



## DIOCESE OF ARLINGTON

### GUIDELINES FOR CONFIRMATION MOST REVEREND MICHAEL F. BURBIDGE

#### QUICK REFERENCE

1. The Office of Divine Worship provides the following documents to parishes with Confirmation Masses celebrated by Bishop Burbidge. These documents help in planning for the Mass.
  - a. "Guidelines for Confirmations Celebrated by Bishop Burbidge"
  - b. Liturgy Planner
  - c. Pastor's script for the Presentation of Candidates and Closing Remarks
  - d. Readings options
  - e. General Intercessions to be used at the Mass
  - f. Template for Confirmation name cards

The Office of Divine Worship is happy to provide the following, upon request:

- a. Program template in English or bilingual English/Spanish
2. The "Guidelines" **were updated in August 2023**, please read through them carefully.
  3. Parishes are asked to provide a program for the Mass and to submit a draft of the program to the Office of Divine Worship *one month prior* to the date of the Mass.
  4. Please reserve a parking spot for Bishop Burbidge (not a handicap space) and a separate room where the Bishop will vest.
  5. A reception of light refreshments is to be provided after the Confirmation Mass.
  6. Bishop Burbidge will meet with the candidates 30 minutes prior to the start of Mass.

7. The MC will meet to the sponsors 30 minutes prior to the start of Mass.
8. Immediately following the meeting with Bishop Burbidge, if they are to process, the candidates proceed to their seats in the Church (at least 10 minutes before the start of Mass). This will ensure that the Mass begins promptly at its scheduled start time.
9. The MC will meet with the servers before the start of the Mass. Please ensure that the servers have arrived in sufficient time to be vested and available for instruction from the MC.
10. Music chosen should be **familiar, participatory, and joyful**, as is fitting for the occasion. Please see the "Guidelines" for more information.
11. Hymns should be planned at the Entrance Procession (*Come, Holy Ghost* is the preferred entrance hymn), the Offertory, during Communion (one that is "Eucharistic"), and a Recessional hymn.
12. Photographers are permitted during the Rite of Confirmation, however, they are to stand off to the side and not block the view of the congregation or stand close to the Bishop and the candidates. Please see the Guidelines for additional information regarding photography.
13. It is permitted to have a Knights of Columbus Honor Guard present for the Mass. They are asked not to use their swords.
14. Readings chosen are from among those provided by the Office of Divine Worship.
  - a. For Confirmation Masses with Bishop Burbidge, **please choose a First Reading, Psalm, Second Reading, and the Gospel** from those options provided by the Office of Divine Worship.
15. The Ritual of Confirmation:
  - a. Students and sponsors should be sufficiently prepared for the ceremony, including participation at a rehearsal on a preceding day. Please rehearse the proper responses by the candidates, i.e. "Amen" following the anointing, "And with your spirit" following the Bishop's greeting "Peace be with you."

- b. Candidates sit as a group in the front pews on both sides of the aisle at the front of the nave. Sponsors sit as a group immediately behind the candidates.
  - c. Assistance with coordinating the procession of candidates and sponsors to come forward to receive the anointing is requested. This makes for a more efficient and reverent movement of the procession lines.
  - d. Candidates approach Bishop Burbidge two by two, each standing close to the Bishop for the anointing. As one candidate is being anointed the next candidate in line stands slightly behind them on the left or on the right – two by two. Once the candidate in front of them is anointed and begins to return to their seat, the next candidate immediately walks forward to Bishop Burbidge to be anointed themselves. This order ensures a continuous flow of candidates without delay.
  - e. The sponsor, having received the name card for their candidate before Mass, places their right hand on the candidate's left shoulder and holds the name card up so that the name is clearly visible to the Bishop. Nothing is said by the sponsor.
    - i. Name cards are prepared using large and bolded font. **Please use a font size that is at least 50 pt. and bolded.** A template is available from the Office of Divine Worship and online.
    - ii. Name cards are not collected by the pastor, another priest, or the assisting deacon at the time of the anointing, they are **collected at a later time.**
  - f. After the anointing, the candidates and sponsors return to their seats and are **seated immediately**, so as to not block the view of those sitting behind them.
16. The General Intercessions for the Mass are those provided by the Office of Divine Worship and are available online.
17. There should be a gifts procession of four of the newly Confirmed. Please ensure that enough gifts are provided **so that all four gift bearers are carrying an item.** No one should come forward empty-handed. **A total of four gifts to come forward.**

18. For the distribution of Holy Communion, the pastor will give Holy Communion in the center aisle next to the Bishop.
19. Following the Prayer after Communion, the pastor will give closing remarks to include the text provided by the Office of Divine Worship, which notes the invitation/information regarding the reception.
20. At the recessional, the newly Confirmed and their sponsor **follow the Liturgical procession** (immediately after Bishop Burbidge) **walking next to each other and directly to the reception**. This will facilitate the photos with the newly Confirmed and their sponsor to begin immediately and without delay.
  - a. Please ensure that the photographer or staff are in place and ready to **begin photos immediately**.
  - b. Photos are limited to **one with the newly Confirmed and their sponsor**. Once everyone has had a chance to go through the line, Bishop Burbidge is happy to remain for additional photos with family members.
  - c. Parish staff/volunteers are to assist with the orderly flow of the line for photos.