

FIRST RECONCILIATION & FIRST HOLY COMMUNION ADMINISTRATIVE RESPONSIBILITIES

Requesting a Date

Rehearsal and Mass dates are selected during a meeting with your pastor.

Baptism Certificates

Baptism needs to be verified. If the child was not baptized at the parish where First Communion will take place, ask the parents to provide a copy of the baptism certificate.

If, upon verification, you determine the child was not baptized Catholic, then a Profession of Faith by the child needs to take place. Consult your pastor, then contact the parents.

Office Data

You are to create a register containing the following information: full name of child; parent's full names; date and location of birth; date and location of baptism; date of First Communion.

This document is given to the Parish Secretary for recording into the parish's Sacramental Registry. Retain a copy for your files.

Worship Aid

Your parish may elect to implement a worship aid for the First Communion Mass. Consult your pastor as to its contents.

Celebration of First Reconciliation

Generally, form 2 is used, which is a communal service with individual confession and absolution. Form 1 – individual without the communal service – may be used.

Advent and Lent are good times for the celebration of Reconciliation.

Each parish has its own customs. Some invite other priests to serve as confessors, and some invite parents and older siblings to receive the Sacrament at the same service. Some provide various stations throughout the church for confessions, some only use the confessional rooms.

Rehearsal and Celebration of First Holy Communion

The Diocese of Rockford does not require any particular format, except that the usual standards of good liturgy should prevail. See the *Directory for Masses with Children* for guidance.

Each parish has its own customs regarding seating, dress, music, etc. The Pastor has the final authority in these matters.

First Holy Communion can be celebrated during Lent with approval from the Bishop; during the Easter season is the norm for the Diocese of Rockford.

There is no Diocesan dress code. Your parish may put forth “traditional dress” suggestions under the parish’s name.

Notification to Churches of Baptism

Upon completion of the sacrament, you are to notify the churches of Baptism. A typical notification contains the following:

This is to inform you that _____, who was baptized at your parish on _____, received the Sacrament of First Holy Communion from _____ Catholic Church in _____ IL on (date) according to the Rite of the Roman Catholic Church.

(signed by Father or yourself)