

**Office of Worship  
Diocese of Baton Rouge**



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**TO:** PARISH CONTACT PERSON FOR THE RITE OF ELECTION AND THE CALL TO CONVERSION OF CANDIDATES WHO SEEK TO COMPLETE THEIR CHRISTIAN INITIATION

**WHEN:** Sunday, February 21, 2010 (the First Sunday of Lent) at 2:00 and 5:30 pm

**WHERE:** St. Joseph Cathedral, Baton Rouge, Louisiana

**THIS IS:** INFORMATION YOU NEED TO KNOW AND PASS ON TO THE ELECT; TO CANDIDATES FOR FULL COMMUNION; AND TO OTHER ATTENDING PERSONS. PLEASE REVIEW WITH THEM AND BRING THIS SHEET WITH YOU!

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Thank you for serving as parish contact person at the Cathedral service for Election of Catechumens and Call to Conversion of Candidates Who Seek to Complete Their Christian Initiation. Some basic information is provided below which you are asked to share with the Elect, with those seeking Full Communion and other parishioners who will be attending the service on February 21 at 2:00 and 5:30 pm at St. Joseph Cathedral. Young Catechumens and candidates will be present at both services.

**BEFORE THE CEREMONY**

Parking will be available at the Cathedral Parking lot on Main Street, and on the streets near the Cathedral. There will be a police officer on duty outside of the Cathedral. The weather is good, you may want to assemble your group outside the Cathedral before we begin. However, please urge your group to arrive and assemble early, then to enter the

Cathedral together. Please **MAKE** and have **ALL** candidates for Election and the Call to Continuing Conversion, and sponsors and godparents, **WEAR name tags from your own parish**. Please put the person's name and parish on the name tag and print the name in large letters. We will **NOT** provide name tags at the Cathedral. Parishes have Catechumens, candidates, team members, and sponsors who are composed of many diverse cultures and ethnic heritages. If any wish to do so, please encourage the wearing of dress which reflects one's cultural heritage. Once again this year the names of Vietnamese and Spanish speakers will be called in their native languages. We will begin promptly at 2:00 and 5:30 pm. Please advise your group to be in and seated in the Cathedral by 1:45 pm. and 5:15 pm. Practice will begin promptly at 15 minutes prior to starting the ceremony. Ask your group to arrive early and be seated. **PLEASE USE THE FRONT DOORS OF THE CATHEDRAL**, unless it is raining, in which case then use the covered side door to the right of the Cathedral.

### **CHECKING IN AT THE CATHEDRAL**

We will again use a special procedure for checking in at the Cathedral. Once your group has arrived and is ready to enter the Cathedral, you as contact (or your designate) go to the building next to the Cathedral, the Cathedral Parish Hall. On the glass walls, adjacent to the covered walkway, to the left of the entrance to the Hall, find your parish list of unbaptized Catechumens and baptized Candidates for Full Communion. Check the list of names against those that are positively attending the Rite. From there, go into the Parish Hall to the table marked "**REGISTER HERE.**" It is important that your parish **REGISTER** so that your parish name will be marked off as present. At this desk, please indicate if there are **ANY** changes in your parish list of unbaptized Catechumens or baptized Candidates attending. **ANY ADDITIONS OR DELETIONS TO THE LIST OF CATECHUMENS CAN BE DONE AT THIS TIME.** If your parish only had Candidates, and none are present, please let this be known as you register. Once this has been done, go into the Cathedral and the ushers will escort your unbaptized Catechumens, baptized Candidates for Full Communion, sponsors, godparents, pastor and team members to their seats. Each parish will have reserved pews, the number of pews depending on the size of the group indicated. This will make it easier for ushers to seat latecomers. Family members of the candidates for Election and the Call to Continuing Conversion will be seated in the non-reserved section. Please follow the ushers' instructions. We ask that you, as the parish contact, have a seat reserved at the end of the pew so that you might easily exit your pew. Advise the candidates for Election and Candidates for Full Communion and company to read through the program they will receive so they are aware of the responses and movements. Please keep the Book of Enrollment with you in the pew until it is time for you to come forward to the sanctuary area.

