

# Sacramental Check List

RE Policy Section 630  
Diocese of Erie

## Confirmation

### Diocesan Policy

Verify the celebration of Baptism and First Eucharist and the dates celebrated.  
Clearly communicate requirements to candidates and their parent(s)/guardian(s). (631.11)  
Celebration of Confirmation is to be no earlier than 11<sup>th</sup> grade. (631.13)  
Confirmation names must be that of a saint of the Church. (631.14)  
Candidates must request the Sacrament from the Bishop in a letter. (631.15)  
Candidates must be interviewed by the pastor or his representative. (631.16)  
Confirmation retreat is required. (633.10)  
Service opportunities are important and necessary. (634.10)  
Sponsors must be confirmed, practicing adult Catholics other than the candidate's parents. (637.10)

### Diocesan Preferences

- Prior to Confirmation (8-10 mo.), a meeting for the candidate, parent(s) and sponsor explaining the Confirmation process.
- An initial interview to determine the candidate's readiness to begin the preparation process in addition to the required at the end of the process
- Rite of Intention is to be celebrated with the parish community at a Sunday Liturgy.
- Rite of Acceptance is celebrated at a Sunday Liturgy sometime after the second interview.

- ☐ Verify the celebration of Baptism and First Eucharist for each candidate. If there is no baptismal certificate on file, obtain a certificate and make a copy to keep on file.
- ☐ Is there a separate sacramental registration form? Is there a sacramental materials fee?
- ☐ Is Confirmation celebrated for this parish individually or with other parishes?
- ☐ Who plans the celebration? (A packet is sent to pastors with guidelines for the celebration once the Confirmation schedule is completed.)
- ☐ Who prepares the worship aid?
- ☐ Who completes the required Liturgy Planning sheet for the Bishop?
- ☐ Who plans the Reception?
- ☐ Who is responsible for requesting the Confirmation date?  
(A packet including this request form is sent to pastors.)

Are the following included in the preparation process?

- |   |  |
|---|--|
| <input type="checkbox"/> Textbook                       | <input type="checkbox"/> Service Opportunities |
| <input type="checkbox"/> Additional materials/resources | <input type="checkbox"/> Retreat               |

- ☐ Are materials ordered?
- ☐ Have arrangements been made for service opportunities?



- ☐ Is a Retreat scheduled?
- ☐ Who will plan the Retreat? ☐ Who will conduct the Retreat?
- ☐ Will a priest be present?
- ☐ Are all candidates for Confirmation in 11<sup>th</sup> grade or older?
- ☐ Is the parent meeting scheduled in order to speak to the parents before the preparation process begins?
- ☐ Has notification of the parent meeting gone out to parents well in advance of the meeting?
- ☐ Have candidates been informed that sponsors must be confirmed, practicing adult Catholics other than the candidate's parents?
- ☐ Has an explanation of what it means to be a confirmed, practicing adult Catholic been given to both candidates and parents?
- ☐ Have candidates, parents and sponsors been informed that a Sponsor Certificate must be obtained from the sponsor's pastor? This is to certify that the sponsor is a confirmed, practicing adult Catholic. The date and parish of the sponsor's Confirmation is to be included.
- ☐ Will there be a meeting with sponsors? ☐ If so, has notification gone out to sponsors?
- Will either/both of the following Rites be part of the preparation process?
- ☐ Rite of Intention ☐ Rite of Acceptance
- ☐ Has an interview for each candidate been scheduled with the pastor or his representative?
- ☐ Have candidates been instructed that Confirmation names must be that of a saint of the Church or of a holy person/angel found in Scripture and able to be found in *Butler's Lives of the Saints*?
- ☐ Have candidates written letters to the Bishop requesting Confirmation, following the bishop's required format?
- ☐ Have candidates' letters been reviewed before going to the Bishop?
- ☐ Is a practice/rehearsal scheduled?
- ☐ Will the priest be present? ☐ Will sponsors be present?
- ☐ Who plans the worship aid for the celebration of the sacrament?
- ☐ Design ☐ Typing ☐ Copying and having them in place for the celebration
- ☐ Is there a parish policy regarding the clothing candidates will wear?
- ☐ Does the parish give gifts or flowers to the newly confirmed? Who is responsible for choosing and purchasing the gifts or flowers?
- ☐ If pictures of the candidates are going to be displayed in any way, has parental permission been obtained?
- ☐ Who is responsible to see that the Confirmandi are entered into the Sacramental register and that the Baptismal parish is notified of the reception of Confirmation?