



**DIOCESE OF GREEN BAY**

**CONFIRMATION LITURGY PREPARATION**

**MOST REV. DAVID L. RICKEN, DD, JCL**

# **CONFIRMATION LITURGY CHECKLIST FOR MASS WITH BISHOP RICKEN**

This 'checklist' will help assure all things are prepared for Mass with Bishop Ricken. It is helpful to have the list in the sacristy for the Sacristan to review when preparing liturgical items.

## **4-8 WEEKS BEFORE MASS**

- \_\_\_\_\_ Schedule Concelebrants (list names and number attending on Preparation Form)
- \_\_\_\_\_ Schedule Deacon(s) of Mass
- \_\_\_\_\_ Schedule 4 Servers (male or female; choose vocation prospects and most experienced servers)
- \_\_\_\_\_ Worship Aid (Optional) [*Note: Before printing, send to Worship Office for approval*]

## **PRIOR TO MASS COURTESIES FOR BISHOP RICKEN (Arrival 45 minutes prior to Mass)**

- \_\_\_\_\_ Parking place with "Reserved" sign for Bishop near entrance
- \_\_\_\_\_ Sacristy or nearby room for vesting for Bishop
- \_\_\_\_\_ Glass of water in Sacristy before Mass
- \_\_\_\_\_ Glass of water and white towel (face cloth size) in sanctuary for Bishop during Mass
- \_\_\_\_\_ Present to Bishop Ricken upon his arrival before Mass any stipend or thank you notes you wish to give him. (*Master of Ceremonies is paid by the Diocese for his ministry.*)
- \_\_\_\_\_ Servers vested and ready to rehearse with MC/receive assignments 30 minutes before Mass

## **LITURGICAL ITEMS NEEDED FOR MASS**

- \_\_\_\_\_ *Lectionary for Mass* (with readings for the Mass marked)
- \_\_\_\_\_ Book of the Gospels (preferred)
- \_\_\_\_\_ Medium-sized host for Bishop (2.5 inch size; up to 2 extra for multiple concelebrants)
- \_\_\_\_\_ Precious Metal Vessels - Chalices, Ciboria/Patens (no glass or pottery)
- \_\_\_\_\_ All communion chalices/cups pre-filled before Mass (except primary chalice)
- \_\_\_\_\_ A cruet of wine and a ciborium with bread to be presented
- \_\_\_\_\_ Corporal; Cloth Purificators
- \_\_\_\_\_ Lavabo dish, water, and hand towel for use during the Preparatory Rites
- \_\_\_\_\_ Metal Aspergil (Sprinkler) if there is a Sprinkling Rite during Mass (no branches or brushes) for Confirmations on Saturdays and Sundays during the Easter Season

*For cleansing Chrism from Bishop's hands after anointing Confirmandi:*

- \_\_\_\_\_ Large (dry) bowl (ie: salad bowl size). In the bowl, place:
  - a small round or partial loaf of unsliced bread, broken/cut into pieces (day-old bread works great)
  - a lemon cut in half
- \_\_\_\_\_ Pitcher of water – (not a cruet) water will be poured over Bishop's hands into large bowl after cleansing Oil with bread and lemon
- \_\_\_\_\_ Larger white towel for drying hands

## **GENERAL INFORMATION**

- **MASS PREPARATION FORM (Submit 5 weeks in advance):** The Mass Preparation Form provides information to Bishop so that he can prepare to celebrate the Confirmation Mass with your parish. The Form is sent to you by the Chancery office when you schedule a Mass and is available online at: <https://www.gbdioc.org/worship/bishop-mass-preparation-forms-a-guides>. Please email [worship@gbdioc.org](mailto:worship@gbdioc.org) for assistance.

- **MASTER OF CEREMONIES:** Bishop is accompanied by a Master of Ceremonies (MC). The MC works with ministries and helps them with details when Mass is celebrated with a Bishop. Servers are asked to be present before Mass and vested to meet with the MC 30 minutes prior to the start of Mass.

## **VESTMENTS/COLOR OF THE DAY**

The color for Confirmation vesture will be **red**, except on the Sundays of Easter or Solemnities, when it is **white**.

The Bishop brings vestments for clergy in color of the liturgy: chasuble and stole for concelebrating priests, and dalmatic and stole for deacon(s) assisting with the Mass. Clergy bring their own alb.

