GUIDELINES FOR CONFIRMATION PREPARATION
ADULT AND ADOLESCENT PROGRAMS
ARCHDIOCESE OF CHICAGO

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” (Matthew 28:19-20)

Introduction:

“The Sacraments of Christian initiation – Baptism, Confirmation, and the Eucharist – lay the foundations of every Christian life. The Faithful are born anew by Baptism, strengthened by the Sacrament of Confirmation, and receive in the Eucharist the food of eternal life. By means of these sacraments of Christian initiation, they thus receive in increasing measure the treasures of the divine life and advance toward the perfection of charity.” (Catechism of the Catholic Church no. 1212)

“The Sacrament of Confirmation is necessary for the completion of baptismal grace. For the Sacrament of Confirmation, [the baptized] are more perfectly bound to the Church and are enriched with a special strength of the Holy Spirit. Hence they are, as true witnesses of Christ, more strictly obliged to spread and defend the faith by the word and deed.” (CCC no. 1285)

History:

In 2003 the Auxiliary Bishops of Chicago asked the OFCYM to develop a program with guidelines and to establish Vicariate sites for Adult Confirmation formation and set dates for the celebration of Adult Confirmation.

The OFCYM called several parishes and thanks to the quick response, 36 parishes started working as an Archdiocesan team. They established the current practices such as frequency of the celebration of the sacrament, length of preparation, age of candidate, and textbooks/resources employed in that time.

The OFCYM sent out a survey in 2004 to assess the needs and after receiving the responses, the results became one of the points of discussion in a series of vicariate meetings that occurred over the next few months. Auxiliary bishops, priests, DRE’s/CRE’s, catechists and people working with RCIA attended these meetings and added their perspectives regarding the ideas and comments from the USCCB, the challenges preparation programs face, and their hopes for the work of the task force.

The conclusive step was to form the task force. After several months of meetings, discussion, study, and drawing on a wealth of experience, the following components were identified and accepted as forming the basis for solid and consistent Adult Confirmation preparation:

- Session I: Overview of the Process
- Session II: Focus on Jesus Christ our Savior

Effective 2003. Revised November 2013
Session III: Overview of the Sacraments
Session IV: Study and Knowing the Bible
Session V: Liturgy
Session VI: Moral and Social Teaching of the Church
Session VII: Spiritual Evening of Reflection Based on the Blessed Trinity and Seven Gifts of the Holy Spirit.
Session VIII: Sacrament of Confirmation and the Process of Preparation.

As these guidelines for adult confirmation preparation were being revised, the Office for Catechesis and Youth Ministry also gathered Catechetical Leaders, Coordinators of Youth Ministry, Catechists, and others involved with adolescent confirmation preparation to prepare guidelines for the adolescent programs too. This sub-committee surveyed the archdiocese parishes in 2010 to have a better understanding of what parishes are doing to serve adolescents preparing to receive confirmation and then began to develop these guidelines.

These guidelines have sections which overlap for example the roles in the confirmation formation process, and other sections that relate specifically to the adult preparation or the adolescent preparation.

The appendix includes other information that is pertinent for adults and adolescents.

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ROLES IN THE CONFIRMATION FORMATION PROCESS

BISHOP

“The Archbishop is the chief catechist with primary responsibility for catechesis in the diocese and for ensuring catechists are adequately prepared for their task.” (Catechesi Tradendae 63)

“The ordinary minister of Confirmation is the Bishop; a priest who has this faculty by virtue of either the common law or a special concession of competent authority also confers this sacrament validly.” (Canon 882)

“The Chrism to be used in the Sacrament of Confirmation must be consecrated by a bishop, even if the sacrament is administered by a priest.” (Canon 880.2)

- The Archbishop ensures that the ministry of catechesis receives the support of competent personnel with the assistance of the Office for Catechesis and Youth Ministry.
- The Archbishop makes sure that the texts or other instruments of catechesis and textbook series are in compliance with the United States Bishops Conference.

The Archbishop’s office provides a guideline for the celebration of confirmation. There is also a guideline for celebrating sacraments with persons who have disabilities. The Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities, (rev. 1989) states, “Parish sacramental celebrations should be accessible to persons with disabilities and open to their full, active and conscious participation, according to their capacity.”

PASTORS

“All believers have a right to catechesis; all pastors have a duty to provide it.” (CT 64)

The ultimate choice of the readiness of each candidate for the Sacrament of Confirmation lies with the Pastor. The priest/deacon brings his own special presence to the preparation process. They can:

- Help the parish community understand their role toward the candidates.
- Participate in the process, planning and evaluating.
- Be available to the candidates, sponsors, catechists and families for spiritual guidance.
- Join the other parish ministries in introducing the candidates to various parish ministries that they can be involved in after confirmation.
- As the chief Catechetical Leader of the parish, the pastor is responsible to ensure that proper catechesis and resources are provided and that catechesis is available for all language groups in the parish.
CATECHETICAL LEADERS (CL)
DRE/CRE/CYM/CAFF
“The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.” (NDC pg. 224)

- The CL assists the Pastor to provide a quality preparation for the Sacrament of Confirmation. Including, but not limited to:
  o Oversee the preparation process within the parish for those to be confirmed.
  o Announce to parish that there is a preparation process in place and invite candidates to participate.
  o Recruit catechists and other leaders for the additional elements of the process.
  o Ensure that catechists are well formed.
  o Provide formation for sponsors as part of the confirmation preparation.
  o Determine a schedule and plan for special experiences attached to the process.
  o Ensure the necessary records are collected, and sent to the parish where the celebration is occurring to be recorded in the parish confirmation registry for the Vicariate celebration.
    - Verify the Baptism of the candidate.
    - Following the confirmation celebration record the candidate’s information in the official register of the Parish and send a notification to the parish of Baptism. The information needed includes: Baptismal and family name, confirmation name, age at confirmation, place and date of baptism, residence, parents’ names, including mother’s maiden name and sponsor
- Follow the Bishops Guidelines for the Rite of Confirmation within Mass in planning the parish celebration.

CANDIDATES
“Persons who are to receive Confirmation must have already received baptism. Moreover, those possessing the use of reason must be in the state of grace, properly instructed, and capable of renewing the baptismal promises.” (The Rite of Confirmation # 12, cf. Canon 889)

The candidates are invited to embrace the Word in the Gospel we hear at Eucharistic celebration where we come together in worship. As a community we then go forth to live the Gospel by serving others. The candidate is responsible to be appropriately prepared to receive the sacrament.

The candidate may request the sacrament if they:
  o Are baptized and able to renew baptismal promises.
  o Are open to the Gifts of the Holy Spirit.
  o Are participating in Sunday Mass and in the sacramental life of the Church.
Candidates should display an openness of heart through:

- Consistent attendance at an approved process for Adult Confirmation.
- Willingness to continue to grow in faith following confirmation and throughout their lifetime.
- A deeper relationship with their parish community.

The candidate should choose a sponsor who will guide them on this faith journey and whom they can look to as a role model in living the Catholic faith today.

**SPONSORS**

“As a rule there should be a sponsor for each of those to be confirmed. These sponsors bring the candidates to receive the sacrament, present them to the minister for the anointing, and will later help them to fulfill their baptismal promises faithfully under the influence of the Holy Spirit whom they have received.” (The Rite of Confirmation #5)

**Choosing a Sponsor**

“The sponsor is selected by the candidate.” (Canon 874) Adult and adolescent candidates should be given the following information before being asked to choose a confirmation sponsor.

**Requirements of Canon Law**

Canon 893 #1 states that confirmation sponsors should meet the requirements of baptismal sponsors as stated in Canon 874. Therefore, a sponsor:

- Must be at least sixteen years old, unless another age is set by the bishop of the diocese or an exception, for just reason, is made by the pastor.
- Must be a Catholic who has received all three sacraments of initiation and leads a life in harmony with the Catholic faith.
- Must not be bound by any penalty of the Church (i.e. irregular marriage)
- Must not be the parent of the person to be confirmed. (A parent may, however, for good reason, serve as presenter of the candidate for the Sacrament of Confirmation).

