



Confirmation Information Sheet  
For the Celebration of Confirmation  
in the Archdiocese of Milwaukee



Dear Friends,

The materials contained in this packet have been designed to assist parish leaders of the Archdiocese of Milwaukee in the preparation for and celebration of Mass with Bishop Jeffrey Haines or Bishop James Schuerman. Although we belong to one Church, each parish in the Archdiocese is unique – made up of individuals with distinctive gifts and unique challenges. These resources are meant to be a working guide, not a manual of rules or requirements.

It is my prayer that all of our parishes will enjoy truly Spirit-filled celebrations of liturgy all the time – not just when the bishop visits your parish. My heart and hands are here for you to assist as needed. Be assured of my prayers!

Sincerely in Christ,

*Nancy Kerns*

Nancy Kerns  
Executive Assistant to the Bishop's Office

# GUIDELINES FOR THE PREPARATION OF THE CELEBRATION OF CONFIRMATION IN THE ARCHDIOCESE OF MILWAUKEE

## MINISTERS

- The Auxiliary Bishops will use their own Master of Ceremonies.
- The Auxiliary Bishops encourage concelebration. For the sake of the planners, concelebrating priests should give advance notice of their desire to do so.
- There should be 3 altar servers.
  - If you know of young people with potential vocations, please invite them to serve.
  - Altar servers should have a good sense of how to carry out their function with proper decorum.
  - While they need to be familiar with and adept at their normal duties, servers need not be rehearsed in the special responsibilities with regard to Mass with a Bishop (assisting with the miter and crosier, etc.) because the Master of Ceremonies will instruct them as necessary.
- Lectors and Extraordinary Ministers of Holy Communion.
  - These ministers should be individuals who regularly serve in this capacity for the community.
  - Ordinary Ministers of Holy Communion (Bishop, Priests, Deacons) who are vested and present in the sanctuary must be utilized at Communion before any Extraordinary Ministers of Holy Communion.

## PARTICIPATION AIDS

- If you are making a participation aid, please make sure that it *helps people participate*. It should not just be an outline of the Mass or a list of those to be thanked. At the very least it should include hymnal numbers for the acclamations and songs.
  - A copy of the participation aid for the people is to be submitted to Nancy Kerns, Executive Assistant, to the Bishops Office **2 weeks** before the Confirmation Date.
  - Please include in your participation aid all copyright permissions and reprint licenses.
  - Texts that are not needed for the participation of the faithful should not be included (for example, the Collect or the Eucharistic Prayer).
  - Readings may be included if they are proclaimed in a language other than English or to aid the participation of the hearing impaired.

## RITUAL ITEMS

- The Word of God should be proclaimed from the Lectionary or Book of the Gospels, not a typed sheet.
- At least one large host for the Bishop's use should be available.
- If insufficient Eucharist is consecrated, reserved Eucharist from the Tabernacle may be used. However, please note that the *General Instruction of the Roman Missal* (no. 85) states, "It is most desirable that the faithful, just as the Priest himself is bound to do, receive the Lord's Body from hosts consecrated at the same Mass..."
- The Bishop will bring his vestments.
  - If there is a question about the proper color, consult with Nancy Kerns, Executive Assistant, to the Bishop's Office.

## RITUAL PRACTICES

- Confirmation candidates may process in **before** the liturgical procession or simply be seated **before** the start of Mass.
- A common order of procession is as follows:
  - Crucifer (cross bearer), flanked by candles, if desired
  - Servers
  - Lector(s), with Book of the Gospels if there is no deacon
  - Deacon (with the Book of the Gospels)
  - Concelebrating Priests
  - Master of Ceremonies
  - Auxiliary Bishop
  - Miter Bearer and Crosier Bearer (optional)
- Unless specifically omitted in the ritual being celebrated, the Penitential Act/Kyrie or the Sprinkling Rite is to be used. The Sprinkling Rite should be the preferred option during the Easter Season.
- When the Glory to God is used, it is to be sung. The Bishop will not intone it.
  - The Glory to God is included:
    - If Confirmation takes place on a Solemnity and the Mass of the Day and not the Ritual Mass for Confirmation is used.
    - If Confirmation takes place on a Feast or weekday in Advent or Lent and the Ritual Mass for Confirmation is celebrated.
    - If Confirmation takes on a weekday in Ordinary Time and the Ritual Mass for Confirmation is celebrated.
  - The Glory to God is **not** included:
    - If Confirmation takes place on a Sunday in Advent or Lent and the Mass of the Day and not the Ritual Mass for Confirmation is celebrated.
- The Responsorial Psalm is to be a Psalm, not another hymn or reading.
- If a Deacon is present, he is to proclaim the Gospel.

