

### Confirmation Check-In Process for Directors of Religious Education/Youth Ministers

1. The DRE or Youth Minister will arrive at least 90 minutes before the start of the Confirmation Mass to set up for Check-In. Check-In will be held in the SHCS Gym. DREs and Youth Ministers should park in the Gym parking lot, located behind the school (taking the South Bridge – between the Chancery and Cathedral).
2. All Candidates will be instructed by their parish DRE/YM to arrive at least one hour prior to the start of the Mass to ensure adequate time for check-in. **Check-In for each parish must be completed no later than twenty minutes prior the start of the Confirmation Mass (Candidates will have forty minutes to check-in).** This is a **FIRM** deadline. **Candidates who arrive past the check-in deadline will not be Confirmed at that Mass.** It is the responsibility of each DRE/YM to **clearly and unequivocally** state this guideline, in writing, to the parents of each candidate. Those travelling to the Cathedral will need to anticipate travel time and road delays to allow for their arrival at least one hour before the Confirmation Mass.
3. Candidates and sponsors will be instructed to park in the SHCS gym parking lot, the South Lot of the Cathedral, or the Chancery parking lot. (They will need to take the South Bridge to access these lots). We are reserving the North Lot for other guests.
4. Sacred Heart Cathedral will set up a Check-In Table for each parish in the Gym. The tables will be set up directly in front of the bleachers in the Gym. Each table will be designated with the Parish Banner that is used for the Chrism Mass, clearly displayed so that candidates will be able to easily identify their own parish upon arrival. If a Candidate is being confirmed at a Mass other than the one scheduled for his or her parish, the DRE will need to notify Dave Wells at the Cathedral ([dwells@shcknox.org](mailto:dwells@shcknox.org)) to register the candidate.
5. The DRE/YM will set up the table with the name tags of each candidate, arranged in alphabetical order by last name.
6. The DRE/YM will check-off the name of each candidate as they receive their name tag. Candidates will then be instructed to report to the photographer to have a photo taken with their name tag so that the Confirmation pictures can be identified. Each candidate (or sponsor) will also need to complete a contact card for the photographer providing the name, phone number and email address of the family. (DREs are asked to email a list of all candidates to Dave Wells ([dwells@shcknox.org](mailto:dwells@shcknox.org)) at least one week prior to their Confirmation date to assist the photographer in preparing for the Mass).
7. Once checked-in and photographed, the candidate (and sponsor) will be seated in the bleachers in the section behind their parish Check-In Table to await the beginning of the procession to the Cathedral.
8. Thirty minutes prior to the start of the Mass, the DREs will begin lining up the candidates and sponsors from their parishes in the gym for procession to the Cathedral. Two lines will be formed with all candidates and sponsors from a given parish in the same line. This is necessary as each line will be seated on different sides of the nave, and to keep individual parishes sitting together it will be necessary for all candidates to be in the same line. Candidates will be arranged so that their sponsor is behind them.

9. Once both lines have formed for the procession, at 20 minutes prior to the start of the Confirmation Mass the DRE Coordinator for the Confirmation Mass will address the candidates and sponsors for Confirmation in these words,

**Dear Candidates,**

**As the Holy Spirit led the People of God through the wilderness into the Promised Land after the Exodus from Egypt, He has led you throughout your life on a pilgrimage to this moment. After your time of preparation, you are about to walk forward to receive the Sacrament of Confirmation. But you do not walk alone. Your sponsor is walking behind you and will support you on this journey.**

**Let us now quiet our minds and our hearts, and pray for the presence and assistance of the Holy Spirit.**

**In the Name of the Father, and of the Son + and of the Holy Spirit, Amen.**

**Come Holy Spirit! Open our hearts to receive your grace in this Sacrament of Confirmation. Fill us with the Spirit of Wisdom and Understanding, the Spirit of Right Judgment and Courage, the Spirit of Knowledge and Reverence, the Spirit of Wonder and Awe. Empower us to be faithful disciples and witnesses of Jesus Christ our Lord, to the glory of God the Father. Amen.**

**In the Name of the Father, and of the Son + and of the Holy Spirit, Amen.**

10. Upon completion of the prayer (and at least 15 minutes prior to the start of Mass) the procession will move from the gym and turn right, through the double glass doors into the school, and proceeding through the school to the 100 wing of the school. The left line will proceed down the 100 wing hallway through the main entrance of the school and proceed to the South Transept entrance and begin taking their seats in section of the Cathedral assigned to their parish; the right line will proceed through the old entrance to the school, past the Memorial Garden to enter the North Transept and begin taking their seats in the section of the Cathedral assigned to their parish. The DRE/YM of each parish will assist in the seating of the candidates from their respective parishes. This should allow ample time for the seating of the Candidates and Sponsors immediately before the start of the Confirmation Mass.