during Lent.**

**The Homily** occurs after the Presentation of Candidates and is always delivered by the Bishop.

**Prayer of Faithful/Universal Prayer** occurs after the Anointing with Chrism and is always to be recited. The prayers will be from "For the Conferral of Confirmation" which the Office of Sacred Liturgy will provide.

**I. Prelude/Introductory Rites**

**The Collect** is from *For the Conferral of Confirmation*, page 1130

**II. Liturgy of the Word:** The Diocesan Confirmation Readings have been selected by the Bishop.

**First Reading:** (cf. Lectionary 765)

Acts 1:3-8 (*You will receive the power when the Holy Spirit comes upon you and you will be my witnesses*).

**Responsorial Psalm:** (cf. Lectionary 766)

Psalm 96: 1-2a, 2b-3, 9-10a, 11-12

*R/: Proclaim God's marvelous deeds to all the nations.*

**Gospel Acclamation:** [Whatever would be appropriate to the local community] – (cf. Lectionary 767)

**Gospel:** (cf. Lectionary 768)

John 14:23-26 (*The Holy Spirit will teach you everything*)

### **III. Rite of Confirmation** occurs after the Gospel Readings, before the Prayer of the Faithful

#### **Presentation of Candidates**

- \* After the Gospel, the pastor presents the candidates for Confirmation, first inviting them all to stand as a group. Then, using the following formula: “Your Excellency/Bishop Raica, (*name of parish*) presents to you these candidates for the Sacrament of Confirmation. After prayer and study, they asked to be sealed with the gift of the Holy Spirit through the laying on of hands and the anointing with Sacred Chrism.”
- \* The presentation should be brief and not recount the requirements for Confirmation of the theology of Confirmation.
- \* **Candidates are not normally presented individually by name.** Unless the group is extremely small (less than 10 or so) they are to be presented as a group. The candidates are to stand at their places when invited and they remain standing until they are seated for the homily.

#### **Renewal of Baptismal Promises**

The Creed is omitted even if required by the rubrics for the day.

The renewal of baptismal promises is for the candidates only. Only the candidates stand for the renewal, which takes the place of the Creed.

#### **Laying on of Hands**

The Bishop invites all present to pray for the candidates. The candidates stay in place in their pews. After silently praying for a short time, the bishop alone, standing in the sanctuary, lays hands upon all the candidates by extending his hands over them. The bishop alone says the prayer. Concelebrants are invited to extend their hands at the appointed time.

#### **The Anointing with Chrism**

- \* During the anointing the pastor or one of the deacons stands to the bishop’s left who will always be situated on the lowest level so that the confirmands do not need to ascend steps to approach him. A deacon stands at his right with a vessel of Chrism.
- \* Sponsors should present a card with the confirmands name over their left shoulder, or, alternatively, the name tag can be attached/pinned to the confirmand’s left shoulder. Either way, the name tag must be easily seen by the bishop. The right hand of the sponsor should be on the shoulder of the confirmand. English is always presumed unless otherwise indicated with an “S” on the card if one desires to have the Sacrament conferred in Spanish.
- \* The candidates approach the bishop individually with their sponsor.
- \* After the formula “N., BE SEALED WITH THE GIFT OF THE HOLY SPIRIT” the confirmand replies “Amen.”
- \* After each anointing the bishop will say “Peace be with you” The response is “**And with your Spirit.**”
- \* Music during anointing should only be instrumental and conclude when the bishop has washed his hands and returned to the chair.
- \* Please provide 2 lemons cut in HALF with a pitcher of clear, non-soapy water, a bowl, and a towel.

*(Continued on next page.)*

### III. Liturgy of the Eucharist

**Prayer over the Offering and Prayer after Communion:** both are from the Roman Missal, page 1130/1131.

**Eucharistic Prayer:** Eucharistic Prayer 2 is always used with the appropriate insert.

### **SECTION 3: ADDITIONAL NOTES**

1. “In celebrations at which the Bishop presides, and especially in the celebration of the Eucharist led by the Bishop himself with the presbyterate, the deacons, and the people taking part, the mystery of the Church is revealed (GIRM, number 22).” For this reason, this solemn celebration of Mass calls for special care in the preparation of the liturgical celebration: the church itself, the music and liturgical ministers, and all that is required for the rites, including the sacred vessels.
2. In the overall plan for liturgical music, the parts that belong to the celebrant and people together should be sung, for example the Kyrie, the Gloria, the Holy, the Lord’s Prayer and the Lamb of God. The choices for the Entrance, the Offertory and the Communion should correspond to the norms found in the General Instruction of the Roman Missal, numbers, 48, 74, and 87.
3. The Bishop will not normally use incense except on Sundays and Solemnities. When incense is used, a sixth server is needed.
4. The Universal Prayer to be used is attached to this packet. *Note: It is properly the role of the deacon to announce the petitions if one be present.*
5. Remarks by the pastor should happen after the Prayer after Communion and be very brief. They are in no way expected or required.
6. Names of Concelebrants: only the names of the pastor and other priests associated with the parish need to be listed.
7. Names of Altar Servers: please list them if you know their names.
8. Photography: A group photograph may be taken after the Mass. Before Mass, an announcement should be made reminding those present to refrain from flash photography and not to leave their pews to take a photograph. Professional photographers or videographers hired by the parish are to remain discreet and unobtrusive in the Mass if individual photos are taken. **Photos taken at the moment of Reception of the Sacrament of Confirmation constitute a private photo with the bishop.** It is not to be presumed that the bishop will be available for an extended period after the Mass for photos.
9. Gifts which the bishop should bless should be placed on a gift table at the reception or in another suitable place. The bishop will gladly bless these prior or immediately after the Mass.