

# ORGANISING PENANCE WITHIN YOUR PARISH

## SACRAMENT OF PENANCE: FIRST RITE FOR RECONCILIATION

### *Before preparation commences*

Action	Suggested responsibility
<p><b>The Parish Priest identifies a sacramental coordinator and sacramental team</b></p>	Parish Priest
<p><b>Arrange the date/s for preparation for Sacrament of Penance: First Rite for Reconciliation</b></p> <p>Things to consider when organising the date/s for preparation for the sacrament of Penance:</p> <ul style="list-style-type: none"> <li>• Wider parish calendar</li> <li>• Local school calendars</li> <li>• Celebrations and feast days within the liturgical year</li> </ul> <p>Ensure that the date/s for preparation for the sacrament of Penance: First Rite for Reconciliation is included in the parish calendar as well as the parish school calendar.</p>	Parish Administration with Parish Priest and sacramental coordinator
<p><b>The Parish Priest meets with the sacramental coordinator and sacramental team to discuss:</b></p> <ul style="list-style-type: none"> <li>• Review of previous Penance – First Rite for Reconciliation preparation</li> <li>• Decision on the process of preparation journey for Penance in line with the Sacramental Policy of the Archdiocese of Brisbane <a href="#">Sacramental Policy</a></li> <li>• Decision on the resources to be used by the sacramental team and the families e.g.               <ul style="list-style-type: none"> <li>○ Archdiocesan Ministries <a href="#">my Sacramental Journey: Penance</a> (with <a href="#">free parent guide</a>)</li> <li>○ Liturgy Brisbane <a href="#">Our Family Prepares: Penance</a></li> <li>○ Flame of Faith website <a href="#">Flame of Faith</a></li> </ul> </li> <li>• 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</li> <li>• Set dates for Penance – First Rite for Reconciliation preparation e.g. parent formation session/s; rite of enrolment; peer/family/group preparation sessions</li> </ul>	Parish priest with the sacramental coordinator and sacramental team
<p><b>Contact possible Penance candidates</b> This could occur through:</p> <ul style="list-style-type: none"> <li>• Parish calendar with appropriate dates</li> <li>• Parish newsletters and website,</li> <li>• School calendars, newsletters and websites – Catholic schools and other schools in the area</li> <li>• Sacramental registry</li> <li>• Local newspaper</li> </ul>	Parish Administration and Sacramental Coordinator
<p>Towards the end of each year hold a <b>Parent/Carer Sacrament Information Session</b> for parents/carers of children in year 2.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• Understanding the theology of sacraments of initiation</li> <li>• Living a sacramental life</li> <li>• Sacramental Policy of the Archdiocese of Brisbane</li> <li>• Outline of sacramental process in the parish – parish brochure with information and dates, family commitment, any costs involved</li> </ul>	<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 Penance – First Rite for Reconciliation <b>Parent/Carer Formation Session</b></p> <p>Include:</p> <ul style="list-style-type: none"> <li>Theology and background of the sacrament of Penance: <a href="#">Flame of Faith video</a></li> <li>Organisation of the celebration of Penance within your parish. This could include but not limited to: <ul style="list-style-type: none"> <li>Dates of upcoming events including parent formation session/s; rite of enrolment; peer/family/group sessions; parish post-sacrament celebration/s</li> <li>Preparation requirements of families</li> <li>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</li> </ul> </li> <li>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, evidence of Confirmation and First Communion if celebrated in another parish, enrolment form</li> <li>Encourage families to celebrate Mass together on the weekend</li> <li>Give families a blank name card for the children to decorate, if they choose to enrol their child/ren</li> <li>Ensure you let families know about other parish activities that welcome and engage families</li> </ul>	<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 during a Sunday Mass</i> (11. Sacramental Policy of the Archdiocese of Brisbane)</p> <p>See <a href="#">Our Family Prays</a> (p104)</p> <ul style="list-style-type: none"> <li>Present children with the resource you are using, e.g. <a href="#">my sacramental journey: Penance</a> with accompanying <a href="#">Parent Guide</a> or <a href="#">Our Family Prepares: Penance</a></li> </ul>	<p>Parish Priest and Sacramental Coordinator</p>
<p><b>Collect completed <a href="#">enrolment forms</a></b></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><b>Communicate</b> regularly with families throughout preparation period e.g.</p> <ul style="list-style-type: none"> <li>Messages at Sunday Mass</li> <li>Regular email with ideas for preparation at home</li> <li>A prayer, reflection or action the family could use at home</li> <li>Reminders of upcoming workshop etc.</li> </ul>	<p>Sacramental Coordinator</p>
<p><b>Connect children with parishioners</b></p> <p>e.g. <a href="#">Please pray for me</a> sheets could be displayed around the church and parishioners encouraged to pray for the children.</p>	<p>Sacramental team</p>

### Preparation of First Rite for Reconciliation

Action	Suggested responsibility
<p><b>Other elements</b> to think about when organising Penance – First Rite of Reconciliation:</p> <ul style="list-style-type: none"> <li>Organisation of when and how the sacrament will happen e.g. special time or during regular parish Reconciliation</li> </ul>	<p>Parish Priest, sacristan, sacramental team,</p>

## *After First Rite for Reconciliation -The Journey Continues*

Action	Suggested responsibility
Reflect on the process and the celebration.	Parish Priest, Sacramental coordinator & team
<b>Invite the children</b> to activities within your parish such as a post sacrament retreat, holiday activity days, parish kids club, youth group	Sacramental Coordinator
<b>Review</b> preparation and celebration process with parish priest, sacramental team, families	Parish Priest, sacramental team