



Confirmations with an Auxiliary Bishop



Dear Friends,

The materials below have been designed to assist parish catechetical, liturgical and youth ministers of the Archdiocese of Milwaukee in the preparation for and celebration of the Sacrament of Confirmation during the Corona Virus pandemic.

We stand ready to serve you at every step along the way! It is our prayer that all of our parishes will enjoy truly Spirit-filled celebrations of Confirmation, which bring about renewal and refreshment to the entire parish. Our heart and hands are here for you to assist as needed. Be assured of our prayers!

If you have any questions, please contact Nancy Kerns at 414-769-3594 (kernsn@archmil.org). She will be happy to assist you with your questions.

Sincerely in Christ,

Kim Mandelkow
Director, Office for Worship

Nancy Kerns
Executive Assistant to the Auxiliary Bishop Office
Confirmation Coordinator

Practical Suggestions for Preparing a Confirmation Liturgy

Full, Conscious, Active...Teenagers!

The goal of “full, conscious, and active participation” in the liturgy is central to us as Roman Catholics. Experience teaches us that the most vibrant participation comes from meeting the assembly where they are and from taking into account the specific characteristics of the group that has gathered. The following suggestions may help to increase and deepen liturgical participation and understanding within your Confirmation preparation programs. The efforts made at this critical time in young peoples’ lives last a lifetime.

1. **Prepare early.** Select readings, music and Mass texts for the Confirmation liturgy early in the process.
2. **Involve the Candidates for Confirmation in the preparation process.** To encourage a high degree of engagement in the liturgy, include as many representatives in the preparation process as possible. That might be catechists, music ministers, pastor/associate pastor, and most of all, the candidates for confirmation. While the final decisions regarding texts and music remain the responsibility of the parish liturgy personnel, it is done with input and feedback from the youth themselves. This offers a great opportunity for catechesis on the Order of Mass, the elements of the Rite of Confirmation, and liturgically appropriate music.
3. **Use familiar music.** Select music that the parish and youth already know and can sing well. Even songs that are assumed to be familiar should be taught and repeatedly used with the youth throughout the year. Perhaps one new song may be appropriate at Confirmation, but it should be taught and repeated for months prior to the liturgy at both Sunday celebrations and during catechetical sessions with the candidates for confirmation.
4. **Keep in mind your guests.** Because of the large number of guests and visitors that will attend this liturgy, consider using a familiar set of Eucharistic Acclamations (e.g. Holy, Mystery of Faith, Amen, and Lamb of God) rather than a new setting. New music can be effectively used as a prelude, postlude, or perhaps at the Preparation of the Gifts.
5. **Use the music and liturgical texts throughout the time of preparation.** Provide opportunities for all candidates, catechists, and parents to become familiar with the readings and music over a period of time. Be creative in finding different ways to include elements of the music and scriptures as part of each gathering – large and small – of candidates and parents. Use the prayers of the liturgy itself – Opening Prayer, Prayer over the Gifts, Prayer after Communion – at gatherings and catechetical sessions.
6. **Model good liturgical participation.** The way the entire assembly prays – parents, priests, deacons, and catechists included – makes a terrific difference in the lives of young people. Liturgical catechesis and experience is the primary form of catechesis in our lives of faith; it follows that liturgical participants are the best catechists. Young people are watching you and they can tell when you are not being authentic.

Preparing for Confirmation with an Auxiliary Bishop

Letters of Intent

Letters of intent should be written to the Auxiliary Bishop and mailed directly in one packet to him **at least 30 days** prior to the date of Confirmation. **Mail it to:** The Archdiocese of Milwaukee, 3501 S. Lake Drive, PO Box 070912, Milwaukee, WI 53207-0912. Please do not fold the letters nor place them in individual envelopes. Letters of intent might include:

- The Candidate's desire to be confirmed.
- The name of the saint the Candidate has chosen should be mentioned along with a reason for the selection of that particular saint.
- A statement or two about their growth of faith: past, present, future.
- A description of their service endeavors and the effect of these on their life.
- How they see themselves participating in the Mission of the Church as adults.
- Respecting the possibility of a confidential communication, **the candidate letters should be read by someone on the parish staff** to confirm that the letter requests the sacrament and the person is acting freely.
- It is preferred that the letters be computer generated on standard paper, and limited to approximately 750 words.

