



DIOCESE OF PITTSBURGH

OFFICE OF THE BISHOP

Planning Sheet for the Celebration of the Sacrament of Confirmation

Please return the completed form to:

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

or Fax: (412)456-3185

or e-mail: liturgy@diopitt.org

I. GENERAL INFORMATION	
Parish/Group/Office Name	Phone
Location/Address	Master of Ceremonies
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	
Reserved Parking Location	
Vesting Location	
Dinner Location	<input type="checkbox"/> Yes <input type="checkbox"/> No Time

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 chant ends and before the Sign of the Cross.

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.

IV. LITURGY OF THE WORD

First Reading	Scripture citation Proclaimed by	Lectionary number
---------------	-------------------------------------	-------------------

Psalm Response	Scripture citation <input type="checkbox"/> Sung, by cantor/choir <input type="checkbox"/> Recited	Lectionary number
----------------	---	-------------------

Second Reading	Scripture citation Proclaimed by	Lectionary number
----------------	-------------------------------------	-------------------

Gospel	Scripture citation	Lectionary number
--------	--------------------	-------------------

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 first to the “altar right” side / “congregation left” side and then when that side is complete, he will turn to the “altar left” side / “congregation right” 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 Holy Spirit II OtherSanctus (Holy, Holy, Holy) Sung RecitedMemorial Acclamation Sung RecitedGreat Amen Sung RecitedLord's Prayer Sung RecitedAgnus Dei (Lamb of God) Sung RecitedCommunion Under Both Forms Yes No

No. of patens

No. of chalices

Communion Chant(s)

Post-Communion Hymn

VI. CONCLUDING RITESAnnouncements/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 NoWorship 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

Style Group Individual Group, then Individual
 Location Sanctuary Vestibule/Gathering Space Church Hall

Miscellaneous Information

FOR OFFICE USE ONLYEucharistic Prayer I (Roman Canon) II III IV Reconciliation I Reconciliation II