## **SELECTING READINGS**

- For Confirmations (unless the Mass occurs on a Sunday, a Saturday Vigil, or on another Feast or Solemnity) the Ritual Mass for Confirmation is used. Readings are taken from the Mass for Confirmation, found in Volume IV of the *Lectionary for Weekday Mass* (no. 765); however, the Second Reading should always be no. 765.2 (Acts 2:1-6, 14, 22b-23, 32-33) found in the Confirmation Mass Preparation Form. Only on Sundays of Easter will the 2<sup>nd</sup> reading be proper to the day.
- Readings of the Day can be accessed on the USCCB website at: <http://www.usccb.org/bible/readings> (Click on the date in the calendar on the opening home page.)
- Readings should be proclaimed directly from the Lectionary (and Gospel from the Book of the Gospels, if used). *Reading should not be on printed copies or binders.* If your Lectionary or Book of the Gospels does not contain a selected reading, or is not easily accessible, it is acceptable to print the reading and temporarily insert it into the book.

## **DEACON(S)**

- When a parish has a deacon, Bishop requests he be present for a celebration of Mass. If there are two available deacons, one serves as Deacon of the Word and the other as Deacon of the Altar.
  - Deacon of Word: carries Book of the Gospels in Procession, assists with the Penitential Act, reads Gospel, and reads the intercessions of the Universal Prayer
  - Deacon of Altar: sets vessels on altar, assists celebrant at altar during Mass, introduces the Sign of Peace, and announces the Dismissal
- The Deacons should Minister Precious Blood for the assembly at Communion.
- **IF THERE IS NO DEACON PRESENT:** A concelebrating priests will read the Gospel and assist at the Penitential Rite and at the Altar during the Eucharistic Prayer.

## **MUSIC**

Music is essential to any liturgical celebration. For Masses with Bishop Ricken, please note the following:

- **Processional Hymn/Song/Chant:** Continue music at least until Bishop has reached his chair.
- **Responsorial Psalm & Gospel Acclamation:** Both should be sung/chanted whenever possible, using a text from an approved source.
- **Anointing with Chrism:** Light, instrumental music is acceptable during this time after the first few people are anointed.
- **Preparation of the Gifts:** Song/Hymn/Chant is optional. It should not be too long to delay the action at the Altar, however, if used should cover the action of preparing the Altar until Bishop offers the gifts. Instrumental music may also be used during this time.
- **Communion Song/Chant:** A song with an antiphon works well for assembly processing to Communion. Music should begin as the Bishop receives Holy Communion.
- **Post-Communion Song of Praise & Thanksgiving:** Optional; Not referred to as a 'Reflection'
- **Recessional Hymn/Song**

## **ANNOUNCEMENTS/APPRECIATION**

Following the Prayer After Communion:

- Words of thanks from Priest or Pastoral Leader to the Bishop for visiting (Optional)
- Regular Parish Announcements (if any)
- Invite the parishioners to remain in their places until the Bishop returns to the sanctuary for a group photo.
- If there is an after liturgy reception, Parish representative may give instructions/directions (if applicable)
- Bishop may also express words of thanks at this time

## **UNIVERSAL PRAYER (GENERAL INTERCESSIONS)**

When a Deacon is present, it is his ministry to read the Universal Prayer. Otherwise, another minister should be appointed. These are pre-scripted for the Confirmation Liturgy.

## **CONFIRMATION MEETING WITH BISHOP AND CONFIRMANDI**

- Bishop will have class with the Confirmandi and Sponsors 30 minutes before the celebration. This includes a brief rehearsal, so you do not have to dwell on lengthy rehearsals ahead of time. Please be flexible, as the Bishop may prefer to have the Confirmandi approach differently than the way you may have rehearsed earlier prior to his arrival.
- Confirmation candidates and sponsors should be seated on both sides of the center aisle.
  - When time for Anointing, one entire row at a time stands and moves forward from the side aisles.
  - Stand waiting in a line at the foot of the sanctuary stairs.
  - Student and sponsor approach Bishop one at a time from alternate sides .
  - Return to pew by way of Center Aisle.
- Confirmandi and Sponsors do not participate in the Entrance Procession or Recessional.

# **WORSHIP AID SUGGESTIONS**

A worship/participation aid can be simple or more detailed according to your parish preference. If you create a worship aid for your Mass, here are some guidelines:

## **Formal Titles**

- Bishop Ricken:  
**Celebrant: The Most Reverend David L. Ricken, DD, JCL**  
*(Bishop's academic initials should be in 2 points smaller font than name on a worship aid)*
- Other clergy:  
**Concelebrants: Reverend (insert Full Name)**  
**Deacons: (insert Full Name)**  
*(Note: When included, the Deacon is a separate minister, not a concelebrant.)*

## **“Less is more”**

- It is best to include only the text of Mass that the people need.
- Do not include readings, prayers, or responses of the Mass that people know. An exception may be when the parish accommodates persons with hearing impairment or similar need, or when other languages need to be utilized.

## **Liturgy Terms**

- The preparation form lists headings (if used) in a worship aid, such as “Entrance Song.” See also the following terminology on Page 6.