Liturgy Planning Guide and Participation Aids

The Liturgy Planning Guide, included in this packet, is due to the Director of the Office for Worship, by email to oremus@archmil.org, **no later than 30 days** prior to the liturgy itself. This allows time for review and to make corrections, if needed. It may be helpful to check out any additional resources that the Office for Worship has online to assist you in the planning and preparation process.

NOTE: During the “peak” Confirmation season (Lent & Easter), it may take a few days for the Office of Worship staff to process, review and approve your Liturgy Planning Guide. Please make every effort to meet these deadlines.

A draft of the participation aid for the people is due to the Office for Worship by email to oremus@archmil.org **30 days** prior to printing.

- Be sure to include all copyright permissions and reprint license numbers. The Director of the Office for Worship specifically checks for proper copyright license numbers.
- Texts that are not needed for the assembly's participation are not to be printed in the participation aid. This includes things like the presider's prayers, the Renewal of Baptismal Promises, etc.
- Readings may be included in the participation aid if they are proclaimed in a language other than English or for those with hearing impairments.

Vesting Room

If social distancing cannot be maintained in the sacristy, then a separate vesting room is needed for the Auxiliary Bishop. If the sacristy is very small and there are many concelebrants, the parish should consider a separate vesting room near the place where the opening procession begins.

Vestments

The Auxiliary Bishop will bring his own vestments. If your parish has special vestments, please specify this on the liturgy planning form. If there is a question about the proper color, consult the Office for Worship.

Mass Is to Start on Time

If the Mass is going to be live-streamed, please make sure that all equipment is working **BEFORE** the Bishop arrives. Music rehearsals, preludes, and announcements must be finished before Mass. **There is NOT to be a procession of candidates and sponsors before Mass begins.** Outdoor Masses are discouraged because of the unpredictability of things like insects and weather.

Photography

Because Social Distancing is not able to be maintained, there will not be photographs. This includes both individual and group pictures. However, if a parish wishes to use a professional photographer during the Mass, that will be acceptable.

Other Details and Arrangements

During his visit, the Auxiliary Bishop will inspect the sacramental registers of your parish and any additional parishes involved in this liturgy (cf. Canon 535, §4). Please plan accordingly so that all participating parishes can present their sacramental registers for the Auxiliary Bishop's review.

At this time, please do not request dinner arrangements with the Bishops.

Questions sometimes arise about an offering to the Auxiliary Bishop. Questions regarding a stipend should be made to Nancy Kerns at either kernsn@archmil.org or 414-769-3594. A separate stipend to the MC is appreciated.

Duties and Ministries in the Mass

Ministers

When preparing a Confirmation liturgy, the candidates' role in the liturgy is always a question. It is important to keep in mind that being part of the assembly is a very important role and essential to the integrity of the liturgy. Additionally, Candidates for Confirmation have enough to think about in the role of the Candidate that they should not serve in any other capacity at this Mass.

Concelebrating Clergy

The Auxiliary Bishop encourages concelebration. For the sake of planners, concelebrating priests should give advance notice of their desire to do so.

Readers and Extraordinary Ministers of Holy Communion

Readers and Extraordinary Ministers of Holy Communion are permitted. Liturgical ministers should be individuals who regularly serve in this capacity for the community.

Ordinary Ministers of Holy Communion

Please see the Matrix and follow the directives that are currently in place. Those who are vested and present in the sanctuary (i.e. priests, deacons) must first be utilized in this role before *Extraordinary Ministers*.

Servers

As a precaution, the Auxiliary Bishops asked that servers are not used until further notice

The Auxiliary Bishop will need three (3) altar servers, who should be mature, familiar with and adept at their normal responsibilities, and have a good sense of how to carry out their function with proper decorum. The Master of Ceremonies (MC) will instruct them on special responsibilities with regard to serving for Mass when a Bishop presides so they need not be rehearsed in assisting with the miter and crosier.

A Master of Ceremonies always travels with the Auxiliary Bishop unless another arrangement has been made in advance.

NOTE: Once your liturgy planning guide is approved, you will receive the name and contact information of the Master of Ceremonies for your liturgy. He will then follow up with your parish sometime within the week prior to the Confirmation to answer any questions that may have arisen.

A Word About Music...

