

APPENDIX E - FACT SHEET – PARISH RESPONSIBILITIES FOR ADULT CONFIRMATION

Please remember that Adult Confirmation Masses are not intended to take the place of the Confirmation Masses being celebrated in the parishes throughout the Archdiocese. It is preferable that adults receive this sacrament at the Confirmation Mass scheduled in their home parish so as to be accompanied by their parish community. Adult Confirmation Masses should be reserved to those adults who, for pastoral reasons, are unable to be confirmed at their parish's most proximate Confirmation ceremony.

FOR PARISHES SENDING CONFIRMANDI:

1. Prepare the Confirmandi

- ❖ An Adult Confirmand is 18 yrs. of age or older. Adolescents are to be confirmed in their home parish. Formation and preparation for Adults is to be done in their home parish, which sends them to the Mass prepared to receive the sacrament. If assistance is needed, the parish, not the Confirmand, should contact the Office for Liturgy at liturgyforms@archsa.org. It is the role of the parish to accompany their Confirmand in this process.
- ❖ Confirmation preparation should include a significant review of the principal teachings of the faith, a familiarity with the rite of Confirmation, the choosing of an appropriate Sponsor, and the reception of the Sacrament of Reconciliation – which must take place before the scheduled date of Confirmation. For more information regarding Confirmation preparation please click here: https://www.archsa.org/images/uploads/Suggested_Adult_Confirmation_Prep_Model.pdf
- ❖ All Adult Confirmandi are to be provided with the opportunity to receive the Sacrament of Reconciliation before presenting themselves for Confirmation. This cannot be left to chance. The sacrament of Reconciliation is an important part of Adult Confirmation preparation since “to receive Confirmation one must be in a state of grace. One should receive the sacrament of Penance [Reconciliation] in order to be cleansed for the gift of the Holy Spirit.” *Catechism of the Catholic Church* #1310.

2. Collect all Certificates

- ❖ Baptism and (if applicable) Marriage
- ❖ Records for Sponsors (if needed) for certification of Sponsors in good standing
- ❖ Please note: These Records are NOT sent to the Archdiocese.

3. Complete the Adult Confirmation Registration form for each individual Confirmand sent to an Adult Confirmation Mass. The Pastor/Administrator MUST sign the form certifying all information is correct.

- ❖ Correct and complete information is vital because the parishes of baptism will be notified to make a notation of the Confirmation in their sacramental register.
- ❖ The Archdiocese will return any incomplete Adult Confirmation Registration forms.

4. Scan and send the Adult Confirmation Registration form to the Archdiocese at: liturgyforms@archsa.org before the posted deadline for a given Adult Confirmation Mass.

Any mailed Adult Confirmation Forms should be sent to the Office for Liturgy, 2718 W. Woodlawn, San Antonio, TX, 78228 and *must be postmarked one week before the posted deadline* to allow for any delays. You may also call (210)734-1952.

- ❖ Registration Forms must be sent by the parish. These will not be accepted from the individual Confirmand.
- ❖ Please direct the Confirmandi and their Sponsors to arrive at the designated parish *one hour before* the Confirmation Mass begins.
- ❖ Consider having a member of the clergy or the catechist for Adult Confirmation (if applicable) attend the Adult Confirmation Mass to represent the parish community and accompany the Confirmand.

FOR PARISHES HOSTING THE ADULT CONFIRMATION MASS:

- 1. The Office for Liturgy will be in touch with the hosting parish** before and after the posted deadline for Adult Confirmation Registration Forms for updates on the numbers of Confirmandi to expect. The Archdiocese will prepare and provide the Confirmation certificates.
- 2. Prepare the Liturgy**
 - ❖ Fill out the Liturgy Planning Form when received from the Office for Liturgy
 - ❖ The Office for Liturgy will coordinate the details of the Form with the hosting parish.
 - ❖ NO COLLECTION is taken, nor can Confirmandi or the sending parishes be charged in any way for the Confirmation Mass.
 - ❖ The Archbishop or designated celebrant will bring a Master of Ceremonies (Emcee).
- 3. Prepare the Facilities**
 - ❖ Have reserved pew space set aside for the number of Confirmandi and Sponsors expected.
 - ❖ Two reserved parking spots for the Archbishop or designated celebrant and Emcee are appreciated.
- 4. Prepare to welcome Confirmandi and their Sponsors**
 - ❖ Have greeters on hand to welcome Confirmandi, Sponsors and their guests. They likely have never visited your parish and should be made to feel at home there.
 - ❖ The Archdiocese will provide a sign-in sheet prepared for the Confirmandi to check-in as they arrive. The hosting parish provides a host(ess) and table with blank nametags along with good markers for the Confirmandi to indicate their Confirmation name. These should be affixed on their clothing so the Archbishop or designated celebrant can see them clearly.
 - ❖ Greeters should show them to their reserved seating, indicate where the restrooms are located, and answer any questions they might have.
- 5. Orientation before the Mass**
 - ❖ The Emcee will lead the Confirmandi and their Sponsors in a brief orientation before the Mass, in which he will show them where to stand, walk them through the process of receiving the sacrament, etc.
- 6. Certificates and Record-Keeping**
 - ❖ The Archdiocese will provide certificates of Confirmation ready for those confirmed at the conclusion of the Mass. The parish host(ess) previously indicated is responsible for distributing them to the newly-confirmed.
 - ❖ The hosting parish records the Confirmation of each Confirmand in the parish Sacramental Book.
 - ❖ The hosting parish sends notifications of Confirmation to the parishes of baptism for each Confirmand. This critical task should not be unnecessarily deferred or delayed.