“It is desirable that the one who undertook the role of sponsor at baptism be sponsor for Confirmation. Distance and other factors may preclude this recommendation.” (Canon 893). If the sponsor cannot be present a proxy may be designated. The proxy must have the same qualifications as the sponsor. There is no specification with regard to the sex of the sponsor. It is important, however, that the candidate be able to identify with the sponsor in terms of Christian living.

While Canon Law provides the basic requirements, the path to a meaningful sponsor-candidate relationship involves several other factors. A sponsor should:

- Be a person of lived faith and a role model for the candidate
- Be available to spend time with the candidate during the preparation process and to take part in the celebration of the sacrament
- Be a person with whom the candidate has a comfortable and ongoing relationship
- Be available to continue to support the candidate to fulfill their baptismal promises faithfully after reception of the sacrament
PARISH
Since confirmation is one of the three sacraments of initiation and since those confirmed seek to become more involved in the life of the parish, the preparation for and celebration of confirmation is a responsibility of the parish under the direction of the pastor who is responsible to the Archbishop.

“As with Baptism, catechesis for this sacrament takes place within the parish community which has an obligation to participate in the catechetical preparation of those to be confirmed.” (NCD #119) “...Christian initiation...should be the care of the entire Christian community.” (GDC #91)

Growth in faith is a lifelong process. It is essential that opportunities which foster formation and growth be continually offered for all persons in our faith communities. It is within the context of this on-going growth in faith of the community and of the candidate that the preparation for the sacrament of confirmation should be understood.

- The parish is responsible for developing and implementing a preparation process for teens and adults desiring to receive the sacrament of confirmation.
- The faith community or parish family welcomes the candidates and provides them with prayerful support during the preparation program.
- The community prays with and for the candidates and all others involved in the confirmation program.
- The community provides hospitality and celebrates with the newly confirmed.
- The community affirms the newly confirmed as fully initiated Catholics and calls them to active participation in the life of the parish.

VICARIATE
OFCYM coordinates and assists parishes and deaneries with vicariate level formation and celebrations of the sacrament of confirmation for adults and adolescents as needed at vicariate sites.
ADULT PREPARATION
The Purpose of These Guidelines

Each year many adult Catholics ask to complete their initiation into the Catholic Church through the Sacrament of Confirmation. These candidates seeking to be confirmed do not readily fit into the programs and processes that are already in place at their parish. These guidelines provide parishes with answers on how to best assist those adults wishing to be confirmed.

The purpose of adult confirmation formation/program is to invite the adult to a moment of conversion, reconciliation and strengthening of their relationship with Jesus and the Church and to invite the adults to follow in His Way as disciples.

The term “Adult Confirmation” presumes that the Roman Catholic has been baptized, has celebrated their First Communion and is seeking to celebrate their confirmation at a later age than the usual age in the Archdiocese of Chicago. (age 10-18). Baptized Christians seeking the full communion of the Catholic Church are properly referred to as candidates for full communion and are not the subject of these guidelines. Those people should be directed to the RCIA.
Who Belongs in What Process/Program?

A. Catholics age 18 and under are prepared for confirmation with adolescent/high school candidates.

B. Catholics age 19 and older are prepared as follows:

1. Catechized adult Catholics are prepared through either a parish program or the Vicariate Adult Confirmation Process. These Catholics may have missed their confirmation celebration because of external factors, such as a move or some family matters. They are baptized and have received First Communion. They are active members of their parish and are committed to living the practices of the Catholic faith.

Baptized Catholics who have received their First Communion do not belong in the RCIA.

2. Present but not totally catechized. These are the people who are finally getting around to be confirmed as they saw something in the parish bulletin or neighborhood newspaper. They attend Mass, but are not active members of the parish. Their participation in the process of Adult Confirmation is a pastoral decision.

3. Uncatechized adult Catholics are those who have been baptized Catholic but have not received their First Communion. They should participate in the parish RCIA process.

4. The unbaptized and those baptized in other Christian faith traditions participate in the RCIA process.

5. For specific instructions regarding a person who has been baptized in an Eastern Rite (Catholic or Orthodox) contact the Tribunal, Moderator of the Curia or a canon lawyer.

Many of those who will be seeking the sacrament of confirmation may come at any age or stage in life. Some come because they have been told they need to be confirmed before they are married.

“If they can do so without serious inconvenience, Catholics who have not yet received the sacrament of confirmation are to receive it before being admitted to marriage.” (Canon 1065)

Some adults may be coming because they have been alienated and returning, because their children are receiving the sacraments, through the encouragement of a friend, or they have been invited to be a sponsor or godparent. Some adults come to renew their commitment to a community where they can worship, be involved and live their faith.
Determining the Preparation Appropriate for Those Seeking Confirmation

A member of the parish staff should meet with the potential candidate before sending them to the Vicariate Adult Confirmation Process. During the interview the following are some questions to raise:

1. What is calling you to a deeper relationship with the Lord?
2. Why are you seeking confirmation at this time?
3. Are you already actively involved in your home parish? (i.e. at Mass, in parish groups)
4. Are you catechized? When was your last formal Catechesis?
5. Have you received First Communion and Reconciliation?
6. Are there marriage issues that need to be addressed?

After having this interview, the pastoral minister will determine if the candidate should be in the Vicariate Process or may need additional preparation through the parish.

Canonical Issues for Adults Wishing to Celebrate Confirmation (Canon 1083-1094)

A. The following situations may either prevent or delay the celebration of the sacrament and must be resolved before the reception of the sacrament. They are able to take part in the preparation as long as it is clear that reception may be delayed.
   1. Living together but not married.
   2. Married outside the Church.
   3. Married outside the Church and in need of an annulment.

B. The celebration of the marriage must take place before people in the above situations are confirmed.

C. If someone is divorced, not remarried and not in a living-together situation, he/she may be confirmed.
The Rite of Christian Initiation of Adults

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The catechumenate is an extended period during which the candidates are given suitable pastoral formation and guidance aimed at training them in the Christian life.¹ In this way, the dispositions manifested at their acceptance into the catechumenate are brought to maturity. This is achieved in four ways:

1. A suitable, catechesis is provided by priests or deacons, or by catechists and others of the faithful, planned to be gradual and complete in its coverage, accommodated to the liturgical year, and solidly supported by celebrations of the word. This catechesis leads the catechumens not only to an appropriate acquaintance with dogmas and precepts but also to a profound sense of the mystery of salvation in which they desire to participate.

2. As they become familiar with the Christian way of life and are helped by the example and support of sponsors, godparents, and the entire Christian community, the catechumens learn to turn more readily to God in prayer, to bear witness to the faith, in all things to keep their hopes set on Christ, to follow supernatural inspiration in their deeds, and to practice love of neighbor even at the cost of self-renunciation. Thus formed, “the newly converted set out on a spiritual journey. Already sharing through faith in the mystery of Christ’s death and resurrection, they pass from the old to a new nature made perfect in Christ. Since this transition brings with it a progressive change of outlook and conduct, it should become manifest by means of its social consequences and it should develop gradually during the period of the catechumenate. Since the Lord in whom they believe is a sign of contradiction, the newly converted often experience divisions and separations, but they also taste the joy that God gives without measure.”²

3. The Church, like a mother, helps the catechumens on their journey by means of suitable liturgical rites, which purify the catechumens little by little and strengthen them with God’s blessings. Celebrations of the word of God are arranged for their benefit, and at Mass they may also take part with the faithful in the Liturgy of the Word thus better preparing themselves for their eventual participation in the Liturgy of the Eucharist. Ordinarily, however, when they are present in the assembly of the faithful they should be kindly dismissed before the Liturgy of the Eucharist begins (unless their dismissal would present practical or pastoral problems). For they must await their baptism to participate in Christ’s new worship.

4. Since the Church’s life is apostolic, catechumens should also learn how to work actively with others to spread the Gospel and build up the Church by the witness of their lives and by professing their faith.³

¹ See Vatican Council II Decree on the Church’s Missionary Activity. Ad gentes, no. 14
² Ibid. no. 13
³ See Vatican Council II, Decree on the Church’s Missionary Activity. Ad gentes no. 1
**Ideal Process**

Every person in the process has an initial 30-minute interview with a parish staff member or their designate. This meeting gets the initial information required, a Baptismal record, and determines the suitability of the Candidate to proceed with the preparation. If there is a marriage situation or any other possible impediment to the Candidate’s preparation for the Sacrament, that must be discussed before the Candidate begins.

