

## Diocese of Winona-Rochester Confirmation Information

November 2024

**Certificates:** On the occasion of the Confirmation, certificates will be issued by home parishes and signed by home pastors, while clearly listing the host parish as the place of Confirmation. Subsequent certificates (e.g., before marriage) will need to be requested from the official register of the host parish.

**Guests:** The number of guests is determined based on seating capacity and the number of confirmands signed up for each particular Confirmation. After the schedule is set, the Diocese will notify parishes as to the approximate number of guests each parish can bring. Generally, each confirmand will be able to bring 6-10 guests (not counting confirmand and sponsor).

**Letters to the Bishop:** These are due no later than two weeks before the Confirmation. Please mail the hard copy originals to:

Leandra Hubka - Confirmation Letters  
Diocese of Winona-Rochester  
2907 Jeremiah Lane NW  
Rochester, MN 55901

**Liturgy Planning Form:** Host parishes are responsible for filling out the [Confirmation Liturgy Planning Form](#) and returning it to the Bishop's Office no later than a week before the Confirmation. Forms can be returned electronically or hard copy.

**Nametags:** Home parishes are responsible for making nametags for their own confirmands. Nametags should contain the Confirmation name in large print, with the given name underneath in smaller print.

**Notifications:** After the Confirmation, each parish is to notify their own confirmands' parish of Baptism

**Photos:** The [Confirmation photo policy](#) can be found on the diocesan website.

- **Confirmand Information:** Each parish is asked to fill out and return the [confirmand information sheet](#) to Seifried Portrait Design at [staff@spdgallery.com](mailto:staff@spdgallery.com). After the Confirmation, the photographer will email confirmands' parents with a link to where they can view and purchase their confirmand's photos with the Bishop.

**Programs:** Host parishes are responsible for creating a program for the ceremony. Printing the names of the confirmands in the program is discouraged, as it sometimes happens that a person is not actually confirmed and the program could appear to be a record of a sacrament that did not actually take place. Instead, home parishes are encouraged to print the names of their confirmands in the parish bulletin the weekend after the Confirmations take place.

**Registers – Parish:** Per our diocesan Handbook for Sacramental Records (page 15), the official record of all sacraments is to be in the records of the parish where the sacrament took place. Thus, host parishes are responsible for recording all the Confirmations that take place in their parish. We also ask that an unofficial record be made at the home parishes. The names of all those confirmed should be listed under the heading “Confirmed by [bishop / minister] on [date] at [church] in [city, state].”

- **Home Parishes:** Send a list of all those confirmed to the host parish, for them to record in their Confirmation register.
- **Host Parish:** Record the names of ALL those confirmed at your parish, in your parish’s Confirmation register; this will be the official register for all confirmands.
- **Home Parishes:** Make an unofficial record of those confirmed from your parish in your own Confirmation register, with a notation of the location of the Confirmation.

**Registers – Diocese:** After the Confirmation, each parish is to fill out the diocesan [Confirmation Register](#) with the names of confirmands from your parish only, and return to the Office of the Chancellor within two weeks of the Confirmation; please send signed registers to:

Office of the Chancellor – Confirmation Registers  
Diocese of Winona-Rochester  
2907 Jeremiah Lane NW  
Rochester, MN 55901

**Rehearsal – Time:** The Rehearsal date and time is decided by the host parish, and can either be a Wednesday evening before the Confirmation, or a couple hours before the Confirmation. Please notify the Bishop’s Office of the date and time once it is decided; this information will then be communicated to all parishes involved.

**Rehearsal – Content:** At a minimum, the Diocese recommends covering the following items during rehearsal:

- taking advantage of opportunities to go to Confession as preparation for Confirmation,
- dress code for the liturgy,
- procession at the beginning of Mass (if confirmands will be included),
- procession up to the front of church for the Rite of Confirmation,
- responses the confirmand will make during the actual Rite,
- photo walkthrough,
- and perhaps a review of the basics of participating in Mass.

**Saint Names:** These must be emailed to the Bishop’s Office ([lhubka@dowr.org](mailto:lhubka@dowr.org)) by each parish, no later than one week prior to the Confirmation.

**Videography:** It is up to the host parish to determine whether to hire a videographer to tape or livestream the Confirmation; if a non-host parish desires to have the Confirmation filmed and the host parish is not planning on doing so, that non-host parish is responsible for coordinating the filming.

**General Confirmation Information:** The full 2025 Confirmation schedule, along with the various forms and policies, can all be found on our diocesan [Confirmation webpage](#).