No Choirs are to be used. The musician, a cantor may be used. Again, follow the directives that are in place according to the Matrix.

Ritual Practices

Introductory Rites

Procession

All Candidates must be already seated. No procession to take place and they will be expected to participate in the Entrance Song.

Order of Procession – Maintain social distancing

- Cross-bearer
- Lector with the Book of the Gospel, **if there is no deacon (Must sanitize hands before handling)**
- Deacon with the Book of the Gospel
- Concelebrating Clergy
- Master of Ceremonies
- Auxiliary Bishop

Penitential Act or Sprinkling Rite

For precautionary reasons, there will not be a sprinkling rite.

Gloria

When the Gloria is prescribed by the rubrics, it is to be sung; the Auxiliary Bishop will not intone it.

The Gloria is appointed for a *Ritual Mass for the Conferral of Confirmation*. When opting to use the readings and Mass texts of the day, the Gloria is sung if it is prescribed by the rubrics. E.g. Mass for Tuesday of the 5th Week of Easter does not prescribe a Gloria. Please refer to the *Ordo* when making this decision.

Liturgy of the Word

The Word of God

The readings are to be proclaimed from the Lectionary or the Book of the Gospels, not a typed sheet. Be sure to mark the books accordingly so the lector can find the reading with ease.

Responsorial Psalm

The Responsorial Psalm is to be a psalm, not another hymn or reading, and verses should be moderated and not protracted.

Gospel

If a deacon is present, he is to proclaim the Gospel. If no deacon is present, a concelebrant should proclaim the Gospel. The deacon or priest who is proclaiming the Gospel is to receive a blessing from the bishop before approaching the ambo. Following the proclamation of the Gospel, the Gospel Book is presented to the Auxiliary Bishop for him to reverence it with a kiss. Neither the deacon nor priest reverences the Gospel Book with a kiss.

Rite of Confirmation

Presentation of the Candidates

Reminder: All individual names should be called as the Candidates are presented. They should stand as their name is called and be seated as the next name is called so that there is only one Candidate standing at a time. Candidates do not make any response other than standing up.

Baptismal Promises

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

The Laying on of Hands

Concelebrating priests join in making this ritual gesture. Deacons do not participate in the laying on of hands. Laying on of hands will be done as a group with the Candidates remaining in their pews.

Anointing

The anointing with Chrism most often takes place at the edge of the sanctuary, and the Auxiliary Bishop prefers to stand while administering the Sacrament. **Candidates are to approach in a single line, with their sponsor standing to their left. Candidates and Sponsors are to line-up, socially distanced rather than waiting in the pew for their turn.** It is helpful for the flow of movement to stand close to the Candidate-Sponsor pair immediately in front of them. This also prevents unnecessary delays in the ritual. Additionally, when approaching the Auxiliary Bishop, the Candidate-Sponsor pair should step as close to the him as possible.

- **The Bishop will sanitize his hands before Anointing.**
- **The anointing will be done using cotton balls (one cotton ball per candidate). The parish needs to supply the cotton balls. There will need to be a minister holding a container of cotton balls on one side of the Bishop and a minister on the other side of the Bishop holding a container to put the used cotton balls in. The used cotton balls will need to be burned after the Mass.**
- **There will also need to be hand sanitizer close by so that if contact is inadvertently made, the Bishop can stop and sanitize his hands.**
- **Face masks should be worn by the candidates, and sponsors.**
- **The candidates should wear a name tag with the Confirmation name in large print with a black, thick-point marker.**

Candidates are to have nothing in their hands (worship aids, hymnals, etc.) or in their mouths (gum, candy, etc.) as they approach the Auxiliary Bishop to be confirmed.

Assisting Ministers

An assisting minister stands to the right of the Auxiliary Bishop holding the Chrism.

Name Cards

- Name tags will be used in place of name cards.
- **The candidates should wear a name tag with the Confirmation name in large print.**

Sponsors

The Sponsor stands slightly behind and to the left of the Candidate, placing the right hand on the Candidate's right shoulder. Upon approaching the Auxiliary Bishop, the Sponsor says in a strong and loud voice, "**Bishop, this is N.**" The only name presented is the Confirmation name.

Texts of the Sacrament

The following texts should be pronounced strongly and loudly.