- If no Deacon is present, the host pastor or another concelebrant should perform all of the responsibilities of the Deacon.
- Avoid extending music beyond the ritual action that it accompanies (for example, during the Preparation of the Altar and Gifts).
- Liturgical norms state the only items brought forward during the presentation are the gifts of bread, wine, and other gifts to meet the needs of the poor and the Church (usually the monetary offering). Symbolic gifts should not be brought forward in this procession.
- The Bishop expects to distribute Holy Communion when he is present.
- The Master of Ceremonies normally does not distribute Holy Communion.
- Additions to rituals (for example, promises by the parish or tributes by those confirmed) are discouraged.
- Announcements, directions, thank you messages, and comments should be made from a place distinct from the ambo. These should be short.

## MUSIC

- When selecting music for liturgy, use your parish's regular weekend liturgy as a guide. Musical settings and acclamations that your parish uses for Sunday Mass is a great starting point. Be mindful that any music used during the Mass does not extend beyond the ritual action that it accompanies, e.g. Entrance Procession, the Preparation of the Gifts, the procession to receive Holy Communion.
  - If you opt for a Sprinkling Rite, every effort should be made to use a separate song with text that reflects a baptismal theme for the Sprinkling Rite. Singing the Gloria during the Sprinkling Rite may save time; however, these are two separate liturgical elements and the text of the Gloria has little to do with the Sprinkling Rite.
  - Any music used during the Preparation of the Gifts is to end when the Auxiliary Bishop is washing his hands. It might be better to use instrumental music, rather than music with a text, since it is more easily adjusted to accompany these rites.
  - Liturgical norms state that all Eucharistic acclamations are sung; the texts of which must be in accord with the Third Typical Edition of the Roman Missal (2011). This includes any bilingual Mass settings.
  - Immediately after the distribution of Holy Communion is completed, there is to be a brief silent pause. The Prayer after Communion is then prayed. No thanksgiving hymn or musical meditation is to take place after the distribution of Holy Communion.
- Music planning should involve those who normally plan music for parish liturgies.
- All are encouraged to bring musicians together from all participating parishes rather than the host parish alone.
- Any musical rehearsals should conclude 10-15 minutes before the time for Mass. The Prelude should end one or two minutes before the start of Mass.
- Avoid extending music beyond the ritual action that it accompanies (for example, during the Preparation of the Altar and Gifts).
- There are no required hymns. The principles of selecting appropriate music remain, so please carefully review the texts of hymns to ensure that they give voice to what we believe.

- The Responsorial Psalm should be sung. It may be a Psalm of the Day, a Psalm from the Ritual Mass, or a common Psalm.
- Instrumental music or songs may be sung during the anointing, but it is recommended that it not begin until several candidates have been confirmed.

## SETUP

- The Auxiliary Bishop will not need a separate vesting room.
- If a wireless microphone is to be used, it should be laid out (with a fresh battery) where the Bishop will vest.

## ADDITIONAL ARRANGEMENTS

- At some time during his visit, the Auxiliary Bishop will want to review the sacramental registers of your parish and any additional parishes involved in this liturgy.
- If the parish would like the Bishop to sign the Confirmation certificates, these **MUST** be delivered to the Bishops Office at least one month prior to Confirmation. The Bishop will **NOT** sign the certificates that day / night of Confirmation.
- Stipends should be made to the Bishop and the Master of Ceremonies. Questions regarding a stipend should be made to Nancy Kerns, Executive Assistant to the Bishop's office, at [kernsn@archmil.org](mailto:kernsn@archmil.org) or 414-769-3594.