Note that the printed list of names of the baptized Candidates for Full Communion in the program, is accurate as of a certain date: February 16, 2010. Changes, additions, and deletions were not possible to the printed list after that date. We apologize to those whose names were not submitted prior to this date.

## **FOR THE UNBAPTIZED CATECHUMENS**

Immediately following the homily, there will be an invitation given for all unbaptized Catechumens to come forward with their godparents/sponsors. As mentioned in previous correspondence with you, adult Catechumens and sponsors will be invited to come forward first; then children (refers to children/adolescents) with their parents and sponsors. However, parents (with sponsors) will have the option of coming forward without their children (with adults) or waiting to come forward with their children (together). They will stand before the bishop. The bishop will stand at the bottom level of the sanctuary and have the assembled Catechumens and sponsors stand in the sanctuary area around the altar table, facing the assembly. As the catechumenal group will be moving into the sanctuary area, please remind them to **WALK CAREFULLY, WATCHING THEIR STEPS, AS THE CATHEDRAL SANCTUARY HAS A NUMBER OF LEVELS. USHERS WILL BE THERE TO ASSIST THEM.** The bishop will inquire of the sponsors/godparents about the sincerity of the Catechumen's journey of faith. Please ask the sponsors/godparents from your group to answer **LOUDLY** so that the Assembly can hear them. We need to hear their voices! Catechumens will likewise be asked about their desire to enter into the full baptismal life of Christ in the Church. Again, please prepare your Catechumens so they can answer **LOUDLY**. They will be asked to respond as a group.

Before the Catechumens are called by name, the catechist at the podium will invite the **PARISH REPRESENTATIVES WITH THE BOOK OF THE ELECT** to come forward into the sanctuary.

## **REMINDER OF A CHANGE**

The parish representative, holding the Book of the Elect, will stand as much as possible in two lines, facing each other. [Image the Cathedral, which is laid out in a north/south direction: when the parish representatives are in the sanctuary, they face east and west.] Then, as each parish's Catechumens are called – the parish name will be announced first – that parish's representative will open the Book of the Elect, walk up to Bishop Muench to show him the open page, remain until all names are read and then go to his or her place holding the Book of the Elect open for Assembly to see until she or he gets back into their pew. The representative must watch their step! Each Catechumen is to respond individually: **"HERE I AM LORD."** Please ask the Catechumen responding to answer in a **LOUD VOICE TO HIS/HER OWN NAME**. The Catechumen's name will be called only **TWICE**.

**Please be sure to tell the person at the registration table, before you enter the Cathedral, if a Catechumen is not present for the ceremony so his/her name will not be called.**

Godparents/sponsors will be invited to place their hand on the shoulder of the one whom they are sponsoring during a certain part of the ceremony. Please follow the directions given at that time.

Following the act of Election and an admonition by the bishop to the entire group, all will be invited to be seated. **A song will accompany the procession of the group back to their place in the Assembly.**

### **FOR THE BAPTIZED CANDIDATES**

Once all have been seated, Candidates for Continuing Conversion (the baptized) will be recognized. This recognition will take place by parishes grouped by **Deaneries**. For each **Deanery**, the baptized Candidates from each parish will be invited to stand. Then, a statement will be made to these standing Candidates, to which there will be spoken response by the Candidates from the entire **Deanery**. It will go as follows:

**CATECHIST: The Church calls the baptized candidates from \_\_\_\_\_ Parish.**

Once all the baptized Candidates from each parish in a particular Deanery have been called, the Catechist will ask:

**CATECHIST: The Lord calls you to continue your conversion...what is your response? From these parishes **all** will respond together: "HERE I AM, LORD!"**

The Candidates will remain standing in their place during the entire rest of the service which deals with the Call to Continuing Conversion. At a specific point, the Candidate's sponsor will be asked to stand in place next to them.

Please prepare your baptized Candidates for this part of the service in which they will respond. Ask them to respond in a **LOUD** voice.

Once all the baptized Candidates have been recognized, they, together with their sponsors will be recognized by the assembly, and receive a call and admonition by the bishop.

