



Memorandum

To: *Pastors*

cc: *Parochial Vicars, Priest Superiors, High School Campus Ministers, DREs, CREs, Permanent Deacons, Parish Secretaries, and at the Cathedral: Richard Gibala, Kerry Gorton, Al Justice,*

From: *Rev. Paul F. deLadurantaye, Secretary for the Liturgy*

Date: *January 15, 2010*

I wish to bring to your attention two liturgical items of concern to you.

Workshops for Extraordinary Ministers of Holy Communion

For your advance planning **four** Workshops for new Extraordinary Ministers will be held this year: Saturday, **April 17, 2010** at the **St. John the Evangelist, Warrenton**; Saturday, **May 8, 2010** at **St. William of York, Stafford**; Saturday, **May 15** at **Christ the Redeemer, in Sterling**; and Saturday, **May 22, 2010** at the **Cathedral of St. Thomas More, Arlington**. Each workshop will last from 10 AM to 12 Noon in the church. It is never too early to begin selecting those men and women from your parish whom you desire to serve in this capacity. Early planning will save time and last minute decisions when the moment arrives to submit their names to the Office of Sacred Liturgy. Those selected **must** be able to attend **one** of the scheduled workshops. **Only those attending the diocesan workshops will be mandated.** More information will follow and may be viewed on the Diocesan website under *Worship/ Liturgy/ Extraordinary Ministers of Holy Communion* at a later date.

Adult Confirmations

(Please see attached memorandum, **Points to Remember**). Also, for your convenience, **Adult Confirmation information will be posted on the Diocesan webpage at www.arlingtondiocese.org under: Worship/ Sacraments/ Adult Confirmations.**

There will be an adult Confirmation Mass at the Cathedral on **May 22, 2010** at **7:30 p.m.** and on **Pentecost Sunday, May 23, 2010** at **2:30 p.m.** **PLEASE INFORM YOUR PARISHIONERS OF THIS CONFIRMATION AS SOON AS POSSIBLE.** We require new baptism certificates and adult confirmation papers before Pentecost, and they will need the time to obtain new certificates from their parishes of baptism.

Also, notify your candidates of the importance of getting the appropriate paperwork in before Confirmation. Every year we have a few individuals who show up without ever sending in any paperwork. THEY SHOULD FILL OUT THE FORM COMPLETELY (eg. Parish of Baptism, date of baptism, etc.) Forms are sometimes sent in with incomplete information, making it difficult to send notifications to the parish of baptism. Please stress the importance of turning in the appropriate documents. If paperwork is submitted incomplete, it will be returned to the parish. *Please do not have your confirmandi call the liturgy office to see if they are registered.* We continue to receive calls from individuals asking what time, where do I go, etc. Please give them the necessary information that is on the web as well as in this letter. If you haven't received a call from us concerning paperwork for a certain person, then they are registered.

Each year the number of candidates for adult confirmations and sponsors continues to grow, and in recent years has exceeded the seating capacity of the cathedral. Therefore,

- We are not going to accept those baptized in a Christian (i.e., non-Catholic) Church and enrolled in parish RCIA programs to be confirmed at this ceremony. Such persons are to be confirmed in their respective parishes at the Easter Vigil or at another suitable time, following the RCIA norms.
- Just a reminder, children who were prepared in your parish but missed the scheduled parish confirmation liturgy are to be sent to a nearby parish for confirmation. See the Confirmation Schedules published in the Herald.

Those Catholics of high school age and older who have never been confirmed MAY receive the sacrament at this time. Suitable catechesis should be given by you to those who wish to be confirmed.

Adult Confirmation Forms for both Saturday and Sunday are enclosed. Please duplicate as many of these forms as you need. A form for each person to be confirmed is to be completed and returned to the Office of Sacred Liturgy **NO LATER THAN MAY 14, 2010.** Please be sure it is filled out accurately and completely. The last name on the form and certificate must agree; if not, attach copy of original documentation, i.e., photocopy of adoption papers or change of legal name papers.

- **Additional documents needed:** A copy--front and back--of a recent (past 6 months) certificate of Catholic baptism WITH NOTATIONS or certificate of reception into full communion with the Catholic Church for each person to be confirmed must be sent to the Chancery together with the completed Adult Confirmation Form. The

copies of the baptism/reception certificates **will not be returned**; therefore, do not send an original. Please ask those to be confirmed to obtain said certificates as soon as possible. Kindly **do not send Protestant baptism certificates; send a copy of Profession of Faith certificates** instead; these should be available to you. ***DO NOT SEND FIRST COMMUNION CERTIFICATES AS "PROOF" OF BAPTISM.***

- In addition to proof of baptism or of reception into the Catholic Church, the Adult Confirmation Form must also be accompanied by proof of valid marriage (if applicable). Kindly include a copy of a marriage certificate **ISSUED BY A CATHOLIC CHURCH** for each person in those cases where a married individual is to be presented for Confirmation.

The question of sponsors should be addressed early. The sponsor must be a confirmed and practicing Catholic and have completed the 16th year unless it seems to the pastor that an exception may be made for a just cause. A parent may not be a sponsor, but may "present" the candidate to the Bishop at the Confirmation Mass. Qualifications for a sponsor are included in this mailing.

PLEASE GIVE A COPY OF THE ENCLOSED DIRECTIONS TO THE CATHEDRAL TO YOUR CANDIDATES and their sponsors to make sure they know how to get to the Cathedral. There will be no practice for the ceremony; however, those involved are asked to be in the Cathedral at least one hour before the ceremony begins, i.e., **6:30 p.m. on Saturday and 1:30 p.m. on Sunday**, for instructions. **Please do not have them arrive any earlier than the specified times noted, at the Cathedral.** They are to meet in Monsignor Burke Hall. There will be no reception following the Mass.

Also, please instruct your candidates on the manner of dress before they arrive at the cathedral. Dress should be modest and no revealing dresses or outfits for women should be worn (for example: spaghetti straps, low-cut dresses or blouses, etc.). These types of clothing are inappropriate for this occasion.

Priests and deacons are encouraged to be present and to concelebrate (alb and red stole). The Chancery will send certificates directly to those confirmed and will notify each parish of baptism of the confirmation. The confirmations will be recorded in the Register of the Cathedral of St. Thomas More.

If you have any questions, please call me or my administrative assistant, Karen Buentello, at 841-2554.