**Forms for Completion**

* Candidate Details Form
* Confirmation Return Form
* Front and inside pages of the Order of Service Booklet
* Notes for a Bishop’s Chaplain
* Engagement Form

Please refer to the Pastoral Regulations about Confirmations in the Diocesan Handbook and please complete and return ***all of the attached forms*** to nadina.bedlow@southwark.anglican.org

**Useful Information For the Bishop – Before the Service**

It would be helpful the Bishop to know what form of preparation the candidates have taken, including the titles of any resource material used. Similarly, please indicate proposed plans for continuing the nurture of adult candidates, teenagers and children. The information you give on the Candidate Detail form will help Bishop prepare for the service. Please also include any information about them that you feel it would be helpful.

If for exceptional reasons you have any candidates under the age of ten you should consult with the Bishop as soon as possible. Please make sure that other parishes who are presenting candidates are aware of this.

**Readings, Readers and Music**

Please use the readings as set for the date and found in the Common Lectionary. Please ensure that the choice of readers and musical items in the service reflect the range of people and groups who would normally contribute to worship in your church. Where intercessions are made they should be succinct and well led. It is increasingly the case that Confirmation candidates are prepared to give a word of testimony to the congregation explaining something of their own spiritual journey and their reasons for being confirmed. This is not compulsory and should be discussed prior to the service.

**The Order of Service**

Please email a draft copy the order of service to nadina.bedlow@southrwark.anglican.org at least two weeks prior to the servicealong with the other completed forms for the Bishop’s approval. Please also ensure that it is in line with the provision made in either Common Worship or the Book of Common Prayer. In the case of ecumenical services, the service must comply with the ecumenical canons. Please use the following link to download the most up to date copy of the order of service from the Church of England website:

<https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/christian-initiation/baptism-and-confirmation>

A **large print version (A4)** will also be required for the Bishop to use at the altar.

**At the Confirmation**

Please introduce all candidates to the Bishop, 30 minutes prior to the service. The Bishop will use this time to get to know them and then pray with them. The Bishop is willing to stand or sit when confirming. Those who are to be confirmed may either come up in pairs for the laying on of hands, or kneel along the communion rail. Names should be clearly written on cards to be held by the individual candidates. Where anointing is included, please provide oil and ensure that the Bishop has a towel. Please introduce the candidate’s families to the Bishop after the service, when it will also be possible for photographs to be taken. Photographs **must not** be taken during the service.

**Relevant Pastoral Regulations**

You will note from the Pastoral Regulations that the names of those being baptised need to be in the register of the Church where the service takes place. The names of those being confirmed, however, are entered in the register of the parish presenting them. Please make sure that all the registers, together with any cards and books to be presented, are available for Bishop Rosemarie to sign on her arrival, and not just before the service is due to start.

If you have any queries or require further information, please don’t hesitate to contact me directly.

**For the attention of Treasurer**

The collection is given to the Bishop of Southwark’s Lent Fund, a Registered Charity, number 1075122. It is legitimate, though not obligatory, to deduct expenses associated with the service from this sum before transferring it. The PCC Treasurer is asked simply to bank the proceeds of the collection, reclaim Gift Aid in the normal way, and then donate to the Lent Fund of the grossed-up amount, less any sum it is desired to retain for expenses.

The transfer can be made electronically to:

|  |  |
| --- | --- |
| Account Name | Bishop of Southwark's Lent Fund |
| Bank  | CAF Bank |
| Sort Code | 04-52-40 |
| Account number | 00009614 |

Alternatively, a cheque payable to "Bishop of Southwark's Lent Fund" can be sent to The Hon Treasurer of the Lent Fund, c/o Trinity House, 4 Chapel Court, SE1 1HW.

For further queries, the Finance Department can be contacted at the Diocesan Office on 020 7939 9400.