

ORGANISING CONFIRMATION WITHIN YOUR PARISH

SACRAMENT OF CONFIRMATION CHECKLIST

Before preparation commences

Action	Suggested responsibility
The Parish Priest identifies a sacramental coordinator and sacramental team	Parish Priest
<p>Contact Archdiocesan Episcopal Offices to arrange a date for the bishop to confirm the children (phone: 3324 3324)</p> <p>Things to consider when organising a date for the celebration of Confirmation:</p> <ul style="list-style-type: none"> • Wider parish calendar • Local school calendars • Celebrations and feast days within the liturgical year <p>Ensure that the date for Confirmation is included in the parish calendar as well as the parish school calendar.</p>	Parish Administration with Parish Priest and sacramental coordinator
<p>The Parish Priest meets with the sacramental coordinator and sacramental team to discuss:</p> <ul style="list-style-type: none"> • Review previous Confirmation preparation • Decide on the process of preparation journey for Confirmation in line with the Sacramental Policy of the Archdiocese of Brisbane • Decide on the resources to be used by the sacramental team and the families e.g. <ul style="list-style-type: none"> ○ Archdiocesan Ministries <i>my Sacramental Journey: Confirmation</i> my Sacramental Journey: Confirmation (includes free parent guide) ○ Flame of Faith resources Flame of Faith ○ Alternatively, Liturgy Brisbane has <i>Our Family Prepares: Confirmation</i> Our Family Prepares: Confirmation • Set date/s for parish information session/s for the sacramental journey of children ideally held a number of months prior to enrolment of children for preparation • Set dates for Confirmation preparation e.g. parent formation session/s; rite of enrolment; family workshop/s; retreat/s; rehearsal/s for the celebration of Confirmation; celebration/s of Confirmation; parish post-sacrament celebration/s 	Parish priest with the sacramental coordinator and sacramental team
<p>Contact possible Confirmation candidates This could occur through:</p> <ul style="list-style-type: none"> • Parish calendar with appropriate dates • Parish newsletters, website and social media • School calendars, newsletters and websites – Catholic schools and other schools in the area • Sacramental registry • Local newspaper 	Parish Administration and Sacramental Coordinator
<p>Towards the end of each year hold a Parent/Carer Sacrament Information Session for parents/carers of children in year 2. Include:</p> <ul style="list-style-type: none"> • Understanding the theology of sacraments of Initiation • Living a sacramental life • Sacramental Policy of the Archdiocese of Brisbane • Outline of sacramental process in the parish – parish brochure with information and dates, family commitment, any costs involved 	<p>Parish Priest and sacramental team</p> <p>Members of the parish community to welcome parents / carers e.g. Parish Pastoral Council, hospitality group</p>



Action	Suggested responsibility
<p>Sacrament of Confirmation Parent/Carer Formation Session</p> <p>Include:</p> <ul style="list-style-type: none"> • Theology and background of the sacrament of Confirmation: Flame of Faith video • Organisation of the celebration of Confirmation within your parish. This could include but not limited to: <ul style="list-style-type: none"> - Dates of upcoming events including the celebration of Confirmation, workshop or retreat days, enrolment Mass - Preparation requirements of families - Any other information e.g. role of parish, role of family, role of parish school in supporting children, dress expectation, photography etiquette, individual parish expectations • Enrolment process and other paperwork required for the parish e.g. copy of birth certificate and copy of baptismal certificate if child was baptised in another parish, enrolment form • Encourage families to celebrate Mass together on the weekend • Give families a blank name card for the candidates to decorate, if they choose to enrol their child/ren • Ensure you let families know about other parish activities that welcome and engage families 	<p>Parish Priest and sacramental team</p> <p>Members of the parish community to welcome parents / carers e.g. Parish Pastoral Council, hospitality group</p>
<p>Preparation <i>formally begins with a rite of enrolment</i> during a Sunday Mass (11. Sacramental Policy of the Archdiocese of Brisbane)</p> <ul style="list-style-type: none"> • See Our Family Prays (p52) • Present children with the family resource you are using e.g. my Sacramental Journey: Confirmation with accompanying Parent Guide or Our Family Prepares: Confirmation 	<p>Parish Priest and Sacramental Coordinator</p>
<p>Collect completed enrolment forms</p> <p>These need to be stored by the parish until the candidate is 21 years of age (these can be electronically stored by scanning in the information or a hard copy kept of each document)</p>	<p>Parish Administration and sacramental coordinator</p>
<p>Communicate regularly with families throughout Confirmation preparation e.g.</p> <ul style="list-style-type: none"> • Children’s Liturgy of the Word at Sunday Mass • Holiday Activity day organised during the school holidays. • Regular email with ideas for preparation at home • A prayer, reflection or action the family could use at home • Upcoming workshop, retreat, etc. • Sponsor’s role and responsibility • Confirmation name 	<p>Sacramental Coordinator</p>
<p>Connect children with parishioners</p> <p>e.g. Please pray for me Cards or Please pray for me Poster sheets could be displayed around the church and parishioners encouraged to pray for the children</p>	<p>Sacramental team</p>

Preparation of liturgy

Action	Suggested responsibility
<ul style="list-style-type: none"> Gather parish liturgy ministry team and music ministry team to discuss and prepare liturgy of Confirmation. Resources such Liturgia will be able to assist you. 	Parish Priest, sacramental coordinator, liturgy team and music team
A copy of the Rite of Confirmation to be sent to the Archdiocesan Episcopal offices.	Parish Priest and Parish Administration
<p>Other elements to think about when organising your celebration of confirmation:</p> <ul style="list-style-type: none"> Paschal candle on the sanctuary Sacred Chrism in a beautiful vessel Refer to the Bishop's Pontificalia for protocol regarding bishop Chair for the bishop Bowl with water and towel for the bishop for hand washing (add a slice of lemon to help wash the oil from hands) Baptismal candles (if parish uses them) and tapers to light the candles Hospitality team or similar to help seat candidates and their families in the appropriate pew Booklets and/or PowerPoint Photographs/photographer 	Parish Priest, sacristan, sacramental team, hospitality team
Collect child's Confirmation name and sponsor's name and prepare Confirmation card to be used during Confirmation.	Parish Administration and/or sacramental coordinator
Organise a seating plan of candidates and their families. Ensure that the Confirmation name cards are placed at each appropriate pew.	Sacramental team

After Confirmation-The Journey Continues

Action	Suggested responsibility
Information to be entered into parish sacramental registry . For individuals baptised in other parishes, information to be sent to these parishes.	Parish Administrator
Invite all Confirmation candidates and their families to Mass the following weekend to celebrate their Confirmation with the parish . During this Mass, participants can be given their certificates and celebrate with the parish community with cake and coffee afterwards.	Sacramental team, hospitality team
Hold a follow up event for all who received their Confirmation. Reflect on the process and the celebration.	Sacramental team, hospitality team (catering)
Invite the children to activities within your parish such as a post sacrament retreat, holiday activity days, Children's Liturgy of the Word, parish kids club	Sacramental Coordinator
Review preparation and celebration process with parish priest, sacramental team, families.	Parish Priest, sacramental team, hospitality team