



BISHOP PAPROCKI LOOKS FORWARD TO CELEBRATING THE SACRAMENTS OF CONFIRMATION AND FIRST COMMUNION WITH THE YOUNG PEOPLE OF YOUR PARISH. PLEASE READ THROUGH THE GUIDELINES BELOW CAREFULLY AND LET US KNOW IF THERE IS ANY WAY WE CAN ASSIST YOU.

## Guidelines for bringing *Confirmandi* to the Cathedral of the Immaculate Conception in Springfield

1. The home parish of the *confirmandi* is responsible for gathering registration data outlined in this packet and submitting it by the deadlines indicated.
2. Please use the attached Excel spreadsheet to report all *confirmandi* expected for the celebration to Bishop's Secretary, Laura Fjelstul at [bishopsoffice@dio.org](mailto:bishopsoffice@dio.org) no later than 3 weeks prior to your Confirmation date. Be sure to provide complete information on each *confirmand*. A sample registration form is included to help you collect the data needed for this spreadsheet.
3. Please include a copy of the baptismal certificate for each of your *confirmandi* so that notification of Baptismal Parishes can be sent by Cathedral parish staff.
4. The Cathedral comfortably seats 800 people. When inviting family and friends of the *confirmandi* to the celebration, please limit the number of attendees per *confirmand* to 10 people. This number includes the *confirmand*, their sponsor, and 8 additional attendees.
5. Hospitality staff will be available to meet you and assist you the day of the event.
6. Registration begins 90 minutes prior to the start of Mass.
7. Please direct your *confirmandi* and their sponsor to check in at the registration table located in the Cathedral Atrium. Nametags will be provided for the child at that time.
8. Please make sure each *confirmand* fills out the attached questionnaire. Bishop Paprocki does read these and will most likely use them in his homily. These questionnaires need to be completed and returned to the Bishop's Secretary, Laura Fjelstul, at least 3 weeks prior to your scheduled Mass.
9. Please remind your families that the Cathedral parish celebrates their regular weekday Mass at 5:15 p.m. on Tuesdays.
10. As is his custom, Bishop Paprocki would like to meet with the *confirmandi* prior to Mass. Students are required to be at the Cathedral Atrium **one hour prior** to the start of Mass. Mass begins at 11:00 a.m. on Saturdays, and 7:00 p.m. on Tuesdays.
11. While your students are meeting with Bishop Paprocki prior to Mass, the families of the *confirmandi* are invited to attend Eucharistic Adoration and Reconciliation. If the visiting priests are willing to help with hearing confessions, please ask them to check in the sacristy to see if they will be needed.

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12. All clergy are encouraged to concelebrate/assist at Mass with Bishop Paprocki. Please let Laura in the Bishop's Office know if you plan to attend three weeks prior to your scheduled Mass.
13. If siblings of the *confirmandi* would like to participate as a server, please let Laura in the Bishop's Office know 3 weeks prior to your scheduled Mass. They will be selected on a first come, first served basis.
14. If you know of a family member or other adult who would be willing to be a reader at Mass, again, please let Laura in the Bishop's Office know 3 weeks prior to your scheduled Mass. This is most encouraged!
15. Please contact Mark Gifford, the Music Director at the Cathedral at [mgifford@cathedral.dio.org](mailto:mgifford@cathedral.dio.org), no less than 3 weeks prior to your scheduled Mass to discuss the music for the liturgy including the participation of any parish musicians or vocalists in the liturgy.
16. After Mass, Bishop Paprocki will plan to return to the front of the altar for photographs with the newly confirmed (now known as *confirmati*), their families, and a class photo. To facilitate this process, we ask the following:
  - Please see that the newly confirmed remain in their pews at the end of Mass rather than process out.
  - Refreshments will be available in the Atrium.
17. As has been customary in the past, parishes may make an offering to the Bishop himself which he uses for his Special Assistance Fund. This can be mailed to the Catholic Pastoral Center with attention to the Bishop's Office.

**Thank you for all that you do for your parishes!!**