

2020 CONFIRMATION INFORMATION & INSTRUCTIONS



Congregations presenting people to be confirmed, received or reaffirmed are responsible for fulfilling liturgical roles.

Please coordinate with other participating congregations and The Rev. Audrey Hasselbrook (chair of the Liturgy & Music Commission) or Jane Jubilee (Coordinator of Diocesan Resources & Events)¹ to choose individuals to fill the following roles and perform these responsibilities. Please respond as soon as possible. We fill roles as requests are made:

- ◆ **Lectors**: Two. They will be provided with the text in advance, and on the website and **must be well-rehearsed** before the service. The Bishop's Office has determined the Readings for the day. The Psalm will be sung or said by the entire congregation.
- ◆ **One Cross and torch team**: (one crucifer and two torches)
 - You **do not** need to bring your own cross and torches-- we will use the host church's set. You **do** need to bring your own vestments.
- ◆ **Thurifer** – a lay person trained to serve as a thurifer, **if this role** is part of your normal practice.
- ◆ **Eucharistic Ministers**: 6 total. We will have two stations at the rail only. There will be 2 stations for wine for every 1 bread station. Gluten-free wafers will be available at the station by the chapel. Grape juice will be available in the center. Communicants will receive standing.
 - (1 grape juice, 4 wine, 1 gluten-free wafers).
 - Bread – the Bishop and one other person will distribute the bread.
- ◆ **Oblation bearers** – 2 people to bring the gifts from the back of the church at the offertory
- ◆ **Bishop's Chaplain** – assists the Bishop. The chaplain needs to be vested (cassock, alb).

Please make note of the following instructions when preparing for the Confirmation Service:

- ◆ **ALL CLERGY** – PLEASE VEST in cassock and surplice with red stole, unless administering communion. In that case only an alb is needed.

- ◆ Persons being confirmed, received or reaffirmed need to **be seated in the church 45 minutes prior** to the start of the service to review the logistics of the service. **Saturday services start promptly at 10:00 am. Sunday services start promptly at 3:00 pm.**
 - The first several rows of pews in the church are reserved for the persons being confirmed, received or reaffirmed. These pews will be clearly marked with pew cards. Sponsors, family and friends are to sit in a non-reserved pew either beside the marked pews or up in the balcony for those churches that have balconies. Sponsors line up with the candidates when directed to do so.
 - If at all possible, the far left side pews (lectern side), should not be used as the view of the Altar will be blocked when people line up to be confirmed.
 - The Bishop will ask each person being confirmed, received or reaffirmed the name (first or first and middle) to be spoken during the rite. **NAME CARDS ARE NO LONGER BEING USED.** As each candidate approaches the Bishop and kneels, he/she will tell her his/her name and the rite to be pronounced. For example (“**I am Mary Kate, and I wish to be confirmed**” or “**My name is Richard, and I wish to be received**”).
- ◆ There is no limit on the number of guests that a confirmand may invite.
- ◆ PLEASE, **no flash photography** during the service. Non-flash, non-intrusive photos may be taken. The Bishop will take a **GROUP** photo with the confirmands either inside of the church, in front of the altar or right outside the church immediately following the Confirmation service. Congregations should remain in their pews after the service to facilitate picture taking. Jane Jubilee will direct each group on getting together for their photos. Families and friends should have their cameras ready as neither the Diocese nor the host church supply photographers. Time may allow for individual photos with the Bishop.
- ◆ Official Acts forms are available at each service in a packet Jane will present to each representing clergy person. Within the week following the confirmation service, clergy/warden should approve the names as they are printed and sign the forms. Please mail **one** copy to the Diocese in the self-addressed stamped envelope which will be provided. Keep the other copy for your church’s files.
- ◆ The Bishop will sign church registers immediately after the service. Bring your register into the sacristy **before** the service, and please don’t forget to take it back after the service!
- ◆ Certificates, signed by the Bishop, for anyone who was confirmed, received or reaffirmed will be available at the service.
- ◆ If your tradition is to give signed prayer books or bibles to the confirmands, arrangements must be made with the Bishop’s office prior to the confirmation to have these books signed. They cannot be signed by the Bishop the day of the confirmation.

2020 CONFIRMATION SERVICES

Sat. April 25, 10am Districts 1, 2, 3, 10 Christ Church, Newton *

*Registration is reserved for the host church & Districts 1, 2, 3 & 10 only for this date & will close at **35** total candidates.

Sun. April 26, 3pm Districts 1, 2, 3, 10 Church of the Saviour, Denville *

*Registration is reserved for the host church & Districts 1, 2, 3 & 10 only for this date & will close at **35** total candidates.

Sat. May 2, 10am Calvary Church, Summit

Sun. May 3, 3pm St. Paul's Church, Englewood

Sat. May 9, 10am Trinity & St. Philip's Cathedral, Newark

If the registration for any confirmation date is below 20, we will re-schedule those registered to another date.

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Ms. Jane Jubilee – 973.430.9902 or jjubilee@dioceseofnewark.org