**Baptism & Confirmation Service – Notes for Planning**

We hope these notes help you as you complete the Template you have received for your forthcoming service of Baptism & Confirmation. Please read this as helpful guidance, not a straightjacket. It’s really important that the service captures the customary local character of the church.

**Some general points:**

* Once completed, please send a draft Order of Service to the Bishop’s Chaplain -steve.benoy@peterborough-diocese.org.uk - at least a fortnight ahead of the service. He will check all is well with the bishop and the return it ready for you to print locally in the week prior to the service.
* The template sent to you is produced such that it can be printed as an A4 folded booklet and the text still be large enough to read - Calibri 16.
* In case you are wondering, the Gloria and Confession are omitted (there is a penitential reference in the Decision). There are also no Intercessions. This gives the service an intentionally distinctive feel.
* Please insert the hymns & songs you would like, not forgetting author/composer and any copyright details. The readings included are those which +Debbie likes to use.
* The liturgical colour for the service is Red, unless there is a pressing reason for an alternative, eg Advent Sunday or during Easter
* Please design your own front cover for the order of service.
* It would be customary to list the names of those being baptised and confirmed on the inside front page, along with some words of welcome to the Church.
* Please ensure that the baptism & confirmation registers and certificates are ready for the bishop to sign prior to the service.

The notes below indicate things for you to consider, decide about, and brief the bishop prior to the service.

**Presentation:**

Before the Bishop addresses the candidates, you may wish to present them by name:

 *“I present, N, to be baptized / confirmed”.*

Sometimes one or more of the candidates may be willing to speak about their faith in Christ and what being confirmed means to them. This is a good point in the service for that.

**Decision:**

Before the Bishop addresses the candidates, sometimes a large candle is lit. This will be useful for the end of the service where each candidate for confirmation may receive a lighted candle. Please ensure you have such a candle, taper and candle stand if you include this in the service.

**Baptism:**

Notice how the liturgy here is shared between a local minister and the bishop. After the bishop blesses the baptism candidates and before the prayer *“Almighty God, we thank you for our fellowship…”,* the bishop may sprinkle the candidates for confirmation with water from the font.

**Confirmation:**

The bishop generally prefers to have all the candidates gathered together in a semi-circle at the head of the nave and to confirm by moving from candidate to candidate. But do advise otherwise if the physical space or numbers of candidates suggests another way of doing this would be better.

If you would like the candidates to be anointed with the Oil of Chrism at the point of Confirmation, please ensure you have a supply of oil for the bishop to use, someone to hold it, and a towel to dry off excess.

**Eucharistic Prayer:**

Please insert at this point on the service one of the Eucharistic Prayers A - H according to your preference or local custom. You can find the texts here:

[Holy Communion Service | The Church of England](https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/holy-communion-service#mm7c3)

**Lord’s Prayer:**

By all means replace with the traditional form if you prefer.

**Giving of Communion:**

Please insert a simple description of your local practice for how people come forward to receive communion, along with an encouragement for those who are unsure about receiving communion to come forward for a prayer of blessing. You may wish to indicate what music may be played during the distribution of communion, either to listen to or join in with.

**Giving a lighted candle:**

If you include this in the service, the candles can be lit from the large candle used earlier in the service at the Decision. Please supply the candles and holders.

**At the end of the Order of Service:**

Please insert the parish CCL number, and please also include information about where refreshments will be served after the service along with encouragement to stay and enjoy them.

Thank you for all you are doing to prepare people for this important step of faith. Be assured of our prayers for this significant occasion.