**Diocese of Norwich**

**Arranging a Confirmation Service**

This form is to help you to prepare well for a confirmation service. Once completed, please retain a copy and return the original to the relevant bishop’s office at least one month before the service.

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| **Details** |
| Date, start time and estimated concluding time of service |  |
| Hosting Parish |  |
| Hosting Incumbent |  |
| Hosting Churchwardens |  |
| Contact (Organiser) | Name:Phone:Email: |
| Parishes presenting candidates and names of their incumbents |  |
| Number of Candidates *(seek bishop’s consent for candidates under 10)* | Under 18:Over 18: |
| Meeting the candidates in advance | Please ask the candidates to write a short piece on themselves for the Bishop, thank you. |

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| **Arrangements** |
| Emergency contact number (e.g. Mobile) |  |
| Location of service, including postcodeTravel directions/map:*Please delete as appropriate** Completed opposite
* Enclosed
* Not thought to be necessary
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| Where should the Bishop park?*Bishop Graham would be grateful if he were not allocated a space normally used for disabled people or those reserved for the elderly, who should have priority.* |  |
| Are there refreshments/hospitality? If so, please provide details. |  |

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| **Liturgy** |
| * The bishops expect an appropriate **Common Worship** service to be used and for all confirmations to take place in the context of Holy Communion.
* The bishops expect, as necessary, to baptise any candidates during the service.
* An order of service (with or without baptism) can be obtained from the Bishop’s Chaplain as a Word document.
* Please **send a draft** for checking in advance and then a final order of service when completed.
* The preference is to use the **readings** set for the day (using one NT/OT and the Gospel) and the bishop will preach. If in doubt over the suitability of the readings please consult with the bishop.
* Brief **intercessions** *may* be included.
* The **liturgical colour** is usually white (especially if baptism is included) but may alternatively be red (for the Holy Spirit).
* The bishops are happy to **anoint with oils** but will do so for all candidates or none.
* Please **rehearse** with the candidates.
* Make sure the **names** are clearly communicated to the bishop (either spoken or using a card) as they come forward for confirmation.
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| Baptism required | Yes / No Is yes, how many? |
| First Reading |  |
| Gospel Reading |  |
| Liturgical Colour | White / Red |
| Are there suitable vestments at the church for the bishop to wear? | Yes / No / Bishop to provide |
| Use of Oils | Yes / No If yes are oils provided? Yes / No |
| Giving of Candles | Yes / No |
| Will any other clergy or Readers be robing? | Yes / NoIf yes, who? |
| **Further details** |
| * It is best if candidates don’t play any other part in the service unless they are used to doing so (e.g. reading, leading intercessions, playing in a music group)
* Candidates should be **rehearsed** in how to kneel upright (unless they have difficulty in kneeling, in which case they may stand) and how to receive the sacrament
* Unless it is a “normal” Sunday service the bishops wish the **collection** to be given to the Diocesan Ordination Candidates Fund (and sent with a note to that effect to Diocesan House and cheque payable to the Norwich Diocesan Board of Finance). No collection should be taken from the candidates.
* It is helpful if a **chaplain** is provided to support the bishop by holding and handing items as necessary such as mitre, oils, liturgy etc.
* All **candles** / gifts / certificates are the responsibility of the parish clergy.
* If an **ecumenical confirmation** is being considered, please consult the bishop in good time. No candidates from other parishes should be presented at a confirmation in a Local Ecumenical Partnership.
* A **Blue Form** needs to be completed and returned to the officiating bishop’s office at least two weeks before the service. This helps to maintain an accurate diocesan record of confirmations. A copy is available on the diocesan website
* Bishops find *brief* **information about the candidates** helpful in their preparations for the day but nothing more than basic significant facts/events is needed.
* Any photographs desired including the bishop may be taken immediately and quickly after the service.
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| Are there gifts and/or certificates to sign before the service? | Yes / No |
| Are there any special needs among the candidates of which the bishop ought to be aware? | Yes / No If yes, what? |