# GUIDELINES FOR THE CELEBRATION OF CONFIRMATION IN THE ARCHDIOCESE OF MILWAUKEE

## PREPARATION

- The Bishop requests the use of nametags (Placed on the **left** side of the chest) for identifying and keeping track of the confirmands.
  - **ONLY** the name taken as the Confirmation patron saint appears in **large print** on the nametag.
- The Bishop's office will need notification of the number of candidates he will confirm.
- Candidate for Confirmation Questionnaire
  - Candidate Questionnaires should be mailed directly in one packet **at least 30 days prior to the date of Confirmation** to:
    - Nancy Kerns, Executive Assistant to the Bishop's Office
    - 3501 South Lake Drive
    - PO Box 070912
    - Saint Francis, WI 53235
  - Please do not fold the questionnaires nor place them in individual envelopes.
  - Please remember, that the Bishop personally reads each questionnaire.
  - The Questionnaire needs to be **typed**, limited to one page, and follow the format attached. **If the letters are received in the Auxiliary Bishop's office and do not follow the prescribed format, they will be returned and asked to be redone.**
  - Candidate Questionnaires should be read by someone on the parish staff to ensure that the candidate requests the Sacrament and that the person is acting freely.
- Confirmation candidates and sponsors are to be sufficiently prepared so that they know where to stand, when to move, and how to respond to the Bishop.
- Those to be confirmed should be informed of appropriate dress. Modesty and appropriate dress are expected.

## CELEBRATION

### Entrance Procession

- Confirmation candidates may process in **before** the liturgical procession or simply be seated **before** the scheduled start time of Mass.
  - They will be expected to participate in the processional hymn/antiphon/gathering song and in other acclamations and songs.
  - The newly confirmed will **not** take part in the closing procession.

### Introductory Rites

- The Sprinkling Rite, especially during the Easter season, may be used to emphasize the relationship between the Sacraments of Baptism and Confirmation.
  - The preferred items to be used by the Bishop for the sprinkling are a bucket and aspergilla (rather than a bowl and evergreen branch).
  - Some concelebrants/vested Deacons may assist with sprinkling the Assembly.

### Liturgy of the Word

- When not forbidden by the rubrics, the Rite of Confirmation with its readings and prayers is preferred.
  - On Easter weekdays (*except during the Octave*), the readings may be taken from the Rite.
  - On Sundays and Solemnities, the readings of the day must be used.
  - If the Ritual Mass is celebrated, the color of the vestments may be red or white.
  - If the Mass of the Day is celebrated, the vestment color is the color of the day.
- It is best to choose parish lectors who are trained and experienced in proclaiming the Word.
    - Candidates are not recommended to proclaim the readings. We want them to focus on the Sacrament and not be concerned about other duties.
  - A deacon proclaims the Gospel. If there is no deacon, the host pastor or a concelebrant proclaims the Gospel.
    - The Gospel Book is brought to the Bishop for reverence following the reading of the Gospel.

### Presentation of the Candidates

- All individual names should be called as the candidates are presented. The candidates should stand as their name is called and should head bow to the Bishop as a sign of acknowledgment, and then be seated as the next name is called so that only one Candidate is standing at a time. Candidates do not make any verbal response.

### Baptismal Vows

- Candidates should be familiar with this ritual text and be prepared to answer “I do” in a strong, audible voice at the appropriate time.

### The Laying on of Hands

- The Laying on of Hands does not include the Bishop physically laying on hands. The Laying on of Hands is when the Bishop raises his hands along with the concelebrants to the entire group, not individually.

## Anointing

- The anointing with Chrism most often takes place at the edge of the sanctuary
  - The Bishop will bring his own Chrism.
  - He prefers to stand for the anointing.
  