Auxiliary Bishop: N. be sealed with the Gift of the Holy Spirit.
Newly Confirmed: Amen.
Auxiliary Bishop: Peace be with you.
Newly Confirmed: And with your spirit.

Photography

Any photography taken during the Rite of Confirmation is to be done at a distance and in an inconspicuous manner. This includes any profession photographer. A flash is not to be used.

Music

Instrumental music or a song may be sung during the anointing, but it is recommended that it not begin until after several Candidates have been confirmed. Music or songs should not be so loud as to make it difficult for the Auxiliary Bishop to hear and speak during the Rite of Confirmation.

Washing of Hands

The Bishop will go to the Sacristy to wash their hands after anointing. (Dawn dish soap works the best.)

Universal Prayer

The Universal Prayer is read by the deacon, or in his absence, a lector. The intercessions are to be taken directly from the *Order of Confirmation* and are available in this packet. If any additions are added, they should be written with care and attention that they all follow the same format and be presented to the Director of the Office for Worship for approval.

Liturgy of the Eucharist

There is to be no presentation of gifts. Instead, the bread and wine are to be placed on the credence table in the sanctuary prior to Mass.

Eucharistic Prayer and Communion

Eucharistic Prayer

If you wish for the Auxiliary Bishop to consider a specific Eucharistic Prayer, please note that on the planning sheet. In accordance with liturgical norms, 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 from 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

There will NOT be Precious Blood for the community.

There needs to be a chalice for the Bishop, a chalice for each concelebrating priest, and a chalice for each Deacon.

The preparation of the cups filled with wine in advance of the consecration is the norm. The cups filled with wine should be prepared before Mass. The wine presented in the gift procession is for the presider's chalice, which will be poured during the Preparation of the Altar and the Gifts. Once consecration takes place, there should be no pouring of Precious Blood (consecrated wine).

Communion

Communion will be distributed in the hand only. The Bishop will wash his hands after 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, directions and comments should be made from a place other than the ambo after the Prayer after Communion.

Additional Rituals

Additional rituals or blessings (e.g. promises by the parish, tributes/witness talks by the Candidates) are not permitted.

Final Blessing

The Auxiliary Bishop will use the Final Blessing in the Ritual of Confirmation. It is helpful to familiarize the Candidates with this text so they know when to respond with *Amen*.

May God the Father almighty bless you,
whom he has made his
 adopted sons and daughters
reborn from water and the Holy Spirit,
and may he keep you worthy
 of his fatherly love.

Amen.

May his Only Begotten Son,
who promised that the Spirit of truth
 would abide in his Church,
bless you and confirm you by his power
in the confession of the true faith.

Amen.

May the Holy Spirit,
who kindles the fire of charity
 in the hearts of disciples,
bless you and lead you
 blameless and gathered as one.

Amen.

Que Dios Padre todopoderoso,
que los a adoptado como hijos,
haciéndolos renacer del agua
 y del Espíritus Santo,
los bendiga y los haga siempre dignos
 de su amor paternal.

Amén.

Que el Unigénito de Dios,
que prometió a su Iglesia
la presencia continua
 del Espíritu de la verdad,
los bendiga y los confirme
en la confesión de la fe verdadera.

Amén.

Que el Espíritu Santo,
que encendió en el corazón de los discípulos
el fuego del amor,
los bendiga y, congregándolos en la unidad,
los conduzca,
 a través de las pruebas de la vida,
a los gozos del Reino eterno.

Amén.

Additional Details

- All liturgical precautions currently in place for Sunday Mass must be maintained for Confirmation.
- Social distancing should be maintained as best as possible throughout the Mass.
- Face masks are strongly encouraged through the Mass.
- Please have cold bottled water available for the Bishops.
- The Auxiliary Bishop will need notification of the number of Candidates he will confirm.
- Rehearsal is permitted.
- The Auxiliary Bishop will bring his own Chrism. Please make sure you have Chrism on hand in case more is needed. Cotton balls, a small bowl and terry cloth washcloth is needed for the anointing.
- Care should be taken to avoid extending music beyond the ritual action that it accompanies, e.g. entrance procession, the preparation of the gifts, at the conclusion of the distribution of Holy Communion.
- The Communion vessels may be purified at the altar after distribution, at the credence table, or in the sacristy after Mass.