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|  | **Liturgy Planning Sheet for the** | |
| **Sacrament of Confirmation** | |
| in the Diocese of Portsmouth | mage result for holy spirit |
| 2019 |

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| **Please complete and return this form to:**  **Deacon Craig Aburn, Executive Assistant to the Bishop**  **by e-mail to:** [**executiveassistant@portsmouthdiocese.org.uk**](mailto:executiveassistant@portsmouthdiocese.org.uk)  **or by post to: Bishop’s House, Bishop Crispian Way, Portsmouth PO1 3HG** | | | | | | | | | | | | | | | | |
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| Notes:   * This form is designed to help plan for a Confirmation Mass and then to communicate those arrangements to the Master of Ceremonies. * Please do not send this form to Deacon Craig Aburn until the date of the celebration has been confirmed by Kirsten McGuire, Bishop’s PA. * Please return this form at least SIX weeks before date of the celebration, preferably with a copy of the draft Order of Service. The latter must be received **no later** than FOUR weeks before the Mass. | **CONTACT INFORMATION** | | | | | | | | | | | | | | | |
| **Pastoral Area:** | | | | | | | |  | | | | | | | |
| **Co-ordinating Pastor:** | | | | | | | |  | | | | | | | |
| **Telephone:** | | | | | | | |  | | | | | | | |
| **e-mail:** | | | | | | | |  | | | | | | | |
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| **Liturgy Coordinator:** | | | | | | | |  | | | | | | | |
| **Telephone:** | | | | | | | |  | | | | | | | |
| **e-mail:** | | | | | | | |  | | | | | | | |
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| **BACKGROUND INFORMATION** | | | | | | | | | | | | | | | |
| **Event:** | | | | | | | | **Confirmation Mass** | | | | | | | |
| **Venue:** | | | | | | | | **St John’s Cathedral** | | | | | | | |
| **Date:** | | | | | | | |  | | | | | | | |
| **Time:** | | | | | | | |  | | | | | | | |
| **Any information that would be helpful to the Bishop or MC**  *(e.g. Disabled candidates)* | | | | | | | |  | | | | | | | |
| **PERSONNEL** | | | | | | | | | | | | | | | | |
| **Number of Deacons assisting:** |  | | | | | | | | | | | | | | | |
| **Names of Deacons:** |  | | | | | | | | | | | | | | | |
| **Number of**  **concelebrating Priests:** |  | | | | **Number of Altar servers** | | | | | | | | |  | | |
| **Number of Extraordinary Ministers of Holy Communion available (if needed)** | | | | | | | | | | | | | |  | | |
| **Size of Choir:** |  | | | | **Musicians** | | | | | | | | |  | | |
| **Names of Lectors for** |  | | | | **Organist** | | | | | | | | |  | | |
| **First Reading:** |  | | | | | | | | | | | | | | | |
| **Second Reading:** |  | | | | | | | | | | | | | | | |
| **Psalmist / Cantor:** |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **MASS SETTING** | | | | | | | | | | | | | | | | |
| **Penitential Rite** | ***The Blessing and sprinkling of water and salt is prescribed for all Confirmation Masses*** | | | | | | | | | | | | | | | |
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| **Mass setting:** |  | | | | | | | | | | | | | | | |
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| **Parts to be sung:**  *(please tick)* | **Gloria** | | |  | | |  | | | **Alleluia** |  |  | **Creed** | | |  |
| **Sanctus** | | |  | | |  | | | **Our Father** |  |  | **Agnus Dei** | | |  |
|  | | | | | | | | | | | | | | | | |
| **LITURGY OF THE WORD** | | | | | | | | | | | | | | | | |
| ***The following readings are prescribed for the Confirmation Mass and may not be changed:*** | | | | | | | | | | | | | | | | |
| **First Reading:** | **Acts 2:1-11** | | | | | | | | | | | | | | | |
| **Psalm:** | **103: 1,24,29-31,34 R/. cf v.30** | | | | | | | | | | | | | | | |
| **Response:** | **Send forth your Spirit, O Lord, and renew the face of the earth.** | | | | | | | | | | | | | | | |
| **Second Reading:** | **1 Corinthians 12: 3-7,12-13** | | | | | | | | | | | | | | | |
| **Gospel Acclamation (sung):** | **Alleluia! Alleluia! Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of Your love, Alleluia!** | | | | | | | | | | | | | | | |
| **Gospel:** | **John 20:19-23** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **LITURGY OF THE EUCHARIST** | | | | | | | | | | | | | | | | |
| **Prayer over the Gifts:** | | | **Confirmation Mass 4C**: Roman Missal page 1190 | | | | | | | | | | | | | |
| **Preface:** | | | **Preface 1 of the Holy Spirit**: Roman Missal page 1406 | | | | | | | | | | | | | |
| **Eucharistic Prayer** | | | **Eucharistic Prayer III**: Roman Missal page 684  *NB: additional text after*  *“the entire people you have gained for your own”* | | | | | | | | | | | | | |
| **Memorial acclamation choice:** | | | 1 | | | We proclaim your Death, O Lord… | | | | | | | | |  | |
| 2 | | | When we eat this Bread and drink this Cup… | | | | | | | | |  | |
| 3 | | | Save us, Saviour of the world… | | | | | | | | |  | |
| **HYMNODY** | | | | | | | | | | | | | | | | |
| **Gathering Music:** | | | | | | | |  | | | | | | | | |
| **Entrance chant (GIRM 47):** | | | | | | | |  | | | | | | | | |
| ***NB: Please ensure the Entrance chant or hymn is of sufficient length to cover the entrance procession and incensation of the altar.*** | | | | | | | | | | | | | | | | |
| **Psalm setting (if sung):** | | | | | | | |  | | | | | | | | |
| **Music / hymns during Chrismation:**  *(please ensure sufficient music/hymns are chosen to cover the entire period of anointing which can be quite lengthy, especially where there are a large number of candidates.)* | | | | | | | |  | | | | | | | | |
| **Music / hymn during the preparation of the altar:** | | | | | | | |  | | | | | | | | |
| **Hymn to accompany the offertory procession (GIRM 74)** | | | | | | | |  | | | | | | | | |
| ***NB: Only bread and wine are brought to the Bishop in the offertory procession. Please ensure the music or hymn is of sufficient length to cover the offertory procession and incensation of the altar, priests and people.*** | | | | | | | | | | | | | | | | |
| **Communion Chant (GIRM 86):** | | | | | | | |  | | | | | | | | |
| **Music during distribution of Holy Communion:**  ***(allow for some periods of silent reflection)*** | | | | | | | |  | | | | | | | | |
| **Recessional music:** | | | | | | | |  | | | | | | | | |
| **CONCLUDING RITES** | | | | | | | | | | | | | | | | |
| **Prayer after Communion** | **Confirmation Mass 4C: Roman Missal page 1190** | | | | | | | | | | | | | | | |
| **Blessing** | **The Bishop will give the Apostolic Blessing** *(no other blessing needed)* *please include the correct text in the Order of Service,* | | | | | | | | | | | | | | | |
| **Dismissal choice** | 1. | Go forth, the Mass is ended. | | | | | | | | | | | | |  | |
| 2. | Go and announce the Gospel of the Lord. | | | | | | | | | | | | |  | |
| 3. | Go in peace, glorifying the Lord by your life. | | | | | | | | | | | | |  | |
| 4. | Go in peace. | | | | | | | | | | | | |  | |
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| **CONFIRMATION OF DATES** | | | | | | | | | | | | | | | | |
| Mass date confirmed on: |  | | | | | | | | | | | | | | | |
| Mass date confirmed by: |  | | | | | | | | | | | | | | | |
| Liturgy planner sent: |  | | | | | | | | | | | | | | | |
| Draft Mass booklet sent: |  | | | | | | | | | | | | | | | |