### **BOOK OF THE ELECT**

Please note that the bishop will **NOT** sign any of the Books of the Elect. The Book of the Elect is properly to be signed by the UNBAPTIZED ONLY at the Parish Rite of Sending. As noted previously, the Books of the Elect will be present during the calling of the names of the unbaptized. They will **NOT** be presented for signing as had been done in previous years.

## **RECEPTION**

**The reception will be held at the Catholic Life Center (1800 South Acadian Thru-way) and the doors will be open at 3:00 pm.** This reception is designed to allow those attending to come to the reception either before or after a particular Rite. It is impossible to hold the reception after each service; thus the combined reception. Please encourage your parish groups to attend either after the 2:00 pm service or before the 5:30 pm service. The bishop desires to meet your Elect; however, please know that it may be impossible for him to meet each group as he must leave to be on time for the 5:30 pm service. There will be a receiving line and the bishop will do his best. With time restraints, no individual pictures are encouraged, but group pictures may be taken. Please have all groups together in advance.

The reception is being hosted again by the Catholic Daughters of the Americas in the diocese.

## **THE RITE OF SENDING**

Since the bishop will not be signing the Book of the Elect at the Cathedral, and only the unbaptized Catechumens are to sign the Book of the Elect, the previous edition of the Rite of Sending no longer should be used. The best rite to use is found in the **RCIA RITES BOOK, Appendix, I: Combined Rites, #2 "Parish Celebration for Sending Catechumens for Election and Candidates for Recognition by the bishop.** This is a combined rite which highlights the special value of both the Catechumens and Candidates with the support of the assembly on that First Sunday of Lent. If you are unable to find this rite, please call the Office of Worship and it will be supplied to you.

If there are any questions you would need to ask, please call the Office of Worship in Baton Rouge, 225-242-0120, on Monday (12 noon to 4:30 pm), Wednesday (8:30 am to 4:30 pm) or Friday (8:30 am to 1:00 pm). On other days, call St. Jean Vianney Parish, 225-753-7950, and ask for Father Tom Ranzino.

With the size of the Rite of Election, it is necessary to hold two services. In an effort to be fair, parishes rotate between the early and later service each year. We have divided up the deaneries for the two services. Hopefully, this will simplify any confusion as to which service to attend. Please see our website for your parish assignment (more information at the end of this letter in bold). If you need a copy e-mailed to you or faxed, please contact our Office of Worship at 225-242-0120. When you enter the Cathedral, the ushers will have your seating assignments and direct you to your pews. Please remember that the numbers that you report of your registration will reflect in the number of seats reserved for you. With limited seating only the Catechumens, Candidates, parents of children, godparents, sponsors and team members will have reserved seating. All other family and friends will be directed to the open seating. We appreciate your good spirit and look forward to sharing these Rites with all of you on the First Sunday of Lent.

**THE LAST DAY FOR NAMES OF CANDIDATES TO BE INCLUDED IN THE CANDIDATE'S PROGRAM WILL BE FEBRUARY 16, 2009**

You will be given an Evaluation of the 2010 Rite of Election when you check in at the Cathedral in an addressed envelope. Please keep this evaluation, and with all who attended the Rite, evaluate your experience. Please return your evaluation to the Office of Worship by Monday, March 8, 2010. Your feedback is important and helps us to refine this process.

**Please note that all of this information is posted on our website.** It is our goal to have everything that you need for the Rite of Election available electronically each fall, including information letters with registration forms, evaluation form, driving directions, detailed information about the Rite of Election Service and parish assignments. If you do not have access to the internet and would like a hard copy mailed to you, please contact our Office of Worship at 225-242-0120. The web address is [www.diobr.org/worship](http://www.diobr.org/worship). You can also merely go to the diocesan website at [www.diobr.org](http://www.diobr.org), click on the "Documents" button on the left side and then scroll down to the Worship Office section and you will find the documents for Rite of Election. Please call our office if you have any questions or concerns.

In Christ,

Rev. Tom Ranzino  
Director  
Office of Worship

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