



Diocese of Crookston

Confirmation Planning Timeline and Checklist

The following Timeline and Checklist is to assist you in ensuring the celebration of Confirmation in your parish (es) will be a wonderful celebration of faith; and that those who are working directly with young people: pastors, priests, deacons, coordinator, and parents have the guidance they need.

Remote Planning:

1. Set the date by contacting Bonnie Sullivan at the Office of the Bishop (218) 281-4533 ext 416 or bsullivan@crookston.org. (usually done 1 or even 2 years in advance)
2. Inform interested parties of Confirmation date
 - a. Pastor (if he was not the one to schedule the date)
 - b. Confirmation Catechist/Coordinator/Youth Minister
 - c. volunteer teachers/catechists/etc.
 - d. students
 - e. parents
 - f. parish at large
 - g. those who may play a role in celebration or preparations (Serving groups, etc)

Proximate Planning: the site to check for all Confirmation resources is: <https://www.crookston.org/offices/worshipliturgy/confirmation>

1. Refer to the Diocese of Crookston Confirmation Preparation Guidelines to make sure the students, parents, sponsors and others are aware of the requirements. <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/confirmation/153-confirmation-preparation-policy/file>
2. Assist the students and families to choose Sponsors as appropriate. Clarification regarding eligible sponsors can be found here: <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/sacraments/206-criterias-sponsors-baptism/file>
3. Have each student write a letter to Bishop Hoepfner requesting the Sacrament of Confirmation. This should be done about a month in advance. For examples and guidance see: <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/confirmation/157-letter-of-request-for-sacrament-of-confirmation/file>
4. Obtain the Saint names of the students--if there are any questions, [email agothman@crookston.org](mailto:agothman@crookston.org)
5. Work with parish musicians & liturgy planners on the Rite of Confirmation Liturgy. There is a detailed description at: <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/confirmation/151-confirmation-ritual/file>
6. Have Pastor/Coordinator or another minister complete the Liturgy Planning sheet and send online <https://dioceseofcrookston.wufoo.com/forms/liturgy-and-music-planner-diocese-of-crookston/> (or on paper) <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/158-liturgy-planning-sheet/file> If there are any questions, contact Mary Dahl [at mdahl@crookston.org](mailto:mdahl@crookston.org) or 218-281-4533 ext 455.
7. Schedule and hold a practice with Students and Sponsors. Walk everyone through the ritual; work with those fulfilling a special ministry--gift bearers, lectors, etc.
8. Make sure the Pastor or another minister leads veteran altar servers through a detailed practice prior to the day of the celebration.
9. Print Name tags for the candidates. A guide is available at: <https://www.crookston.org/documents/ministriesoffices/worship-a-liturgy/confirmation/159-suggestions-for-name-tags/file>
10. Have a delegate ensure that veteran liturgical ministers liturgical ministers are well prepared for their ministries that day.
11. Remind those taking group or individual photos to arrive in a timely manner, and to be expeditious in their work.

Confirmation Checklist:

What	Who	Where	How	When
Choose Date for Confirmation	Pastor/ Coordinator	In Parish	call/email Bonnie Sullivan 218-281-4533 x416 or bsullivan@crookston.org	1 to 2 yrs in advance
Choose Sponsors	families in consultation with Coordinator or Pastor	In Parish	see website for eligibility	Near the beginning of process
Prepare Confirmation Mass/Liturgy	Pastor, Liturgy Prep team, Coordinator	In Parish	see website for Ritual & resources	within 6 weeks of date
Complete & Send a Liturgy Planning Sheet	Pastor, Liturgy Prep team, Coordinator	to Office of Worship	Complete online or print & mail. Any questions call Mary Dahl at 218-281-4533 x 455 or mdahl@crookston.org	within 6 weeks of date
Complete & Send Confirmation Saint Names form	Coordinator/ Teacher	Bishop's Office	Complete online or print & mail	within 6 weeks of date
Schedule & Hold a Practice for students, sponsors, special ministers	Pastor/ Coordinator/ Teacher	In Parish	walk everyone through Rite	1 to 2 weeks in advance
Schedule & Hold a Practice for servers	Pastor/ Deacon/ another minister	In Parish	walk everyone through Rite	1 week in advance
Print Name Tags	Coordinator/ Teacher	In Parish	see website for suggestions	days in advance

