

ARCHDIOCESE OF PHILADELPHIA

OFFICE for DIVINE WORSHIP

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October 2017

*Celebration of the Rite of Election of Catechumens
and of the Call to Continuing Conversion of Candidates*

CHRISTIAN INITIATION COORDINATOR MEMO

IMPORTANT INFORMATION!

Below please find the schedule and information for the **Rite of Election and of the Call to Continuing Conversion for 2018**. Please take time to read through this information carefully, as some modifications have been made regarding logistics. **This will be the only electronic communication prior to registration.**

2018 RITE OF ELECTION OF CATECHUMENS AND OF THE CALL TO CONTINUING CONVERSION OF CANDIDATES

- **Saturday, February 17, 2018** 11:00 AM Delaware and Philadelphia North
- **Saturday, February 17, 2018** 3:00 PM Bucks and Montgomery
- **Sunday, February 18, 2018** 3:00 PM Chester and Philadelphia South

To Register Catechumens and Candidates

First: Please read the **Coordinator Memo 2017 –Rite of Election** for information about registering catechumens and candidates for participation in the Rite of Election and of the Call to Continuing Conversion

Second: Visit <http://www.odwphiladelphia.org/sacred-liturgy/christian-initiation/> to register online or download registration forms.

(scroll down to #4. Second Step: Election or Enrollment of Names)

*****All forms should be submitted electronically, by February 9, 2018*****

All registration information regarding the 2018 Rite of Election and of the Call to Continuing Conversion will be handled electronically.

- On the Office for Divine Worship, Christian Initiation web site, <http://www.odwphiladelphia.org/sacred-liturgy/christian-initiation/>, (scroll down to #4 – Second Step: Election or Enrollment of Names) complete and submit the **Participation Form, Catechumen and/or Candidate Forms**.
- After submitting the forms, expect to receive an email confirming that the Office for Divine Worship has received your forms. If you do not receive such an email within one week of registering, please contact our office.
- This email will direct you to the Christian Initiation web site, to download the **Name Tags** for Catechumens, Godparents and Presenter of the Book of the Elect, and also Candidates and Sponsors
- **Since Archbishop Chaput prefers to greet each catechumen and candidate by his or her first name, please print the catechumen's and candidate's first name in LARGE letters on the Name Tag.**
- Cut completed tags and provide holders or pins.

*****Please register online no later than February 9, 2018*****

- The Christian Initiation Coordinator is asked to check with the parish religious education and school offices and ethnic communities, involved in the formation of adults and children for the sacraments of Christian Initiation, to provide a complete listing for the *Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates*.
- *If you are unable to participate at the time designated for your county, please contact the Office for Divine Worship with your preference for another day and/or time.*

RITE OF ELECTION OF CATECHUMENS

All Pastors are expected to send **Adult Catechumens**, those who have completed their 18th year and older, to the Cathedral for the *Rite of Election*. Participation in the *Rite of Election* by those 18 years of age and younger is optional (see RCIA, 277).

- Each parish is encouraged to provide the *Rite of Sending* for catechumens and candidates prior to the *Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates*.
- *Catechumens, Godparents and Presenters of the Book of the Elect should arrive 45 minutes before the start of the celebration. A review of the Rite will take place 30 minutes before the start of the celebration.*

Book of the Elect

- The signing of the Book of the Elect is indicative of Election for Baptism; therefore, the already baptized do not sign it.
- The signing of the Book of the Elect by catechumens only should take place prior to the Rite of Election. This may take place during the *Rite of Sending* or during a catechetical session.
- **The name of the presenter of the Book of the Elect should be designated on the catechumen registration form.**
- **The parish priests do not present the Book of the Elect.**

Calling of Names

Each catechumen's name will be announced.

- A space will be provided on the catechumen registration form for phonetic pronunciation. Please use your best judgment when filling out the form.
- **Presenters of the catechumens are no longer needed.**
- Once the Archbishop has greeted the **catechumens**, they will remain in the sanctuary until the **Act of Election** is completed. They will then exit the sanctuary via the two side altar gates, as well as the center aisle, and return to their pews. Ushers will assist with these movements.

Act of Election

Procedure for Presenter of the Book of the Elect

After the Affirmation by the Godparents and the Assembly (see program):

1. The usher will ask you to stand and exit two pews at a time to form a **double line** in the center aisle.
2. Hold the Book of the Elect open to the current list of names of catechumens. The names should be facing out.
3. The usher will lead you up the center aisle and into the sanctuary.
4. **This is a procession.** Keep moving slowly (not too slowly) without gaps.
5. Go up the steps, together with your partner. Walk up to the bottom step of the Cathedra (Archbishop's chair).
6. Pause in front of the Archbishop. Slightly elevate the Book of the Elect and extend it forward in a gesture of presentation and say, **"These are the names of the catechumens from _____ Parish"** (the person on the right speaks first, then the one on the left). The Archbishop will acknowledge the presentation.
7. Turn right together, leaving the book open, and at the direction of the usher, proceed, one to the right and one to the left, through the side altar gates and stand in front of the altar rail, facing the Archbishop, until the **Act of Election** is completed by the Archbishop. Return to your seat via the center aisle.