The Vicariate Sessions will begin at the site where the catechesis will take place. There will be 8 – 10 meetings in all. Following the third session, a meeting should be scheduled with the Parish minister and the Candidate. Speak with the candidate(s) about the apostolic work of their parish. They should begin to think about how they can become involved. Progress can be monitored. How is the program working? Feedback should then be given to all presenters. A ritual modeled after the Penitential Rite of the RCIA may be arranged for a Sunday liturgy or other appropriate time in the parish. (RCIA, Part II, Section 4D)

Following the last session before Confirmation occurs, another meeting is to be scheduled with the parish minister. Conversation might include how this initiation will foster his/her participation in the apostolic work in which we are all called to participate. Information about how the recognition by the parish of their Confirmation should be given and an invitation to existing groups or programs offered in the home parish should be provided.

The adult candidate needs to be connected with his/her home parish so a “Recognition and Affirmation by the Local Parish Community” at a Sunday Mass following the celebration of Confirmation would be beneficial.

    Possibilities include introducing the Candidates at Mass, hosting a “coffee and…” welcoming after one of the liturgies with parish leadership present to welcome and encourage them to become involved.

**Please Note:**

There will be candidates who arrive at the Vicariate preparation session without this ideal being followed. In that case the site instructor needs to assist the candidate in forming a relationship with the parish staff where the candidate is coming from.

Sponsors are welcome to attend any of the sessions with their candidate and should be invited to do so. Their role is to journey with the person being confirmed so it would be good if they could attend some of the sessions.
**Confirmation Sessions for Adults**

The purpose of adult confirmation formation/program is to invite the adult to a moment of conversion, reconciliation and strengthening of their relationship with Jesus and the Church and to invite the adults to follow in His Way as disciples. The process offered in Fall and Winter in the Archdiocese includes the following topics

**I) Presentation of the Bible, Styles of Prayer, Concepts & Images of God**

a. Discover what prayer life is like for participants, why we pray and styles of prayer.
b. Image of God.
c. Presentation of the Bible – how to use, breaking open of the Word.
d. God’s invitation to life

**Outcomes:**

**Prayer**
- Candidates will learn that prayer is the basis of a relationship with God.
- Candidates will experience prayer as the way we communicate with God.
- Candidates will be given an opportunity to experience different prayer forms including personal prayer, communal, liturgical, and devotional.
- Candidates will identify their own form of personal prayer and develop spiritual skills and habits.

**Scripture and Tradition**
- Candidates will develop a basic understanding of the Bible and develop skills on how to use the texts.
- Candidates will become familiar with the Old and New Testament.
- Candidates will have a basic understanding of salvation history timeline.
- Candidates will learn the importance of Revelation through our tradition. (Dei Verbum 2:7,8)
- Candidates will explore the mission of the Church as stated in the Gospels.
- Candidates will relate scripture and tradition to their own life experiences.

**II) Creed and Trinity**

a. Statements of belief.
b. Understanding of Trinity.
c. Four marks of the church.

**Outcomes:**

**Creed**
- Candidates will learn that a creed is a statement of belief.
- Candidates will analyze our Creed as the faith story of not only the Church, but of each individual member:
  - Explore the relationship of the Trinity, with a particular focus on the person of the Holy Spirit.
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- Identify the mystery of the Incarnation.
- Articulate the Paschal Mystery.
- Describe the Church as “the Body of Christ.”
- Explore Mary as a model of Christian discipleship and Mother of the Church.
- Understand the meaning of the resurrection of the body, communion of Saints, and everlasting life.

### III) Sacraments

- **a. Initiation-** Baptism, Confirmation, Eucharist
- **b. Vocation-** Matrimony and Holy Orders
- **c. Healing-** Anointing of the Sick and Reconciliation
- **d. Grace-** God’s gift freely given

### Outcomes:

**Sacraments**

- Candidates will review the history and development of the seven sacraments.
- Candidates will understand the process, the purpose, and the importance of the sacraments of initiation.
- Candidates will experience the rituals/gestures, rites, and symbols of the sacraments with a specific concentration on the sacrament of confirmation.
- Candidates will explore the value of community relationship and personal relationship with Jesus Christ through the sacraments of reconciliation and the Eucharist.
- Candidates will deepen their understanding of the importance of Eucharist as “source and summit” of our faith. (CCC)
- Candidates will learn that the Bishop calls on the Holy Spirit to confirm, affirming their baptismal promises.
- Candidates will give an example of the healing power of the sacraments.

### IV) Liturgical Year & the Mass

- **a. Eucharist-** source and summit of our life
- **b. Seasons of the Church year**

### Outcomes:

**Liturgical Year and the Mass**

- Candidates will be initiated into the Eucharistic life.
- Candidates will understand Eucharist as our most important prayer.
- Candidates will be able to differentiate and explain the parts of the Mass.
- Candidates will identify the seasons of the Church year, know the significance of the liturgical colors, the cycle of scripture readings and identify major Church holy days.

### V) Morality, Commandments and Beatitudes

- **a. How to make moral decisions**
- **b. Review of the commandments**
- **c. Look at social teachings of the church**
Outcomes:
Morality and Social Teachings of the Church

- Candidates will understand the Beatitudes and Ten Commandments as the basis to life as a follower of Jesus.
- Candidates will examine the Spiritual and Corporal Works of Mercy and principles of Catholic Social Teaching.
- Candidates will explore these teachings for living a life of discipleship.
- Candidates will comprehend the effects of original sin and the effects of personal and social sin in attempting to live morally.

VI) Reconciliation-Sacrament of Penance
   a. What is sin
   b. Ways of experiencing healing and the power of God’s forgiveness

Outcomes:
- Candidates will be able to articulate the different kinds of sin.
- Candidates will understand the need for forgiveness and mercy in our lives.
- Candidates will experience this sacrament of healing.
- Candidates will articulate the steps of the ritual of confession.

VII) Confirmation and the Holy Spirit
   a. Gifts of the Holy Spirit
   b. Understanding the ritual of confirmation
   c. Renewing our baptismal promises

Outcomes:
Elements of the Sacrament of Confirmation

- Candidates will learn about the Rite of Confirmation/Renewal of Baptismal promises:
  o Called by Name.
  o Presentation of Candidates.
  o Imposition of Hands.
  o Anointing with Oil.
  o Responses during the Confirmation anointing.
  o Acceptance of the Community.
- Candidates will understand Confirmation in the context of the Eucharistic Celebration.
- Candidates will explore the Gifts and Fruits of the Holy Spirit.

VIII) Called and Sent to Mission
   a. Call to vocation, ministry and a Eucharistic life
   b. What it means to live a life of service
   c. How to be involved in the life of the church
Outcomes:
Called and Sent to Mission

- Candidates will articulate the scriptures related to call.
- Candidates will examine their place in the mission of the Church.
- Candidates will explore the elements and meaning of stewardship.
- Candidates will commit to being people of service beyond confirmation.

RETREAT This option will offer a time to reflect and pray with those to be confirmed in each Vicariate. It may be presented to the candidates in each vicariate preparation site. It may be offered as part of the rehearsal evening. The OFCYM will be planning for Vicariate Retreats for Adult Confirmation as needed.
Vicariate Adult Confirmation

OFCYM Responsibilities

- The OFCYM lead agent for this initiative will maintain contact with all six Vicariates, Bishops and Adult Confirmation Coordinators and sites.
- The OFCYM will promote the dates set for Confirmation as well as the dates and places for formation.
- The OFCYM will provide the Archdiocesan guidelines for Adult Confirmation to the site coordinators.
- The OFCYM will collect the fees from the sites managed directly by the OFCYM.
- The certificates for Confirmation will be provided to the parish hosting the celebration of Confirmation if needed.
- If Adult Confirmation Catechists are needed for this process, the OFCYM will approve the catechists, provide training and assist in assigning to Vicariate sites.

