



Guidelines for bringing *Confirmandi* to the Cathedral of the Immaculate Conception in Springfield Tuesday 7:00 PM or Saturday 11:00 AM

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.

Selecting a Date

- Please register your parish date preferences by August 15th for the following year to accommodate your request as best as possible. You can select your preferences for scheduling on the diocesan website at <https://www.dio.org/bishop/schedule-request.html>. The calendar is typically available in May for scheduling dates the following year.
- Laura Fjelstul from the Bishop's office will send notification of your official date once that information is finalized on Bishop Paprocki's calendar. Kyle Holtgrave, Director for Catechesis, will serve as a liaison for questions or other concerns as your parish prepares for the celebration once your date is set. He can be reached at (217) 321-1154 or email confirmation@dio.org.

Preparing for the Sacraments

- A list of suggested formation curricula for Confirmation and First Holy Communion is available from the Office for Catholic Education at <https://www.dio.org/catechesis/restored-order.html>.
- Suggested formation options for adults are available at <https://www.dio.org/catechesis/adult-confirmation.html>.

Sacramental Records

- The home parish of the *confirmandi* is responsible for gathering registration data, confirmation questionnaires and official copies of baptismal certificates. This information must be submitted to confirmation@dio.org **three weeks** prior to your scheduled celebration.
- Registration Data: A sample form for gathering registration data is available on the Confirmation website, www.dio.org/confirmation. There is a sample form for sponsors available as well. Once you have gathered all the data for your *confirmandi* and sponsors, enter this data on the registration spreadsheet provided on the Confirmation webpage. Be sure to provide complete information on each *confirmand* and **submit as a spreadsheet**. Please submit a separate spreadsheet for each parish represented in your group. The individual registration forms and sponsor forms do not need to be submitted.
- Confirmation Questionnaire: This form is also found at www.dio.org/confirmation. Bishop Paprocki does read these and will most likely use them in his homily.
- Baptismal Certificate OR Certificate of Reception into Full Communion: A copy of the official baptismal/reception certificate with seal/stamp from a Catholic parish for each of your *confirmandi* must be submitted so that notification to the parish of baptism/reception can be sent by Cathedral parish staff. **No other form of documentation is acceptable** (e.g. baptismal certificate from a non-Catholic entity). Your parish will receive a copy of this notification, but your parish **DOES NOT** record these sacraments in the registry. This information is recorded at the Cathedral parish because these sacraments were celebrated there. Please be sure that certificates are the official copy with signature and any notations, preferably dated within the last 6 months, and not a keepsake version. For information about receiving a validly baptized individual into the Catholic Church, please consult the RCIA rubrics for the Celebration of Reception and document this reception in the parish registry or contact the Confirmation planning committee at confirmation@dio.org if you have any questions.

Preparing for the Day of the Celebration

- The Confirmation website has a parent letter that you can use to update families about the celebration. Please share this letter with your families.
- To highlight the dignity of this important celebration in the lives of the *confirmandi*, those in attendance are kindly asked to dress in at least "business casual;" one's "Sunday best" is especially encouraged; upper arms, thighs, and mid-sections should be covered on all. First Communion dresses/suits are appropriate. Please be certain to share this request with your *confirmandi* and others who will attend.
- The Cathedral Church comfortably seats 800 people. When inviting family and friends of the *confirmandi* to the celebration, please limit the number of attendees per *confirmandi* to 10 people. This number includes the *confirmand*, their sponsor, and 8 additional attendees.

Assisting with Mass

- All clergy are encouraged to concelebrate/assist at Mass with Bishop Paprocki. Please let Kyle Holtgrave know if they plan to attend **three weeks** prior to your scheduled Mass.
- If siblings of the *confirmandi* would like to participate as a server, please contact Kyle Holtgrave. They will be selected on a first come, first served basis.
- If you know of a family member or other adult who would be willing to be a reader at Mass, again, please contact Kyle Holtgrave. This practice is most encouraged! They will also be selected on a first come, first served basis. The readings will be made available prior to the celebration.
- Please contact Mark Gifford, the Music Director at the Cathedral at mgifford@cathedral.dio.org, no less than **three weeks** prior to your scheduled Mass to discuss the music for the liturgy. Mr. Gifford can provide directions for any parish musicians or vocalists you may like to have involved with the liturgy.

Arrival

- Hospitality staff will be onsite for the Mass to provide instructions for families and parish staff.
- Registration begins 90 minutes prior to the start of Mass in the Cathedral Atrium. Masses on Tuesday are at 7:00 PM with registration opening at 5:30 PM, and Saturday celebrations start at 11:00 AM with registration opening at 9:30 AM. Please remind your families that the parish has their regular weekday Masses at 5:15 on Tuesdays and at 8:00 AM on Saturdays.
- Please direct your *confirmandi* and their sponsor to check in at the registration table located in the Cathedral Atrium. Nametags will be provided for each *confirmand* and sponsor at that time.
- As is his custom, Bishop Paprocki would like to meet with the *confirmandi* prior to Mass. All *confirmandi* are required to be at the Cathedral Atrium **one hour prior** to the start of Mass.
- While your *confirmandi* are meeting with Bishop Paprocki prior to Mass, families and sponsors are invited to attend Eucharistic Adoration and Reconciliation in the church. If the visiting priests are willing to help with hearing confessions, please ask them to check with parish staff in the sacristy.
- Seating for the *confirmandi* and their sponsors is assigned in a reserved section of the church. All other seating is open. Sponsors will sit behind their *confirmand*. Seating assignments are printed on the nametags. You will receive a copy of the seating assignments one week prior to the celebration.

Other Details

- After Mass, Bishop Paprocki will return to the front of the altar for photographs with the newly confirmed, their families, and a class photo. To facilitate this process, we ask that the newly confirmed remain in their pews at the end of Mass rather than process out. Hospitality staff will coordinate photos.
- Refreshments will be available in the Atrium after photos are taken.
- 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 offering 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!!