

2020 DUTIES OF THE DISTRICT MINISTER OF CEREMONIES AT CONFIRMATION

The job of the District Minister of Ceremonies (MC) is to introduce and direct the service and lead the confirmands up to the point that they are actually confirmed by the Bishop. The MC works with the representative(s) of the diocesan Liturgy and Music Commission who performs the duty of co-mc during Confirmation services and representatives of the host church. The roles of the service participants are identified and assigned by The Rev. Audrey Hasselbrook (Chair, Liturgy & Music Commission) and communicated to Jane Jubilee (Coordinator of Diocesan Resources & Events) well in advance of the Confirmation service.

As MC, please wear a cassock and surplice. If you have been asked to distribute Communion, then you should also bring a stole.

As MC, you will open the ceremony 45 minutes before the service with...

1. The rehearsal:

A. The appointed church host or Liturgy and Music Commission representative will welcome everyone to the church, give instructions that are pertinent to the host church and then introduce you.

B. Please use the hand-held microphone to introduce yourself and begin the proceedings with

a. Opening Prayer

b. Direct people to appropriate persons for small rehearsals: i. Acolytes will train with the Director of the Acolytes ii. Lectors meet with the Verger to go over their parts in the service. iii. Review with the Eucharistic ministers who are distributing what element. Eucharistic ministers will process, if vested. If they have forgotten vestments, then they will come up to the altar when the altar party is receiving communion.

C. Make sure everyone has a bulletin

D. Please instruct the confirmands to speak their first name OR first and middle names to the Bishop along with the rite to be performed as they kneel before him for the laying on of hands and the pronouncement of the blessing. Post cards are NOT used.

E. Identify the two groups to be confirmed—if there are two groups.

F. Using the bulletin as a guide – walk through the first part of confirmation. Ask someone to be your “guinea pig” to help visual learners understand, too. Please remind the confirmands that each of them is to walk over to Jane Jubilee at the designated waiting area after the laying on of hands. Only confirmands wait in that designated area. Sponsors and clergy must return to their pews after the blessings.

G. Remind everyone that flash photography is prohibited and that after the service, only **group** photos will be taken with the Bishop. These group photos will be taken outside, if the weather permits.

Instruct confirmands and their clergy to stay together as a group until after the photo is taken to ensure inclusion in the picture. Time is limited for photo taking. Families and friends should have their cameras ready as neither the Diocese nor the host church supplies photographers.

H. Ask the host church representative to explain communion procedures and traffic patterns.

I. Questions

2. **Processing out then in:** After the rehearsal, direct the confirmands to go outside (weather permitting) in the reverse order that they will come into the church, two by two (by church). In inclement weather they will not process.

A. Help with line-up -- the verger team will do most of this organization.

B. Join procession.

C. When you come to the first pew-- stand to the side and help direct people into their seats.

3. **During the service,** take your seat in the sanctuary. Sit here until after the sermon is finished.

4. **Presentation** of those to be confirmed, received or reaffirmed: Come down to the front pew, make sure you have a wireless microphone ready to pass to the clergy members of each church presenting.

A. Following the rubric in the bulletin at the **Presentation of the Candidates**, hand the microphone to each clergy person presenting. The sponsoring priest says the name and city of the church and then announces each candidate by FULL name. The group stands to be presented. After the priest recites all of the names of those to be presented, everyone from that church sits back down. Then the MC steps over to the next congregation to be presented. The next group stands. (Order of presentation should be smooth, as each church's pews are marked and congregations are seated accordingly). The MC starts on one side, then crosses over the next side of the aisle until all of the churches have presented their candidates.

B. Once all of the churches have presented their candidates, it is time for them to line up to kneel before the Bishop for the laying on of hands and the blessings of Confirmation, Reception or Reaffirmation. If more than 30 confirmands are present for the service, one side of the aisle will line up to be blessed while the second side waits. If the class is smaller than 30, all of the churches will line up at once rather than be split into 2 groups. If the service is split into two groups, lead the first group to be confirmed out towards the doors (back of the church) around the side aisle, to wait by the front pew near the lectern. The ushers will be there to help with "traffic".

C. Confirmands come up to the Bishop individually with their clergy and, when applicable, sponsor or sponsors. Sponsors are not always involved with mentoring, so not all confirmands will have a sponsor.

Those guests in the congregation who are related to the confirmand either by faith or family are asked to stand in place in their pews in solidarity during the blessing. As each candidate approaches the Bishop and kneels, he/she will tell him 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”).

D. After each candidate is confirmed, he/she is to walk over to Jane Jubilee who will lead him/her to the designated waiting area to wait for the group blessing at the end. Sponsors and clergy are to return to their seats in the pews. Once all are confirmed/received/reaffirmed, Jane and an usher will direct everyone out of the waiting area to line up to face the congregation, and the Bishop will say the prayer.

E. If there are two groups, a transitional hymn will be played while the first group returns to their seats in the pews while you gather the second group and the whole process is repeated.

5. **The Peace** is exchanged after all the candidates have been confirmed, received or reaffirmed.

6. Keep an eye open to see if you are needed to help with **Communion** traffic. Ask the church MC to explain Communion procedures.

7. Please note that at the end of the service, only the altar party processes out, not the confirmands.

1 For this document “Confirmands” will apply to all those being confirmed, received or reaffirmed.

- If you have questions about Confirmation service participation, please forward your inquiries to **REV. AUDREY HASSELBROOK** at ahasselbrook@optonline.net .
- If you have questions about registering candidates for Confirmation, Reception or Reaffirmation, please forward your inquiries to **JANE JUBILEE** at jjubilee@dioceseofnewark.org .

2020 CONFIRMATION SERVICE SCHEDULE:

SATURDAY	APRIL 25	10AM	CHRIST CHURCH, NEWTON
SUNDAY	APRIL 26	3PM	CHURCH OF THE SAVIOUR, DENVILLE
SATURDAY	MAY 2	10AM	CALVARY CHURCH, SUMMIT
SUNDAY	MAY 3	3PM	ST. PAUL’S CHURCH, ENGLEWOOD
SATURDAY	MAY 9	10AM	TRINITY & ST. PHILIP’S CATHEDRAL, NEWARK