



<b>FOR OFFICE USE ONLY</b>
<b>Master of Ceremonies</b>
<b>Time of Pick-Up:</b>

# DIOCESE OF PITTSBURGH

## OFFICE OF THE AUXILIARY BISHOP

### Planning Sheet for the Celebration of the Sacrament of Confirmation

**Please return the completed form to:**

The Office of the Auxiliary Bishop  
Diocese of Pittsburgh  
111 Boulevard of the Allies  
Pittsburgh, PA 15222

or Fax: (412)456-3168

or E-mail: [ischneider@diopitt.org](mailto:ischneider@diopitt.org)

I. GENERAL INFORMATION	
<b>Parish/Group/Office Name</b>	<b>Phone</b>
<b>Location/Address</b>	
<b>Day of Week and Date of Event</b>	<b>Time</b>
<b>Liturgical Feast</b> (e.g. <i>Second Sunday of Advent, Feast of the Transfiguration</i> , etc.)	
<b>Contact Person(s)</b>	<b>Phone(s)</b>
<b>Contact Person's E-mail</b>	<b>Contact's Cell Phone</b>
<b>Pastor's E-mail</b> (if different)	<b>Pastor's Cell Phone</b>
<b>Celebrant</b> Most Rev. William Waltersheid, S.T.L.	
<b>Homilist</b> Most Rev. William Waltersheid, S.T.L.	
<b>Concelebrant(s)</b> (if applicable)	
<b>Deacon(s)</b> (if applicable)	
<b>Number of Confirmation Candidates</b>	
<b>Type of Celebration</b> <input checked="" type="checkbox"/> Confirmation WITHIN MASS (Eucharist) <input type="checkbox"/> Confirmation OUTSIDE OF MASS (Liturgy of the Word only)	

II. BEFORE THE LITURGY
<b>Parking Location</b> (please provide directions if necessary)
<b>Vesting Location</b>
<b>Dinner</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    Time
Location

### III. INTRODUCTORY RITES

#### Entrance Chant

**Use of Incense**     Yes    No    *If Yes, with accompanying music.*

**Welcome**     Yes    No

By whom?

*Welcome takes place after the dialogue "Peace be with you. And with your spirit."*

#### Penitential Act (Please choose one option and complete the choices given)

**Option 1** Form A - Confiteor spoken by Celebrant, Kyrie **sung** by:

Bishop     Deacon     Cantor/Choir

**Option 2** Form A - Confiteor spoken by Celebrant, Kyrie **recited** by:

Bishop     Deacon     Cantor/Choir

**Option 3** Form C - Invocations with response "Lord/Christ have mercy"

Spoken by celebrant     Spoken by deacon     Sung by cantor

**Option 4** Rite of Blessing and Sprinkling with Holy Water\*

Accompanying music

*\*On Sundays, especially in the Easter season, in place of the customary penitential act, the blessing of and sprinkling with holy water may be performed to recall baptism.*

**Gloria**     Sung     Recited     Omitted

*The Gloria is omitted on Sundays of Advent and Lent.*

#### Prayers of the Celebration (Collect, etc.)

Confirmation A (pp. 834-835)

Confirmation C (pp. 837)

Confirmation B (p. 836)

### IV. LITURGY OF THE WORD

<b>First Reading</b>	Scripture citation Proclaimed by	Lectionary number
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<b>Psalm Response</b>	Scripture citation <input type="checkbox"/> Sung, by cantor/choir <input type="checkbox"/> Recited	Lectionary number
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<b>Second Reading</b>	Scripture citation Proclaimed by	Lectionary number
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<b>Gospel</b>	Scripture citation	Lectionary number
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#### At Time of Gospel

Use of Incense     Yes     No

Use of Gospel Book     Yes     No

Gospel Proclaimed by     Priest     Deacon    Name

#### Rite of Confirmation

Presentation of Candidates     Individually     As a Group

Homily

Renewal of Baptismal Promises

Anointing of Candidates\*

*\*For the anointing of the Confirmation candidates, please have the candidates and their sponsors approach the Bishop from the **main aisle in two lines.***

#### Hymn(s) During Anointing

**General Intercessions**     Sung     Recited

Sung/     Deacon    Name

read by     Commentator/Lector    Name

## V. LITURGY OF THE EUCHARIST

### Hymn for the Preparation of the Gifts

**Use of Incense at Preparation of the Gifts**  Yes  No

*If a deacon is assisting at the altar, after the bishop incenses the altar the deacon should receive the thurible and proceed to incense the bishop alone, then the concelebrating priest(s), and finally the entire congregation.*

**Preface**  Holy Spirit I (pp. 480-481)  Holy Spirit II (pp. 482-483)

**Sanctus** (Holy, Holy, Holy)  Sung  Recited

**Memorial Acclamation**  Sung  Recited

**Great Amen**  Sung  Recited

**Lord's Prayer**  Sung  Recited

**Agnus Dei** (Lamb of God)  Sung  Recited

**Communion Under Both Forms**  Yes  No

No. of patens                      No. of chalices

**Communion Chant(s)**

**Post-Communion Hymn**

## VI. CONCLUDING RITES

**Announcements/Remarks**  Yes  No

If yes, by whom?

*Announcements/Remarks are to be made after the Prayer after Communion (within Mass) or the Closing Prayer (Outside of Mass).*

**Recessional Hymn**

**Reception**  Yes  No

If yes, where?

*If photographs of the confirmands with the bishop are desired, please organize them in an orderly fashion.*

## VII. OTHER PARTICULARS

**No. of servers**

*5 servers are needed (Cross/Book, 2 Candles/Servers, Miter, Crosier), 6 or 7 if incense is to be used.*

**Style of Microphone(s)** (please check all that are available/apply)

- Lavalier/Lapel, no.
- Cordless Handheld, no.
- Stationary at Chair
- Stationary at Ambo
- Stationary at Altar

*Please ensure that all microphones are working and that any wireless microphones have **new** batteries in them.*

**Worship Aid**  Yes  No

*If a worship aid is being prepared, please submit it to the Office of the Auxiliary Bishop at least four (4) weeks prior to the event so that it can be reviewed.*

**Miscellaneous Information**