



March 15, 2023

Dear Pastors, Parish Administrators and Secretaries,

Attached with this letter is the master copy and a Parish Booklet for any upcoming Celebrations of Confirmation and First Eucharist in your parishes. Most Rev. Bishop Stephen will be presiding using this Order of Service, please recycle your old copies and use only the updated documents provided (these include the order of service and updated congregation booklet).

In order to make these Celebrations go smoothly, **it is important to be prepared ahead of time.**

\*Go through the celebration with those being Confirmed and receiving their first Eucharist along with their parents so they know what to expect.

\*If your parish will use the children or youth as readers and for intercessions, please have them practice at the ambo ahead of time so they know how to use the microphones and are loud enough. Also, prepare them appropriately if they are to participate in any other ministries such as ushers and hospitality.

*\*Please run through the celebration with the Altar servers, we have added notes into the order of service to help them know what their responsibilities are, especially for serving with the Bishop.*

\*Make sure these documents get to your music ministry so they are aware of extra possible music necessary for the Celebration and the order of service.

\*Please make the necessary changes to the parish booklet that has been provided as there are some things marked in Red that need to be personalized for each parish. Print enough copies for all who will be at the Celebration so they may follow along and respond (especially for those visiting from other churches).

*\*Please also make sure that parents and guests are aware that there will be a collection during the service and what that collection goes toward. We often have people at these celebrations who are not familiar with such details. Make an announcement ahead of time if necessary.*

\*The colour of vestments will be: Red.

\*Please make sure to have the Sacred Chrism (SC or SCH) prepared and ready for Bishop to use. Chrism is required for the validity of the Sacrament.

**\*Finally, fill out the planning sheet document attached to this letter and return it to Heidi at the Diocesan Liturgy Office at least a week before your celebration of Confirmation and First Eucharist. This will give Bishop Stephen time to look over the details for your specific celebration before he arrives.**

\*For the Mass prayers, please use the prayers from 'The Order of Confirmation' for weekdays. For Sundays and Solemnities use the prayers of the day in found in the Roman Missal.

God Bless,

Heidi Epp

Liturgy Office Coordinator