- Candidates are to line up, rather than wait in the pew for their turn so that there is no delay.
- Candidates are to approach in a single line and stand, in front of the Bishop. **Please remind them to stand very close (well within arm's reach) so that he can anoint them easily.**
- Candidates are to have nothing in their hands or in their mouths. (No gum.)**
- An assisting minister stands near the Bishop holding the Chrism.
- Sponsors stand behind their candidate, placing his/her right hand on the candidate's right shoulder, **saying in a strong, audible voice, "Bishop, this is N," announcing the patron saint's name that is already on the name tag.**
- When the Bishop says, "N., be sealed with the Gift of the Holy Spirit," the newly confirmed responds strongly and audibly, "Amen."
- When the Bishop says, "Peace be with you," the newly confirmed responds strongly and audibly, "And with your spirit."
  - Please rehearse both of these responses with the candidates so that all in the congregation can hear them.
- The newly confirmed and the sponsors return immediately to their seats.
- Instrumental music or a song may be sung during the anointing, but it is recommended that it not begin until several candidates have been confirmed.
- After all candidates are confirmed the Bishop will process to have his hands washed (either to the Sacristy or a designated area in the Sanctuary.)

## Universal Prayer / Prayers of the Faithful

- These are led by one person who has experience and training to do so or by the deacon. They should not be led by a person who was just Confirmed.

## Liturgy of the Eucharist

- Some of those just Confirmed may assist in bringing the gifts forward.
- For the remainder of the Mass, the usual liturgical norms are followed.



## Preparation of the Gifts

- Liturgical norms state the only items that are brought forward during the Presentation of the Gifts are bread, wine, and other gifts to meet the needs of the Church and those who are poor. “Symbolic” gifts processions are not permitted. The Auxiliary Bishop’s chalice may be carried forward in the procession with the gifts. The Auxiliary Bishop does use the lavabo (washing of hands) at the Preparation of the Gifts.

*NOTE: If music is used during the Preparation of the Gifts, it is to end when the Auxiliary Bishop is washing his hands.*

## Eucharistic Prayer and Communion

### *Eucharistic Prayer*

- All Eucharistic Acclamations are sung and should preferably come from the same Mass setting.

### *Hosts*

- At least one large host for the Auxiliary Bishop’s use must be available. Hosts to be consecrated should be brought to the altar in one large metal ciborium during the Preparation of the Gifts. *Every effort should be made that all present receive the Eucharist consecrated at the celebration.* If, however, sufficient Eucharist was not consecrated, reserved Eucharist from the Tabernacle may be used. Reserved Eucharist is only removed from the Tabernacle once the distribution of Holy Communion has begun.

### *Wine*

- It is recognized that parishes may not be offering precious blood. If precious blood is being offered, the preparation of the chalice and cups filled with wine in advance of the consecration is the norm. The chalice and cups filled with wine should be prepared before Mass. Once consecration takes place, there should be no pouring of the Precious Blood (consecrated wine).

### *Communion*

- The Auxiliary Bishop expects to distribute Communion at such celebrations. The Bishop will also wash his hands after the distribution of Communion.
- Immediately after the distribution of Holy Communion is completed, there is a brief silent pause. The Prayer after Communion is then prayed. There is to be no hymn of thanksgiving or musical meditation after the distribution of Holy Communion.

## Concluding Rites

**Announcements:** Announcements and other comments should be made from a place other than the ambo after the Prayer after Communion. Presentations of awards, recognition of individuals, etc. are not permitted at this time. Arrangements should be made to include these types of things after the final blessing and dismissal.

**Final Blessing:** The Auxiliary Bishop will use the Ritual or Apostolic blessing. If you prefer the Apostolic blessing, you *may* want to consider including the text in the participation aid to ensure participation of the people.

Bishop: Blessed be the name of the Lord.

**All: Now and for ever.**

Bishop: Our help is in the name of the Lord.

**All: Who made heaven and earth.**

### **Additional Details**

The Communion vessels may be purified at the altar after distribution, at the credence table, or in the sacristy after Mass.

### **Recessional**

At the recessional hymn, the Bishop will recess out as is customary with servers, and deacons.

### **Photographs:**

- If photographs will be taken after Mass, in church, the newly confirmed should remain in place and the hymn should not be prolonged.
- The Bishop will take a group picture and only ONE picture with each newly confirmed.
- If photographs with the Bishop will be taken, the Director of Religious Education, or another appropriate staff member, should inform the newly confirmed, sponsors, and family to come immediately to the location of the photography after the Mass ends.
- Please contact Nancy Kerns, Executive Assistant to the Bishops Office, with any questions regarding photographs.