Vicariate Adult Confirmation

Preparation Site and Catechist Responsibilities

- Sites that will be providing Adult Confirmation sessions need to determine the availability of the parish for dates, times and a room to be used. This information is then to be communicated with the OFCYM contact to be placed on the Archdiocesan site for those who are seeking Adult Confirmation.
- Each site is responsible to advertise these sessions in the parish bulletin and/or neighboring parish bulletins. (It is good to send home an invitation through the School and Religious Education families as there are often parents in need of this sacrament.)
- At the first session, the catechist/site coordinator should have available copies of the schedule, curriculum, and ask the participants to complete an information form. If marriage issues or if the candidate is also seeking First Communion, the instructor/site coordinator should refer them to a pastoral minister.
- The catechist/site coordinator is responsible to collect the Baptismal certificate and have a copy made so that the original can be returned to the candidate.
- The catechist/site coordinator is responsible to collect fees and keep track of payment and attendance of participants. (Checks should be made to OFCYM)
- Simple refreshments can be provided. Each site will determine how that will work.
Vicariate Adult Confirmation
Site for Celebration of Sacrament Responsibilities

- Vicariate celebration site coordinator with the OFCYM contact will assure that the church is available for the date chosen for the Vicariate celebration of confirmation.
- Vicariate celebration site coordinator with the OFCYM contact will complete the Bishop’s information for the celebration and send to the Vicariate Office at least two weeks before the celebration with any other needed instructions.
- Vicariate celebration site will be responsible to provide:
  - Church
  - Altar servers (5 if possible)
  - Musician
  - Vestments and needed mass vessels.
  - Simple hospitality following the ceremony for pictures with Bishop.
  - Ushers who are familiar with the site and can assist.
- Vicariate celebration site will also need to coordinate the date and time of the rehearsal with the possibility of Reconciliation offered in the needed languages for candidates, sponsors and families. If possible provide confessors from the site parish and neighboring parishes who have candidates in the process.
- Vicariate celebration site coordinator/OFCYM will provide certificates for confirmation that need to be sealed at the location of the celebration. Nametags with the confirmation name need to be prepared by site coordinator.
- Vicariate celebration site coordinator will be responsible to see that the information for the candidates where the celebration occurred is recorded in celebration site parish sacramental register and notification is sent to baptismal parish. The OFCYM representative will assist in gathering the information from the catechetical sites that are attending this celebration.
ADOLESCENT PREPARATION
The Purpose of These Guidelines

These guidelines have been created to assist in the formation of adolescents preparing for Confirmation. The preparation for the reception of Confirmation informs the candidates regarding doctrines and traditions of the church and forms candidates spiritually in ways that will support a lasting relationship with Jesus Christ, the Church and to invite the candidates to follow in His Way as disciples.

Catechetical Topics to be covered during the Adolescent Formation Process

The catechetical areas and themes to be covered during the formation process are listed in this section with specific objectives that relate to adolescent formation. Ongoing formation in preparation for the sacrament of confirmation is recommended to be two years minimally.

Presentation of the Bible, Styles of Prayer, Images of God

a. Discover what prayer life is like for participants, why we pray and styles of prayer.
   b. Image of God.
   c. Presentation of the Bible – how to use, breaking open of the Word.
   d. God’s invitation to life

Outcomes:

Prayer
- Candidates will learn that prayer is the basis of a relationship with God.
- Candidates will experience prayer as the way we communicate with God.
- Candidates will be given an opportunity to experience different prayer forms including personal prayer, communal, liturgical, and devotional.
- Candidates will identify their own form of personal prayer and develop spiritual skills and habits.

Scripture and Tradition
- Candidates will develop a basic understanding of the Bible and develop skills on how to use the texts.
- Candidates will become familiar with Old and New Testament.
- Candidates will have a basic understanding of salvation history timeline.
- Candidates will learn the importance of Revelation through our tradition. (Dei Verbum 2:7,8)
- Candidates will explore the mission of the Church as stated in the Gospels.
- Candidates will relate scripture and tradition to their own life experiences.

Creed and Trinity

a. Statements of belief.
   b. Understanding of Trinity.
   c. Four marks of the church.

Outcomes:

Creed
- Candidates will learn that a creed is a statement of belief.
- Candidates will analyze our Creed as the faith story of not only the Church, but of each individual member:
  - Explore the relationship of the Trinity, with a particular focus on the person of the Holy Spirit.
  - Identify the mystery of the Incarnation.
  - Articulate the Paschal Mystery.
  - Describe the Church as “the Body of Christ.”
  - Explore Mary as a model of Christian discipleship and Mother of the Church.
  - Understand the meaning of the resurrection of the body, communion of Saints, and everlasting life.

**Sacraments**

- Initiation-Baptism, Confirmation, Eucharist
- Vocation-Matrimony and Holy Orders
- Healing-Anointing of the Sick and Reconciliation
- Grace-God’s gift freely given

**Outcomes:**

**Sacraments**

- Candidates will review the history and development of the seven sacraments.
- Candidates will understand the process, the purpose, and the importance of the sacraments of initiation.
- Candidates will experience the rituals/gestures, rites, and symbols of the sacraments with a specific concentration on the sacrament of confirmation.
- Candidates will explore the value of community relationship and personal relationship with Jesus Christ through the sacraments of reconciliation and the Eucharist.
- Candidates will deepen their understanding of the importance of Eucharist as “source and summit” of our faith. (CCC)
- Candidates will learn that the Bishop calls on the Holy Spirit to confirm, affirming their baptismal promises.
- Candidates will give an example of the healing power of the sacraments.

**Liturgical Year & the Mass**

- Eucharist-source and summit of our life
- Seasons of the Church year

**Outcomes:**

**Liturgical Year and the Mass**

- Candidates will be initiated into the Eucharistic life.
- Candidates will understand Eucharist as our most important prayer.
- Candidates will be able to differentiate and explain the parts of the Mass.
Candidates will identify the seasons of the Church year, know the significance of the liturgical colors, the cycle of scripture readings and identify major Church holy days.

**Morality, Commandments and Beatitudes**

- How to make moral decisions
- Review of the commandments
- Look at social teachings of the church

**Outcomes:**

**Morality and Social Teachings of the Church**

- Candidates will understand the Beatitudes and Ten Commandments as the basis to life as a follower of Jesus.
- Candidates will examine the Spiritual and Corporal Works of Mercy and principles of Catholic Social Teaching.
- Candidates will explore these teachings for living a life of discipleship.
- Candidates will comprehend the effects of original sin and the effects of personal and social sin in attempting to live morally.

**Reconciliation-Sacrament of Penance**

- What is sin
- Ways of experiencing healing and the power of God’s forgiveness

**Outcomes:**

- Candidates will be able to articulate the different kinds of sin.
- Candidates will understand the need for forgiveness and mercy in our lives.
- Candidates will experience this sacrament of healing.
- Candidates will articulate the steps of the ritual of confession.

**Confirmation and the Holy Spirit**

- Gifts of the Holy Spirit
- Understanding the ritual of confirmation
- Renewing our baptismal promises

**Outcomes:**

**Elements of the Sacrament of Confirmation**

- Candidates will learn about the Rite of Confirmation/Renewal of Baptismal promises:
  - Called by Name.
  - Presentation of Candidates.
  - Imposition of Hands.
  - Anointing with Oil.
  - Responses during the Confirmation anointing.
  - Acceptance of the Community.
- Candidates will understand Confirmation in the context of the Eucharistic Celebration.
- Candidates will explore the Gifts and Fruits of the Holy Spirit.

**Called and Sent to Mission**

a. Call to vocation, ministry and a Eucharistic life  
b. What it means to live a life of service  
c. How to be involved in the life of the church

**Outcomes:**

**Called and Sent to Mission**

- Candidates will articulate the scriptures related to call.  
- Candidates will examine their place in the mission of the Church.  
- Candidates will explore the elements and meaning of stewardship.  
- Candidates will commit to being people of service beyond confirmation.

**Essential Experiences for the Adolescent Candidates**

**During the Formation Process**

The following experiences are suggested as areas to be offered during adolescent confirmation preparation. Some parishes may implement all of the experiences; others may indicate participation in specific experiences. The experiences assist the candidate for confirmation to have a deeper relationship with Jesus Christ and the community of the Church.

