

Liturgy Planning Sheet

(Confirmation/First Communion)

Please complete this form in its entirety and return to the Liturgy Office *at least two weeks* prior to the ceremony:

Mail to: Fr. Matt Kraemer
5201 Bishop's Blvd S, Suite A
Fargo, ND 58104-7605

E-mail: tamara.splonskowski@fargodiocese.org

Fax: (701) 356-7999

Parish/Institution: _____

Occasion: _____

Date: _____ Time: _____

Ordo Information

Liturgical Calendar Day: _____

Green White Red Violet Rose

Procession

of Altar Servers: _____

Deacon(s) _____

Concelebrant(s): _____

Main Celebrant: Bishop Folda _____

Introductory Rites

Ent. Chant/Hymn: _____

Incense Altar

Penitential Sprinkling Rite

Rite: Form A Form B Form C

Gloria: NA Sung Recited

Intoned by Cantor Presider

Liturgy of the Word

Readings of the Day Other

Lect: Sunday Weekly Ritual/Votive/Com.

First: _____ Lect. #: _____

Psalm: _____

Second: _____ Lect. #: _____

Readers: _____

Gospel: _____ Lect. #: _____

Proclaimed by: Deacon Priest

Incense

Presenter of students: _____

Homilist: _____

General Intercessions (please attach a copy):

Deacon (proper to his role)

No deacon: _____

Liturgy of the Eucharist

Off Chant/Hymn: _____

Incense

Requested Eucharistic Prayer:

I II III IV Other: _____

Sanctus: Sung Recited

Mem. Acclamation: Sung Recited

Doxology/Amen: Sung Recited

Mass Setting(s): _____

Communion Rite

Our Father: Sung Recited

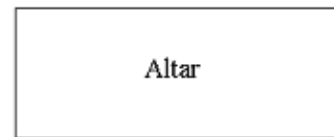
Lamb of God: Sung Recited

Communion under both species

of Ciborium _____ # of Chalices _____

Below, mark the following positions for the distribution of Holy Communion:

Main Celebrant – **M**; Ciborium – **X**; Chalices – **O**



_____ Pews _____

Comm Chant/Hymn: _____

Prayer After Communion

Any presentation for celebrant to make: _____

Closing Hymn: _____

Please complete the back side.

Celebrating Confirmation & First Eucharist

Number of Students: _____

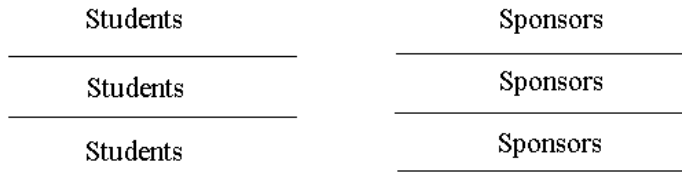
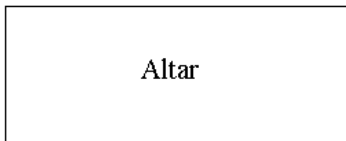
Parishes Present: _____

Who is in procession: (students/sponsors): _____

How arranged (side by side, etc.): _____

Seating Arrangement in Church (Please diagram, noting which section/pew comes first and from which side.

An example is given. All students sit together in one section.) Note: Please assign catechists or other adults to sit at the right end of each row of the students in order to offer them some supervision.



If the arrangement differs for Eucharist, please note and diagram above as well

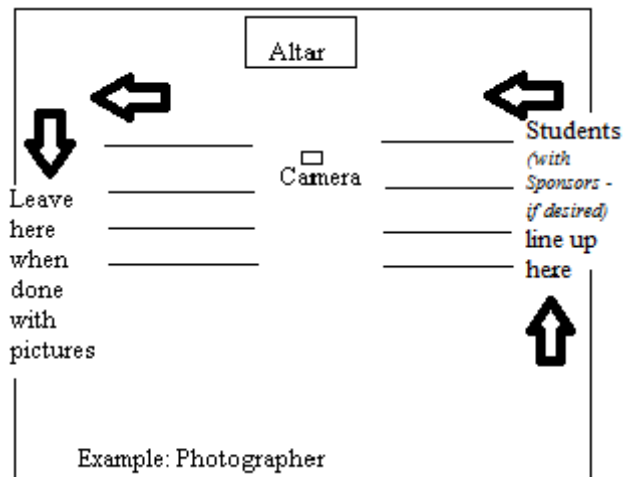
Recessional: All remain in their pews

Photographs: Group Only Individual Only Group & Individual No photographs.

Who is the ONE person responsible for taking photographs? _____

Who are other persons directing the flow during photographs? _____

Diagram for photographs: (Be sure to flow students from either left or right side, but NOT from the center.)



*All pictures will be taken **AFTER** the Confirmation Mass. Exceptions must be arranged ahead of time with the Bishop's Priest Secretary.*

Note:
for the sake of efficiency, please arrange all pictures to be taken in this order of priority:

- 1. Bishop with group of all students** (if desired)
- 2. Bishop with individual students** (and sponsor if desired)
- 3. (If desired and only after all individual pictures are taken) **Bishop with individual students and their family****

Thank You