**Please note:**

## Deacons

“At a liturgical celebration presided over by the bishop there should be at least three deacons, one to proclaim the Gospel reading and to minister at the altar, and two to assist the bishop1”. If your Pastoral Area or Parish doesn’t have three or more deacons, please contact Deacon Craig Aburn who will be able to call upon other deacons of our Diocese.

## Acolytes / Altar Servers

The minimum number of Acolytes or Altar Servers required is 6: Thurifer, Crucifer, two candle bearers, crozier bearer and mitre bearer. Please give an indication of how many Acolytes or Altar Servers you intend to have on the day.

## Lectors

“In liturgical celebrations readers have their own proper function and should exercise this, even though ministers of a higher rank may be present2”. Only experienced, duly appointed lectors should proclaim the Word of God during liturgical celebrations. It would be useful for the lectors to have a brief practice with the microphone (if in a different liturgical setting) before the gathering psalms / music.

## Psalmist / Cantor

The chants between readings are very important liturgically and pastorally; it is therefore desirable in celebrations presided over by the bishop, especially in the Cathedral Church, that there be a palmist or cantor who has the necessary musical ability and devotion to the liturgy. “The cantor of the psalm is responsible for singing, either responsorially or directly, the chants between readings – the Psalm, the gradual and Alleluia. 3”

**Extraordinary ministers of Holy Communion**

Due to the nature of Episcopal Ceremonies there are usually sufficient numbers of Ordinary Ministers of the Eucharist present. Should the need arise however it would be useful to know how many Instituted EMHC are attending.

## Concelebrating Priests

Please bring an alb – other vestments will be provided.

1 *Ceremonial of Bishops*, no. 26

2 *Ceremonial of Bishops*, no. 30 *GIRM* 59

3 *Ceremonial of Bishops*, no. 33