## **Music Copyright**

- Both text and/or music in a worship aid require a parish license to reprint. Publishers prefer that the license number should be stated with each song individually (small at the bottom of the song.)
- If needed, print the license at the end of the worship aid listing the number with the respective publisher.
- If you do not own a music copyright, you may write to a publisher and request one time use. Sometimes a small fee is required.

## **Approval Needed Prior to Printing**

- **The Worship Aid must be approved/edited by the Office of Divine Worship PRIOR to printing.**
- This assists the parish in ensuring the document is free from errors and is liturgically correct.
- Our inbound email attachment limit is 5 MB. Please send a PDF of the worship aid if your e-mail exceeds 5 MB; otherwise it will not get through to our computers. Usually, the original document is appreciated if it is within MB limit.
- Finished Worship Aids should be sent for approval to: [worship@gbdioc.org](mailto:worship@gbdioc.org)

## **Send Original Document Whenever Possible**

- Information is formatted or added for Bishop and sent to him by e-mail. A PDF, other type of program document, or hand-written copy is not useful. The original Word fill-in form is preferred.

## **TERMINOLOGY FOR MASS & WORSHIP AID**

Some worship/participation aids are simple and include main “outlines” or information the assembly will need.

- The content of a worship aid can vary depending on the solemnity of a Mass or on the occasion.
- When listing headings, be sure to follow the format of the Misal. For example, The Liturgy of the Word not Liturgy of the Word or Preparation and Presentation of the Gifts not Bringing up the Gifts.
- Not all of this information is required for a worship aid.
- Some information is a courtesy and to show appreciation to those who have ministered.
- A worship aid is not required, especially if assembly is directed to hymnal or other text.

### **MINISTERS**

#### **Celebrant**

The main celebrant who will celebrate the Mass (Bishop)

*The Diocesan Divine Worship Director will help with correct titles when other hierarchy is present, such as other Bishops or an Archbishop, etc.*

#### **Concelebrants**

Names of other priests who will join the Celebrant

#### **Deacons**

One or more Deacons who will assist the Celebrant

#### **Altar Servers**

Servers of the Mass

#### **Reader(s)**

The person(s) who will read the 1<sup>st</sup> and 2<sup>nd</sup> readings from Sacred Scriptures

#### **Master of Ceremonies**

Accompanies the Bishop, Ensures the Mass flows smoothly and guides ministries

#### **Sacristan**

Individual who sets out the vessels, hosts, wine, and oversees other preparations for Mass

### **ACKNOWLEDGEMENTS FOR WORSHIP AID**

#### **Ministries**

Option to thank Musicians, Ushers, Hospitality Ministers, or any others who helped prepare the Celebration

#### **After Liturgy Celebration Information**

If there is a celebration after the liturgy, please contact [tlefevre@gbdioc.org](mailto:tlefevre@gbdioc.org) to check on Bishop’s availability to participate in a reception, luncheon or dinner after the liturgy.

## FREQUENTLY ASKED QUESTIONS FOR CONFIRMATION

Student Confirmation letters mail to:	The Most Reverend David L. Ricken, DD, JCL Diocese of Green Bay P.O. Box 23825 Green Bay, WI 54305-3825
Hospitality for Bishop	If the parish is considering a meal with Bishop beforehand, please contact his Executive Assistant, Tania LeFevre, 920-272-8194 to check his schedule. (A meal is not expected.)
Oils, who holds	During the anointing rite, the Oils are held by the Pastor or a Deacon. On rare occasion, the Master of Ceremonies has held the Oils.
Photos during Mass; group photo after Mass	Photos may be taken during Confirmation discreetly. Persons should <b>REMAIN IN THEIR PEW</b> to do so. There will be photo opportunity when Bishop returns to the Sanctuary after the recessional song. <b>If you plan a group photo with Bishop, please rehearse student arrangement ahead of time to facilitate the picture taking after Mass.</b>
Stay in pews at end of Mass---ALL	EVERYONE in church should remain in their pews at the end of Mass until Bishop returns to the Sanctuary for pictures with the Confirmandi.
Suggestions for Name Tags	<ol style="list-style-type: none"> <li>1. Type the Confirmation name as big as possible on the name tag.</li> <li>2. Turn over the name tag and use a “sharpie” to write the students first &amp; last name on the backing paper so they can find it easily.</li> <li>3. Lay the tags out in alphabetical order with their given name facing up.</li> <li>4. When they tear off the backing, their Confirmation name will be on the surface.</li> <li>5. It is best to put the name tag on the <b>LEFT</b> side so that Bishop can see it easily.</li> <li>6. Inform the students of this procedure so that, when they are selecting their outfit for Confirmation, they will know they have to put on a name tag so that no fabric decoration or the like is in the way.</li> </ol>

## **CONTACT INFORMATION – OFFICE OF DIVINE WORSHIP**

Divine Worship Assistant Director & Master of Ceremonies (Liturgy/Ritual Questions & General Inquiries)

Shaun Johnson  
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