

## **SACRAMENT OF CONFIRMATION ADMINISTRATIVE RESPONSIBILITIES**

### **Requesting a Date**

At the beginning of July, Deacon Tom McKenna, secretary to the Bishop, will send an email to all pastors. This email contains a form to be completed requesting a timeframe for the conferral of the sacrament of Confirmation.

During the months of August and September, Deacon McKenna notifies the pastors of the date they have been assigned.

### **Request by Parent to Change the Date**

There are times when a conflict arises between a family's schedule and the Confirmation date assigned for your parish. When such a conflict occurs, the following steps are to be taken:

1. The DRE/CRE contacts Deacon Tom McKenna or Tammy White in the Bishop's office at 815/399-4300 to locate other Confirmation celebrations in the area.
2. The family selects a possible date for Confirmation. The date is shared with their pastor. If Father agrees, he contacts the selected parish pastor to ask if the Confirmand can be confirmed there.
3. The pastor from the family's home parish writes a letter to the pastor at the selected parish confirming the Confirmand's readiness to celebrate the sacrament, completion of all diocesan requirements, and giving permission for the Confirmand to be confirmed at the other parish.
4. Once the teen has been confirmed, the DRE/CRE from the confirming parish sends the information to the Confirmand's home parish to be recorded in the parish sacramental registry, and then sends proper notification to the church of baptism.

### **Catholic Schools and Confirmation Dates**

It is possible a teen preparing for Confirmation will desire to celebrate the sacrament at the parish connected with his/her school rather than his/her home parish. The parents of the Confirmand can send a letter to their home parish pastor requesting the change in location for their child's Confirmation. If the pastor agrees, he will ask the pastor of the church of Confirmation to have the child confirmed. The question of readiness for the sacrament will be addressed by the two pastors.

### **Baptism Certificates**

Reception of First Holy Communion needs to be verified. If the teen celebrated this sacrament at your parish, you have the baptism data in your sacramental registry.

If the teen did not celebrate First Communion at your parish: The parent is to contact the church of baptism and request a new baptism certificate listing this information. The new baptism certificate is to be dated within 6 months of the Confirmation date, and contain the pastor's signature and the notarized seal of the church.

### **Office Data**

You are to create a register containing the following information: full name of Candidate; parent's full names; date and location of birth; date and location of baptism; Confirmation name; name of sponsor/proxy; date of Confirmation; name of minister who performed the Confirmation.

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

### **Saint Cards**

4x6 white index cards with large, black, printed letters. Saint's name is to be in center of the card, with Candidate's name written in lower right corner in a smaller font.

### **Worship Aid**

Your parish may elect to implement a worship aid for the Mass and Ceremony. Consult your RDRE or pastor as to its contents. The completed worship aid needs to be submitted to Deacon McKenna for approval at least 3 weeks before the liturgical celebration; it cannot be used unless it has been approved.

### **Rehearsal and Mass**

The Divine Worship Office contains a link for Confirmation. Items needed for rehearsal and Mass can be found there.

Consult the *Ceremonial of the Bishop* for information relating to reverence, lector selection, altar servers, etc. Your pastor has a copy of the *Ceremonial*.

There is not a Diocesan dress code. All guidelines pertaining to reverence and modesty through clothing selection comes from the pastor.

### **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 Confirmation from Most Rev. David J. Malloy, Bishop of the Diocese of Rockford, at \_\_\_\_\_ Catholic Church in \_\_\_\_\_ IL on (date) according to the Rite of the Roman Catholic Church.

(signed by Father or yourself)