**Sacrament Information Meeting**


**Ideas for Implementation:**

- Hold a meeting and invite teens, parents, and sponsors.  
- Have a packet of information that the teens, parents, and sponsors can take home.

**Mass Attendance**

- Encourage weekly, Sunday Mass attendance.  
- Encourage Mass attendance on Holy Days of Obligation.  
- Celebrate a Rite of Welcome/Enrollment at an appropriate time prior to the reception of the sacrament.

**Ideas for Implementation:**

- Box with paper at the back of Church that teens can write comments about Mass.  
- Encourage reflection of the readings or different parts of the Sunday Liturgies.

**Retreat**

- Encourage a confirmation retreat experience:  
  - That is age appropriate.  
  - That is culturally sensitive.
- That the content and length of the retreat meets the needs of the group.
  - A variety of experiences, including but not limited to small groups, large group, prayer, witness talks, and/or community building.
  - Retreat led by formed leaders.

**Ideas for Implementation:**

- *Retreat ideas: Building a Church, Friendship/Footprints, “Spirit Day”*

**Service**

- Service should not be limited to a number of hours
- Variety of service experiences including, but not limited to parish, community, and/or family.
- Encourage reflection on all service experiences.

**Ideas for Implementation:**

- *Invite people from agencies to come in and chat with and meet the teens.*
- *Identify the needs of the community and provide a list of local places to serve.*

**Interviews**

- Provide teens with an opportunity to speak about their desire to be confirmed before the reception of the sacrament.
- Dialogue with someone at the parish.

**Ideas for Implementation:**

- *Have teens voice their service experiences.*
- *Personal reflection on Christ in their lives.*

**Letters**

- Provide the teens an opportunity to share their desire to be confirmed, before the Sacrament as well as their questions and concerns.
- The Letter can be addressed to the pastor/bishop/faith community.
- Provide guidelines to the candidates on the letter they write or suggestions on what to include.

**Ideas for Implementation:**

- *For younger teens, it might be helpful to provide a paragraph by paragraph layout of a letter.*
- *Provide the teens with reflection questions to guide the writing of their letters.*
- *When addressing them to the parish community, this might be another way for the rest of the faith community to get involved. It might be a good idea to gather the letters in a*
binder and have them available after the Masses for the faith community to read and/or look at,

Reconciliation

- Encourage participation in the sacrament of reconciliation.
- Provide opportunities for them to receive the sacrament.
  and/or
  Inform them of existing opportunities to receive the Sacrament

Ideas for Implementation:
- Provide an opportunity at the retreat

Personal Witness

- Encourage and/or provide the teens with an opportunity to witness to younger kids about their confirmation preparation experience.
- Encourage lifelong faith sharing on “being a witness for Christ.”
- Provide opportunities for teens to hear a witness.

Ideas for Implementation:
- Provide an opportunity at the retreat.
- Invite the candidates to speak with other classes or perhaps write a witness to be put in the parish bulletin or website.

Confirmation Candidate/Sponsor “Togetherness”

- Provide opportunities where candidates and sponsors can share and live their faith

Ideas for Implementation:

Encourage doing service with a sponsor.

Mystagogy Opportunity

- Candidates will be encouraged to immerse themselves into the life and work of the faith community.
- Candidates will reflect on the experiences of confirmation and discern their personal response to the call of the Holy Spirit and the call to holiness.
- Candidates will explore Vocation as a call to holiness received at baptism.
- Candidates will be encouraged to participate in the life of the Church through comprehensive youth ministry programs that incorporate the Eight Components of Youth Ministry found in Renewing the Vision (USCCB).

Dress for the Sacrament of Confirmation
Many parishes opt to have a robe for the celebration of the sacrament. This eliminates the problem with appropriate dress. Appropriate dress would include something that you would wear to dress up.

**For the males**, that would include:
- Dress Pants with a belt
- Dress shoes with socks
- Dress shirt with collar, shirt tucked in
- Tie (optional)
- Jacket (optional)

**For the females**, that would include:
- Skirt and blouse
- Dress
- Nice Pants suit
- With dress shoes (no flip flops)

**No short skirts**

**Tops/Dresses Must Have Sleeves** – nothing strapless or spaghetti straps. If you have a sleeveless dress or blouse you must wear a sweater or jacket over it
- No plunging neck lines
- No bare backs
- No bare midriffs (please make sure your belly is covered!)

**For Both:**
- NO JEANS
- NO SNEAKERS
- NO SAGGING PANTS
- NO T-SHIRTS

**The Stole**

The practice of using the stole arose out of a desire to have a symbol of confirmation that the young person could create and keep after the ceremony. The stole is the symbol of the ministerial priesthood and by using the stole at confirmation, the distinction becomes blurred. Therefore, the stole should **not** be used.

**Confirmation Name**

The rite says nothing about taking a new name for Confirmation. The practice of taking a name symbolizes the candidate’s conversion. “*No longer shall your name be Abram, but your name shall be Abraham, for I have made you the ancestor of a multitude of nations.*” *Genesis 17:5*

Candidates are encouraged to take their baptismal name to show the unity of the sacraments of initiation and affirm one’s baptismal promises. If a name is chosen, the candidates should be encouraged to choose a saint or holy person’s name. The candidates are encouraged to research
information about the life of the person they choose so that they can learn more about what it means to be a faithful disciple.

**Parent and Guardian Sacramental Preparation Meeting Guidelines**

Since the Catholic Church has named the family the “domestic church” (Dogmatic Constitution on the Church #11), or first church of the home, it is appropriate for the parish to greet families as partners in faith in a way that makes them feel welcome and gives them a sense of being collaborators in the important endeavor of preparing their children for reception of a sacrament.

Parents, guardians and, in the case of the sacrament of Confirmation, sponsors are called to be intimately involved in the catechesis of their children for the reception of each sacrament (NCD #119, #122, #126, NDC 48 E, and Canon 774 #2). Involvement in sacramental preparations is an opportunity for parents, guardians, other family members and sponsors to renew and enhance their own faith. Accordingly, sacramental preparation should be based on adult learning styles. Adults learn best when they are allowed to incorporate their own life experiences into the educational process and when they can share and learn from other adults whose experience gives additional insights.

Family members need to be reintroduced to the many aspects of the sacrament which their children are going to receive. The theology of every sacrament should always be presented within the concept of the Paschal Mystery, that is, the sharing in the new life of Christ through the outpouring of the Holy Spirit (CCC 1076). All sacraments are actions of the Holy Spirit at work in this body, the church (CCC 1116).

Sacramental theology also includes the concept of a response to an invitation of the Lord to become a member of the body of Christ (NCD#123 & NDC 35 B). The invitation calls the recipient to ask for and receive forgiveness, to eat and drink the Body and Blood of Christ, to welcome the Holy Spirit’s descent upon him or her.

The General Directory for Catechesis reminds us that we are called to bring the power of the Gospel to the heart of cultures (GDC #109). The Directory says that the Catechist is the efficient instrument of this task because he/she, having a profound religious sense, also possesses a living social conscience and is well rooted in the cultural environment (GDC #110). These two directives call catechetical leaders to be conscious of, and respond to, the diversity found among parish families.

Following the lead of the Catholic bishops of the United States, catechetical leaders need to enable each and every family, no matter what it’s circumstances, to recognize that it is the “domestic church”, for in the words of the bishops, “a family is holy not because it’s perfect, but because God’s grace is at work in it.” (*Follow the Way of Love, p.11*)

An attitude of respect for and partnership with families is essential for successful preparation for the reception of sacraments. Listening to families, honoring their role as first catechists of their children, arranging multiple gatherings to meet their circumstances, welcoming them, praying with them, providing both child and adult learning opportunities and supportive resources - all these contribute to a partnership which can lead not only to a successful sacramental preparation process but to the formation of a strong, vital faith community.
Important Information

This packet contains outlines for parent and guardian meetings in preparation for the sacrament of confirmation. These outlines are basic templates, which can be adapted and enhanced by the catechetical leader to fit his or her faith community.

