



DIOCESE OF PITTSBURGH

OFFICE OF THE BISHOP

Planning Sheet for the Celebration of the Sacrament of Confirmation

Please return the completed form to:

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

or Fax: (412)456-3185

or E-mail: nvaskov@diopitt.org

I. GENERAL INFORMATION

Parish/Group/Office Name	Phone
Location/Address	
Day of Week and Date of Event	Time
Liturgical Feast (e.g. <i>Second Sunday of Advent, Feast of the Transfiguration</i> , etc.)	
Contact Person(s)	Phone(s)
Contact Person's E-mail	Contact's Cell Phone
Pastor's E-mail (if different)	Pastor's Cell Phone
Celebrant Most Rev. David A. Zubik, D.D., M.S.Ed.	
Homilist Most Rev. David A. Zubik, D.D., M.S.Ed.	
Concelebrant(s) (if applicable)	
Deacon(s) (if applicable)	
Number of Confirmation Candidates	
Type of Celebration <input type="checkbox"/> Confirmation WITHIN MASS (Eucharist) <input type="checkbox"/> Confirmation OUTSIDE OF MASS (Liturgy of the Word only)	

II. BEFORE THE LITURGY

Parking Location (please provide directions if necessary)
Vesting Location
Dinner <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 also with you."

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 and most weekdays.

Prayers of the Celebration (Collect, etc.)

Confirmation A (pp. 834-835)

Confirmation C (pp. 837)

Confirmation B (p. 836)

IV. LITURGY OF THE WORD

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

**If the Book of the Gospels is used, after the proclamation of the Gospel the priest/deacon should bring the Book of the Gospels and meet the bishop in front of the altar. The bishop will reverence the Book of the Gospels and, taking it from the priest/deacon, bless the congregation with it. During this time the refrain of the Gospel Acclamation should be repeated to accompany the blessing. If the Book of the Gospels is not used, then the priest/deacon should proceed with the Lectionary to meet the bishop in front of the altar so that he may reverence it.*

Rite of Confirmation

Presentation of Candidates* Individually As a Group

Homily

Renewal of Baptismal Promises

Anointing of Candidates**

If presented **individually, each candidate stands, faces the bishop, and says "Bishop Zubik, I wish to be confirmed."*

*If presented **as a group**, all candidates stand and face the bishop. One says "Bishop Zubik," and all join in "I wish to be confirmed."*

***For the anointing of the Confirmation candidates, please have the candidates and their sponsors approach the Bishop from the **far end of the pews**, rather than from the center. Bishop Zubik will stand profile to the congregation and anoint the candidates from side to side. This arrangement allows for the entire congregation to see the actual anointing.*

****Please ensure that no one is standing so as to obstruct the view of the congregation.****

Hymn(s) During Anointing

General Intercessions Sung Recited

Sung/ Deacon Name

read by Commentator/Lector Name

V. LITURGY OF THE EUCHARIST (Complete only if Confirmation celebrated within Mass)**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 NoNo. 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?

VII. OTHER PARTICULARS**No. of servers***5 servers are needed (Cross/Book, 2 Candles/Servers, Miter, Crosier), 6 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.***The Chrism** is to be provided by the parish. Is there a sufficient amount (at least half a stock)? Yes No**Worship Aid** Yes No*If a worship aid is being prepared, please submit it to the Office of the Bishop at least four (4) weeks prior to the event so that it can be reviewed.***Photos with Bishop Zubik**Photographs are to be taken at the **foot of the sanctuary** immediately following the Confirmation.Style Group Individual Group, then Individual**Miscellaneous Information****FOR OFFICE USE ONLY****Master(s) of Ceremonies****Eucharistic Prayer** I (Roman Canon) II III IV Reconciliation I Reconciliation II