



# Liturgy Planning Form for the Sacrament of Confirmation in the Diocese of Portsmouth 2025



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**

**Notes:**

- This form is designed to help plan for a Confirmation Mass and then to communicate those arrangements to the Master of Ceremonies.
- Please ensure you have had the date of the celebration confirmed by Kirsten McGuire, Bishop's PA, before sending this form to Deacon Craig Aburn.
- Please return this form AT LEAST SIX WEEKS before date of the celebration, with a copy of the draft Order of Service sent AT LEAST FOUR WEEKS before.
- A draft booklet is provided on the Confirmation page of the Diocesan website containing all the relevant prayers, readings and instructions for a Confirmation Mass. Please use this template or ensure all the texts are included if you choose to use your own design.

**CONTACT INFORMATION**

<b>Pastoral Area:</b>	
<b>Co-ordinating Pastor:</b>	
<b>Telephone:</b>	
<b>e-mail:</b>	
<b>Liturgy Coordinator:</b>	
<b>Telephone:</b>	
<b>e-mail:</b>	

**BACKGROUND INFORMATION**

<b>Event:</b>	<b>Confirmation Mass</b>
<b>Venue:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Number of Candidates:</b>	
<b>Any information that would be helpful to the Bishop or MC</b> <i>(e.g. Disabled candidates / sponsors)</i>	

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:		Number of Musicians	
Organist / Musical Director (Name):			
Psalmist / Cantor (Name):			
First Reading (Name of Lector):			
Second Reading (Name of Lector):			
THE INTRODUCTORY RITES			
Penitential Rite	<i>The Blessing and sprinkling of water and salt is used at all Confirmation Masses. The Kyrie is therefore omitted.</i>		
Gloria	<i>The Gloria is always sung or said at Confirmation Masses</i>		
Collect	Confirmation Mass 4C: Roman Missal page 1190		
Name of chosen Mass setting:			
Parts to be sung: (please tick)	Gloria Sanctus	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Alleluia Our Father
			<input checked="" type="checkbox"/> Agnus Dei
LITURGY OF THE WORD			
<i>The following readings are prescribed for the Confirmation Mass and may not be changed:</i>			
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 <i>NB: additional text after "the entire people you have gained for your own"</i>		
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...	

<b>HYMNODY</b>	
<b>Gathering Music:</b>	
<b>Entrance chant (GIRM 47):</b>	
<b><i>NB: Please ensure the Entrance chant or hymn is of sufficient length to cover the entrance procession and incensation of the altar.</i></b>	
<b>Psalm setting (if sung):</b>	
<b>Music / hymns during Chrismation:</b> <i>(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.)</i>	
<b>Music / hymn during the preparation of the altar:</b>	
<b>Hymn to accompany the offertory procession (GIRM 74)</b>	
<b><i>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.</i></b>	
<b>Communion Chant (GIRM 86):</b>	
<b>Music during distribution of Holy Communion:</b> <i>(allow for some periods of silent reflection)</i>	
<b>Recessional music:</b>	
<b>CONCLUDING RITES</b>	
<b>Prayer after Communion</b>	<b>Confirmation Mass 4C: Roman Missal page 1190</b>
<b>Blessing</b>	<b>The Bishop will give the Pontifical Blessing</b> <i>(no other blessing needed) please include the correct text in the Order of Service.</i>
<b>Dismissal choice</b>	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.
<b>CONFIRMATION OF DATES (FOR BISHOP'S OFFICE USE)</b>	
Mass date confirmed (KM) on:	
Liturgy planner received (CA):	
Liturgy planner acknowledged (CA):	
Draft Mass booklet received (CA):	
Draft Mass booklet approved (CA):	

**Please note:**

**Please ensure the following texts are included in the service booklet:**

## **GOSPEL**

*At the conclusion of the proclamation of the Gospel, the Deacon does not venerate the Book of Gospels but takes it to Bishop Philip for him to venerate and he will then bless the people with it. **Please remain standing for this.***

***Please sit** after the bishop has blessed the people with the Book of the Gospels.*

## **HOLY COMMUNION**

*Communicants are reminded to make an act of reverence before receiving Holy Communion and to consume the Sacred Host immediately upon reception. Those not in full communion with the Catholic Church – and anyone else not receiving Communion - are invited to make a ‘Spiritual Communion’ (see prayer below). You may wish to complete this by going forward to receive from the priest a blessing. Please indicate you wish to receive a blessing by crossing your arms over your chest.*

## **SPIRITUAL COMMUNION**

My Jesus, I believe that you are present in this Holy Sacrament of the Altar. I love You above all things and I passionately desire to receive You into my soul. Since I cannot now receive You sacramentally, come spiritually into my heart so that I may unite myself wholly to You now and forever. Amen. *(based on a prayer by St. Alphonsus Liguori)*

## **PONTIFICAL BLESSING**

Bishop: The Lord be with you.

**All: And with your spirit.**

Bishop: Blessed be the name of the Lord.

**All: Now and forever.**

Bishop: Our help is in the name of the Lord.

**All: Who made heaven and earth.**

Bishop: May almighty God bless you, the Father, ✠ and the Son, ✠ and the Holy ✠ Spirit.

**All: Amen.**

**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 bishop<sup>1</sup>”. 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 present<sup>2</sup>”. 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 psalmist 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. <sup>3</sup>”

**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.

<sup>1</sup> *Ceremonial of Bishops*, no. 26

<sup>2</sup> *Ceremonial of Bishops*, no. 30 GIRM 59

<sup>3</sup> *Ceremonial of Bishops*, no. 33