Suggestions are made for additional gatherings and activities because this significant moment of the reception of a sacrament is a time for ongoing evangelization of both the child and the family. One meeting is never sufficient.

Inclusive Process

It follows then that the scenario for a sacramental preparation program must be tailored to the local community, its culture and its particular experiences and needs. It is the role of the catechetical leader to become knowledgeable regarding the experiences and needs of his/her particular parish community, i.e., the need to include extended families in the African-American community the deep devotion of the Mexican-American community to Our Lady of Guadalupe and the deep devotion of the Polish community to Christ in the Blessed Sacrament.

No matter what the circumstances, sacramental preparation is an ongoing process which draws those involved into a deeper understanding of their own faith and relationship with the Lord.

The catechetical leader can begin developing a program in any of the following ways:

- Solicit information regarding appropriate times for parent/guardian sacramental gatherings.
- Schedule gatherings, as far as possible, to accommodate the majority of respondents.
- Provide alternative opportunities, if necessary, to accommodate those who cannot attend the chosen dates.
- Survey needs and experiences through a reflection sheet.
- Provide reflection sheets for sponsors who are not local residents.
- Provide translations of written materials, if appropriate.
- Address issues surfaced in the reflection sheets.

These initial outreach efforts indicate awareness and respect for the diversity of people, faith experiences and family life schedules in a parish community.
General Directions for All Sacramental Preparation Gatherings

Once the parents, guardians, and in some instances, sponsors have been surveyed and invited to join in sacramental preparation, it is the role of the catechetical leader to facilitate a positive and worthwhile experience. The following checklist will help facilitate that effort:

- if providing childcare, refer to archdiocesan guidelines
- welcoming and prayerful environment
- registration
- warm welcome from catechetical leader
- appropriate introductions
- opportunity for participants to meet those in close proximity
- prayer service using scripture appropriate to the relevant sacrament
- affirmation of participants ability to live their faith and share it
- theology of the sacrament
- faith enrichment opportunity using adult learning styles
- networking opportunities
- information regarding procedures for reception of the sacrament
- follow-up opportunities for faith enrichment

Alternative Gathering Opportunities

Some parishes and some families are interested in alternative ways of preparing for reception of the sacrament. The outlines found in this packet are geared for Adult Only gatherings. However, suggestions in these outlines can be adapted to alternative opportunities such as:

- **Children and Adult Gatherings** - activities can include basic education regarding the sacrament, directions regarding actual reception of the sacrament and simple projects appropriate to the sacrament, i.e., making a family liturgical banner or a cross from popsicle sticks, writing a family prayer, designing and filling a sacramental memory box, doing a family service project or preparing a prayer service.
- **Mixture of Adult Only with Children and Adult Gatherings** - a combination of adult level education at one meeting with adult and children appropriate education and activities at another meeting.
- **Intergenerational Gatherings** - relatives of various generations are invited to take part in gatherings that incorporate education and activities for various ages as identified under Children and Adult Gatherings above.
- **Sacramental Preparation in the Home** - in unusual circumstances, sacramental preparation takes place in the home with the support and direction of the catechetical leader and the pastor. When possible, the child and the parents or guardians join the rest of the faith community preparing for the reception of a sacrament.
Confirmation Gathering Outline

I. Survey and Invite Parents and Guardians

Send the reflection sheet for Confirmation (Appendix C) to parents, guardians and sponsors and ask them to return it one week before the first Confirmation preparation meeting.

Address issues and design experiences that relate to the responses and which might aid in faith development. A letter and survey which asks families to indicate scheduling preferences should be sent and gatherings arranged, in so far as possible, according to the results. (See Appendix D)

II. Welcome

Family members are greeted and welcomed as partners in faith formation. Arrangements include:

- Greeters
- Sign-in sheets
- Name tags
- Refreshments
- Resource Table (See Appendix E)

III. Introductions

A parish catechetical leader begins the sacramental preparation meeting with a warm welcome. Any catechetical leaders or catechists in attendance are introduced. Parents, guardians and sponsors are given the opportunity to meet other participants within close proximity.

IV. Prayer

Table - cloth - candle - bible – crucifix – plant – symbol (dove)

Opening:

We gather today as one in the same Spirit as we help to prepare our children for the sacrament of Confirmation. Knowing that we will have support in this serious responsibility from the Lord our God, we begin our prayer, "In the name of the Father, and of the Son and of the Holy Spirit."

Choose one Scripture reading:

- Psalm 45:8 (God has anointed us)
- Isaiah 11:2-3 (Gifts of the Holy Spirit)
- John 11:17-27 (Martha and belief)
- John 2:1-4 (Pentecost)
- Luke 4:16-22 (Jesus speaks of his own anointing)
Reflection:

On a number of occasions during his ministry, Christ promised the outpouring of the Spirit and he fulfilled that promise on the first Easter Sunday and then again on Pentecost. Aware that the grace of this sacrament unites us more perfectly to the Church and gives us the special strength of the Holy Spirit, we pray with confidence for the needs of the all. (Pause)

Response: Hear us, O Lord

Intercessions:

For leaders throughout the world and the church, that they may find strength in the Holy Spirit...

For the members of our local community, that they may be advocates of peace and justice...

For the members of this faith community, both living and dead, that they may join in spiritual support of our confirmation candidates...

For our confirmation candidates and the members of their families, both immediate and extended, that this preparation period may be one of growth in faith...

Please add your own intentions...

We ask all this through Jesus Christ, our Savior and Redeemer.

Amen.

V. Presentation of the Goals of the Gathering

- To affirm parents, guardians and sponsors in their basic holiness and their ability to share their faith with others.
- To provide education regarding the sacrament of confirmation.
- To allow parents, guardians and sponsors to reflect on their own experience of confirmation or some memorable experience relating to personal strengthening or enlightenment and to share experiences with others.

VI. Reflection and Dialogue among Participants

1. Personal reflection
2. Dialogue with one person or in small group
   (Repeat of Reflection Sheet Questions - Appendix C)

- Recall and describe your experience of the reception of confirmation. If you have not received the sacrament reflect on a memorable experience of personal strengthening or enlightenment.
- Recall and describe the most positive influence of your reception of the Sacrament or of your experience of strengthening or enlightenment.
- What positive influence of this sacrament do you most desire for your child?
VII. Presentation: Confirmation

- Define a sacrament as:
  1. Instituted by Jesus Christ.
  2. Rooted in Holy Scripture.
  3. Uniting the Church in community.
  4. A visible sign of invisible grace.
  5. A way in which we come into direct contact with God through the ministry of his Church.
  6. A sign which makes an invisible reality become visible through the action of the Holy Spirit.
  7. A sign and/or symbol rooted in God's covenant with Noah, Moses and David, and in the new covenant through Jesus.

- Focus on Confirmation
  Explain that the sacrament of confirmation, together with Baptism and the Eucharist, constitute the sacraments of Christian initiation and that reception of the sacrament brings completion of the Sacrament of Baptism. Include these points:

  1. It roots us more deeply in our role as children of God.
  2. It unites us more firmly to Christ.
  3. It increases the gifts of the Holy Spirit in us.
  4. It binds us more closely to the Church.
  5. It gives us a special strength of the Holy Spirit to be true witnesses of Christ in word and action.
  6. It imprints an indelible spiritual mark.

Steps involved in the reception of confirmation:

  1. Candidate for confirmation must have been baptized.
  2. A desire to receive the sacrament.
  3. A state of grace.
  4. A spiritual guide or sponsor.
  5. A willingness to assume the role of witness and disciple of Christ.
  6. A minister, ordinarily the bishop.
  7. Renewal of Baptism Promises
  8. Laying on of the minister's hand.
  9. Anointing of the forehead with chrism.
  10. Saying of the words by Bishop: "Be sealed with the Gift of the Holy Spirit."
VIII. Reflection and Dialogue Among Participants

Questions for participants:

- What new perceptions of the sacrament of confirmation did I receive from this gathering?
- What insights have I gained for myself as a result of this experience?
- What can I do to help my child/confirmand focus on the spiritual aspects of this confirmation experience?