Seating

PLEASE REFER TO THE DOWNLOADABLE “FLOOR PLAN” FOUND AT:
<http://www.odwpphiladelphia.org/wp-content/uploads/2014/02/CathedralBasilicaFloorPlan.pdf>

Please note, that there is no Reserved Seating for catechumens and godparents.

- Catechumens and godparents will be seated in **the two front center sections of the Basilica.**
- As catechumens and godparents arrive at the Cathedral, they will be seated in the next available pew, the godparent seated directly behind the catechumen.
- There will be reserved seating for wheelchair users and deaf catechumens. **PLEASE INDICATE SPECIAL NEEDS ON THE CATECHUMEN FORM.**
- A very **limited** amount of unreserved seating is available for additional family, friends and parishioners.

CALL TO CONTINUING CONVERSION OF CANDIDATES

Adult Candidates for Confirmation and Communion who have been engaged in an extended period of formation alongside catechumens are welcome to participate in the *Call to Continuing Conversion*. **Baptized Children do not participate in the Call to Continuing Conversion.**

- Each parish is encouraged to provide the Rite of Sending for catechumens and candidates prior to the *Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates*.
- *Catechumens, Godparents, Presenters of the Book of the Elect, Candidates and Sponsors should arrive 45 minutes before the start of the celebration. A review of the Rite will take place 30 minutes before the start of the celebration.*

Calling of Names

Each candidate's name will be announced.

A space will be provided on the candidate registration form for phonetic pronunciation. Please use your best judgment when filling out the form.

- **Presenters of the candidates are no longer needed.**
- Once the Archbishop has greeted the **candidates**, they will remain in the sanctuary until the

Act of Recognition is completed. They will then exit the sanctuary via the two side altar gates, as well as the center aisle, and return to their pews. Ushers will assist with these movements.

Seating

PLEASE REFER TO THE DOWNLOADABLE "FLOOR PLAN" FOUND AT:
<http://www.odwphiladelphia.org/wp-content/uploads/2014/02/CathedralBasilicaFloorPlan.pdf>

- Please note, that there is no Reserved Seating for candidates and sponsors.
- Candidates and sponsors will be seated in the **two center sections behind the catechumens and godparents**, as well as the **two side front sections** nearest to the center sections.
- As candidates and sponsors arrive at the Cathedral, they will be seated in the next available pew, the sponsor seated directly behind the candidate.
- **There will be reserved seating for wheelchair users and deaf candidates. PLEASE INDICATE SPECIAL NEEDS ON THE CANDIDATE FORM.**
- A very **limited** amount of unreserved seating is available for additional family, friends and parishioners.

Priests

- All attending priests are strongly encouraged to vest in surplice/alb in the Neumann Room of the Cathedral Basilica and prepare for the liturgical procession.
- **The parish priests do not present the Book of the Elect.**

Attire

- The solemnity of this occasion, the *Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates*, should be reflected in your choice of attire. **Recreational attire is not appropriate.**

Snow emergency policy

- If the *Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates* is cancelled due to inclement weather, an announcement (not a number) will be broadcast on **KYW (1060 AM)** or go to www.kyw1060.com. (See flyer on **Christian Initiation** web site)

If a winter advisory exists in your area and travel to the Cathedral Basilica of Saints Peter and Paul is treacherous, parishes are advised to make an independent decision regarding their participation in the Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates.

Buses

- If your parish is coming by bus, please indicate this information on the **Participation Form**.
- Please print your parish name on the “Parish Name” template attached to the confirmation email, and display the sign in the bus window upon arrival at the Cathedral.
- Security staff will assist with bus parking.

Information Table

There are limited emergency supplies at the information table, i.e., water, tissues, paper towels, should an emergency arise. The information table is located near the baptismal font.

Parking

- There is limited parking in the Archdiocesan Parking Lot, which can be accessed from 17th Street.
- Most street parking is free on Sunday.
- Gateway Parking Garage is also available at 1540 Vine Street, Philadelphia 19103 (\$5 on weekends).

Cathedral Entrances

- Weekend Sunday Masses are scheduled for Saturday at 5:15 pm and Sunday at 12:30 pm in the Cathedral Chapel.
- Please do not use the Chapel parking lot entrance during these Mass times.

Reminders

- All information regarding the 2018 *Celebration of the Rite of Election of Catechumens and of the Call to Continuing Conversion of Candidates* will be handled electronically.
- The Call to Continuing Conversion is meant for adults (and not children) who are baptized and will be received into Full Communion and/or Confirmation and/or Communion. This is especially for those who have distanced themselves from the Christian faith and who are not regularly practicing this faith.

*****Please register online no later than February 9, 2018*****
