

DIOCESE OF ST ALBANS

Confirmation administration guidelines

- * **Number of candidates.** At least two weeks before the Confirmation Service the parish priest of the church where the service is to take place should inform the Bishop's office of the total number of candidates to be presented, *including those from other parishes*. Signed Confirmation cards and summary forms will be sent.
- * The **Confirmation register** for each church should be prepared by the parish priest and be available before the service, together with a summary form for each parish.
- * A **rehearsal** with the candidates is helpful not only in ensuring the service runs smoothly but to put them at their ease for this significant occasion in their lives. It is often helpful if one or two stewards are at hand to guide the candidates as they come forward for Confirmation. The rehearsal should remind them to say *Amen* and, if kneeling, to be upright and keep their heads up.
- * The Bishop will want to **greet the candidates** after the service. How this is done will depend on the particular circumstances. It could be in the hall afterwards or by asking the candidates to remain in church as the congregation leaves.
- A **collection** should be taken for the diocesan share in the cost of training candidates for Ordination. The cheque should be sent, payable to St Albans DBF, to the Diocesan Office at Holywell Lodge. In churches where the custom at services is for there to be a plate at the door of the church, we recommend that this is not sufficient for Confirmation services. Visitors will be unaware of this procedure though it is well known to members of the regular congregation. It is appropriate that the collection is presented positively, including in the Notices before the service, so that all are aware of this opportunity for thanksgiving for Confirmation and support of the on-going ministry of the Church.
- Please inform Dean Pusey, the Diocesan Youth Officer at the Diocesan Office, of all the names and addresses of those being confirmed aged 18 and under. All he requires is a photocopy of the relevant page(s) in the Confirmation register(s). This is in order that the young people may be kept informed of all future youth events arranged by the diocese.

Finally,

- * A **map** for the Bishop is helpful, especially if he has not been before, and directions for parking. A reserved space is helpful and someone to greet the Bishop on his arrival approximately 25-30 minutes before the service.
- * A **talk through** of the physical arrangements, seating, processions, etc. is very helpful. The Bishop likes a stool or table near his seat where mitre, and Order of Service can be placed. A chaplain for the service is useful (except where the Bishop of St Albans is accompanied by his own Chaplain) and a sheet *Duties of the Bishop's Chaplain* is provided.
- * **Please remember:**
that although the Bishop is not a guest in any church in the diocese, it is the case that he (and his chaplain or spouse, if they are present) are not familiar with the usual arrangements and the facilities of the church and hall. They are very grateful for the courtesy of support during the visit.

Alan St Albans
Paul Hertford
Richard Bedford

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