IX. Further Information included on handout or posted on parish website

- Procedure for the reception of the sacrament
- Responsibilities of parents, guardians and sponsors
- Rehearsal - Dress - Times - Seating

X. Questions and Answers Regarding any Aspect of the Sacrament

XI. Choose one Closing Song: (refer to topical index of your parish hymnal and choose a song familiar to your assembly, or choose one that will be used at confirmation.)

- “We Are One in the Spirit”
- “Whom Shall I Send?”
- “Veni Sancte Spiritus”
- “Rain Down”

XII. Mystagogia

Mystagogia is the deepening of our understanding of the mysteries of our faith. Ongoing formation begins following the Sacrament of Baptism. Confirmation provides another opportunity to continue that formation.

- Gathering young people and families on the experience of celebrating the sacrament
- Service projects are an integral part of preparation for the sacrament of confirmation and could be continued as a family project after the reception of the sacrament.
- Mailings - family prayers, art projects, current moral issue articles, parenting tips.
- Other Gatherings - pot luck supper, sacrament anniversary party, religious movie.
Appendix C

Sample Parent, Guardian and Sponsor Reflection Sheet

1. Recall and describe your experience of the reception of confirmation. If you have not received the sacrament, describe a memorable experience of personal strengthening or enlightenment.

2. Recall and describe the most positive influence of your reception of the sacrament or of your personal experience.

3. What positive result of this sacrament do you most wish for your young person?
Appendix D

Sample Survey Letter

Dear Parents/Guardians,

We are approaching the time of your child's reception of the sacrament of ___________. Experience and research indicate that a child's interest in and commitment to faith is as strong as that of his/her parents or guardians. Therefore, we are asking you to support your child's preparation for the sacrament of ____________ by attending gatherings to discuss the reception of the sacrament here at ____________.

We want to accommodate the scheduling needs of families and so we wish to receive your input regarding the most appropriate times for these sacramental preparation gatherings.

Based on the responses we receive to the survey below, we will set two separate times for each gathering. This will give you alternatives and, we hope, will help to facilitate your attendance.

Please return this survey to ____________ by ____________. We will inform you of sacramental preparation gathering dates as soon as the surveys are tabulated.

Thank you.

Sincerely,

--------------------------------------------------------------------------------------------------------

Sacramental Preparation Survey

Please check two days and times that would be most convenient for you.

__Sunday  __Daytime  __Evening  
__Monday  __Daytime  __Evening  
__Tuesday  __Daytime  __Evening  
__Wednesday  __Daytime  __Evening  
__Thursday  __Daytime  __Evening  
__Friday  __Daytime  __Evening  
__Saturday  __Daytime  __Evening  

Please return by ____________, ____________ to

_________ (Catechetical Leader)
Appendix E

Resources

Provision of appropriate catechetical resources for home use is an essential component of the sacramental preparation process. Families need to continue to reinforce faith development inside their own homes. Use of the pages for families in most published programs is a good start. Additional access to informative, understandable publications and videos which touch on everything from the lives of the saints to a Catholic perspective on current moral issues and an explanation of the theology of particular sacraments are available for a reasonable price. A small resource center in the parish with appropriate materials can do much to enhance the sacramental preparation process, encourage faith experience and conversation in the home and assist in much needed adult education.

Adequate resources can also assist in providing alternative learning experiences for the family whose unusual circumstances do not allow participation in the regular parish process. Materials used and recommended in the parish catechetical program can also be used in the home with support and direction from the parish catechetical leader.

Please refer to the Archdiocese of Chicago Office for Catechesis and Youth Ministry website: www.catechesis-chicago.org
Catechism of the Catholic Church

I. Confirmation in the Economy of Salvation (#1286-1292)
   a. Two traditions: East and West

   II. The signs and the rite of the confirmation (#1293-1301)
       a. The celebration of Confirmation

   III. The effects of confirmation (#1302-1305)

   IV. Who can receive this sacrament? (#1306-1311)

   V. The minister of confirmation (#1312-1314)

USCCB: Pages: 201-211 Chapter 16 Confirmation: Consecrated for Mission

A. The Sacrament of the Holy Spirit
B. The Liturgy of Confirmation
C. The Mission and Witness of the Confirmed

Six Dimensions of Adult Faith Formation
(cf. OHWB, nos. 88-96)

A) Knowledge of the Faith
   a. See the Catechism, nos. 26-1065
   b. General Directory for Catechesis, nos. 84-85, 87

B) Liturgical Life
   a. See the Catechism, nos. 1066-1690;
   b. General Directory for Catechesis, nos. 84-85, 87

C) Moral Formation
   a. See the Catechism, nos. 1691-2557
   b. General Directory for Catechesis, nos. 84-85, 87

D) Prayer
   a. See the Catechism, nos. 2558-2865
   b. General Directory for Catechesis, nos. 84-85, 87

E) Communal Life
   a. See the Catechism, nos. 811-870
   b. General Directory for Catechesis, nos. 84, 86, 87

F) Missionary Spirit
   a. See the General Directory for Catechesis, nos. 84, 86, 87

Adult Faith Formation
The Goals of Adult Catechesis

1) To acquire an attitude of conversion to the Lord. (Adult Catechesis in the Christian Community: ACCC, no. 36)

2) Make “a conscious and firm decision to live the gift and choice of faith through membership in the Christian Community” (ACCC. No. 37)

3) To become “more willing and able to be Christian disciple in the world” (ACCC. No. 38)

Tasks of Adult Catechesis:

a) To promote the formation and development of life in the Risen Christ through the sacraments, the prayer life of the Church, works of charity and justice, and spiritual direction.

b) To promote evangelization as the means of bringing the Good News to all states of humanity (cf. Evangelii Nuntiandi. No. 18)

c) To educate toward the development of an informed moral conscience.

d) To clarify religious and moral questions.

e) To clarify the relationship between the Church and the world, especially in the light of the Church’s social doctrine.

f) To develop the rational foundations of the faith and demonstrate the compatibility of faith and reason.

g) “To encourage adults to assume (their baptismal) responsibility for the Church’s mission and to be able to give Christian witness in society.” (GDC, no. 175)

h) To develop creative ways through which to interest adults in and encourage them to take advantage of the various programs of enrichment and spiritual development being offered.

Renewing the Vision – 8 Components of Youth Ministry (Summary from OFCYM)
1) Advocacy
Interpreting needs of youth and families by; 1) acting for change, 2) giving youth a voice, and 3) helping youth to address social problems on their terms.

2) Catechesis
Sponsoring youth toward maturity in our Catholic Christian faith. Fostering in youth a communal and personal faith identity.

3) Pastoral Care
This component includes the following elements; 1) guidance and promoting positive youth and family development, 2) caring in crisis, 3) providing guidance in life and moral choices and 4) overcoming temptation to sin.

4) Community Life
Creating an environment that nurtures relationships by helping youth feel valued, providing opportunities for social contribution with meaningful participation.

5) Justice, Peace and Service
Guiding youth in developing social consciousness grounded in Jesus, the scriptures and Catholic social teaching, while empowering them to work for justice and service to those in need.

6) Evangelization
Proclaiming the Good News and inviting youth into a relationship with Christ and His Church community while giving ongoing witness to all.

7) Prayer/Worship
Assisting youth in deepening their relationship with Jesus, providing a variety of prayer and worship experiences and involving youth in the sacramental life of the Church.

8) Leadership Development
Recruiting, training and supporting youth and adult leaders while preparing youth for leadership and ministry.
APPENDIX

Archdiocese of Chicago Policy Books – Pertinent Policies

Chart for Validity of Baptism

Sample Intake Forms for Adult Confirmation

Guidelines from ODW Rite of Confirmation within Mass

Pastoral Questions

Documents Cited in Guidelines

Acknowledgements
ARCHDIOCESE OF CHICAGO POLICY BOOKS

These books can be found on the website [www.archchicago.org](http://www.archchicago.org).

Go to the tab for Policies and Procedures, the fourth volume: “The Sanctifying Office of the Church (Sacramental and Liturgical Life)” details how to keep the records for Confirmation as well as other sacraments.

§900 SACRAMENTAL RECORDS

Introduction

The parishes of the Archdiocese are relatively new when considered within the total history of the Church. Yet there are many signs that as a church community we are "coming of age," not just because of the passing of time, but also because of a more mature sense of our identity. It is an identity which is not completely of our own making, but rather one that has been shaped in history. More and more we realize that we are a community of people with a past as well as a present and a future.

Some of the most important sources for understanding this historical identity are parochial sacramental registers of Baptism, Confirmation, Marriage, Death and First Communion. These books are an invaluable record of the people who made up a parish, and collectively the Archdiocese, at a given time. They are of vital interest not only to the Church, but also to countless individuals and even whole communities. Their value is acknowledged in both civil and Canon Law.

The following policy and attendant procedures are based partly on the provisions of Canon Law and Archdiocesan policies, and partly on questions that have been addressed nationally and locally concerning the creation, preservation and use of sacramental records. This policy is meant to provide some practical norms for parish use and is not intended as a complete statement of all the issues raised in Canon Law, civil law and archival practice.

(May 25, 1993)

§902 CREATION OF SACRAMENTAL REGISTERS AND THEIR ANNOTATION

§902.1. Registers In General

Required Registers

902.1.1 Policy Each parish shall keep the following sacramental registers: Baptismal, First Communion, Confirmation, Marriage and Death. (C. 535/1, 895) Each sacramental register shall include the name of the parish, the comprehensive dates for the register and shall be indexed. Although computer storage may supplement the registers for reference or statistical purposes, it is not an acceptable replacement for the books themselves.

§902.3. Confirmation Registers

902.3.1 Policy The names of the confirmed, the parents, the sponsors, the minister; the place and date of the conferral of confirmation; and the place and date of baptism are to be noted in the confirmation register of the parish. A notice must also be sent to the church of baptism indicating the name of the recipient; date and place of confirmation; and the name of conferring bishop/dean/pastor so that a notation may be made in the baptismal register. (C. 895)
VALIDITY OF BAPTISM

Often when working with adults needing the sacrament of confirmation, one encounters different churches on the Baptismal record. The following are some Christian churches which the Roman Catholic Church considers to have VALID BAPTISM. If you are ever in doubt, call the Office for Divine Worship or the Office for Ecumenical and Interreligious Affairs.

- All Eastern Orthodox
- Adventist
- African Methodist Episcopal
- Amish
- Anglican
- Assembly of God
- Baptist
- Church of the Brethren
- Church of God
- Congregational Church
- Disciples of Christ
- Episcopalian
- Evangelical Churches
- Liberal Catholic Church
- Lutheran
- Methodist
- Church of the Nazarene
- Old Catholic Church
- Old Roman Catholic Church
- Polish National Church
- Presbyterian
- Reformed Church
- United Church of Christ
ADULT CANDIDATES FOR CONFIRMATION

Attach Copy of Baptismal certificate to this form

Full Name  ___________________________________________
Street Address  _______________________________________
City, ZIP  ___________________________________________

Phone  _______________________________________________
E-Mail  _______________________________________________

Your Current Parish  _________________________________
Address  ___________________________________________

Date of Baptism  _________________________________
Church of Baptism  _______________________________
Mother’s Maiden Name  ______________________________
Father’s Name  _______________________________________
City & State (or country) of Baptism  __________________

Confirmation Name  __________________________________

Name of Confirmation Sponsor  ___________________________
Site of Confirmation Preparation  ______________________

Catechist Name:  _________________________________
Catechist Phone #:E-Mail  _______________________________
Signature of Candidate  ____________________________Date  __________________
ORDER OF SERVICE FOR CONFIRMATION LITURGY

Confirmation Date: ___________________________ Time: ___________________________
Parish: ____________________________________
Address, City: __________________________________
Pastor: _____________________________________ Phone: _________________________
Liturgy Coord./Contact Person: ________________ Phone: _________________________

#Total Candidates: _____  #Adult: _____  #High School _____  #Grade School _____  What Grade? ______
#Priest Concelebrants: ____  #Deacons who will assist at the Mass: ______

Please indicate any parts of the liturgy which will be spoken in a language other than English. Please specify the language.

INTRODUCTORY RITES
Act of Penitence: Form A ___  B ___  C ___  OR  Sprinkling Rite - (Not during Lent) ______
Glory to God:  Sung? ___ Yes ____ No  (N.B.: the Glory to God is used even during Advent or Lent)

LITURGY OF THE WORD
First Reading: _____________________________________ Lectionary # __________

Responsorial Psalm: _______________________________ Sung? ___ Yes ___ No

Second Reading: ___________________________________ Lectionary # __________

Gospel Acclamation: Sung ____ Omitted ____
Gospel: ___________________________________________ Lectionary # __________

Presentation of Candidates by Pastor: Globally ____ Individually ____

Homily: The Bishop is the homilist for Confirmation

Renewal of Baptismal Promises:

Laying on of Hands: The Bishop will extend his hands over the Candidates

Anointing (The Candidates will approach the Bishop at the Sanctuary. PLEASE NOTE: The candidate’s response is now to conform to the responses of the Third Edition of the Roman Missal):

____ There are _____ number of Candidates who will REAFFIRM their promises and receive a blessing.

Universal Prayer:  ____ We will provide the introductory and concluding prayer text
  ____ The Bishop will provide the introductory and concluding prayer text
LITURGY OF THE EUCHARIST

Preparation of Gifts: Will a collection be taken up? ___ Yes ___ No ___ Before presentation of Gifts ___ After presentation of Gifts

The Bishop should accept the gifts: ___ at the foot of the sanctuary ___ at the altar

Holy, Holy: _________________________ Sung? ___ Yes ___ No

Memorial Acclamation: _________________________ Sung? ___ Yes ___ No

Amen: _________________________ Sung? ___ Yes ___ No

The Lord’s Prayer: Sung? ___ Yes ___ No

Sign of Peace:

Lamb of God: _________________________ Sung? ___ Yes ___ No

Communion distributed under both Species? ___ Yes ___ No

Announcements: ___ Yes ___ No
(To be made after the Post-Communion Prayer and before the Final Blessing and Dismissal)

Recessional: The Bishop and accompanying ministers will lead the procession out of church and the newly Confirmed will follow them.

Will there be Lunch or Dinner Plans before or after Mass for Bishop and MC? ___ Yes ___ No

If so: Refreshments – Time __________ Dinner – Time __________ Place ________________________________

Will there be a Candidates’ Reception after Mass? ___ Yes ___ No Place ________________________________

A reserved parking space for the Bishop would be greatly appreciated.

Please return this from:  «Title» «First_Name» «Last_Name»
«Address_1»
«Address_2»
«City_State_Zip»
Phone - «Phone»
Fax - «Fax»

If you are preparing a booklet or worship aid for the Confirmation, please send two copies (one for the Bishop and one for his Master of Ceremonies) as soon as it is completed.
Pastoral Questions

If a young person was confirmed at birth during the baptism may he/she be confirmed again?

No. Confirmation may not be repeated. The young person can be encouraged to participate in the preparation and celebration. At the time of confirmation, they would be greeted and blessed by the bishop, not anointed.

Why is Confirmation celebrated in parishes rather than in Catholic Schools?

The parish is the community of faith that will support the members’ faith life. School ends, but parish life into which the candidate is initiated keeps going on and ideally continues to offer support through life: weddings, births, baptisms, and funerals. Even if people move away, the parish still is part of their lives.

Are people who are mentally challenged able to be confirmed?

Yes, catechesis should be simple, basic and in accord with the person’s abilities. Please see the USCCB Guidelines for Celebration of the Sacraments with People with Disabilities.
Glossary of Acronyms

ACCC  Adult Catechesis in the Christian Community
CT    Catechesi Tradendae
CCC   Catechism of the Catholic Church
CAFF  Coordinator of Adult Faith Formation
CRE   Coordinator of Religious Education
CYM   Coordinator of Youth Ministry
DRE   Director of Religious Education
GDC   General Directory for Catechesis
NDC   National Directory for Catechesis
OFCYM Office for Catechesis and Youth Ministry
OHWB  Our Hearts Were Burning Within Us
RCIA  Rite of Christian Initiation of Adults
RNV   Renewing the Vision
USCCB United States Conference of Catholic Bishops
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