



**Diocese of Laredo Celebration of the Eucharist  
at Which Bishop Tamayo Presides**

---

**Introduction**

1. We read in the Ceremonial of Bishops: “The bishop himself is the chief steward of the mysteries of God and the overseer, promoter, and guardian of all liturgical life in the particular church entrusted to his care”. Therefore, the preeminent manifestation of the local Church is present when the bishop celebrates the Eucharist, surrounded by his presbyters and ministers, and with the full, active participation of all God’s holy people. Thus a Eucharistic liturgy at which a bishop is the principal celebrant takes on a special character and dignity.
  
2. The liturgical reform of Vatican II, while maintaining the need for cultural adaptations within specific circumstances, was very specific on the development of the reform at the local level. The Constitution of the Sacred Liturgy states that the “regulation of the sacred liturgy depends solely on the Church, that is, on the Apostolic See and, as laws may determine, on the bishop. **Therefore, absolutely no person, not even a priest, may add, remove or change anything in the liturgy on his own authority**”.
  
3. In his task of overseeing the liturgy of the local church, the bishop is assisted by the Diocesan Commission of Divine Worship, and his Master of Ceremonies. The Bishop’s Master of Ceremonies has the final say in the preparation and carrying out of any liturgical event involving the bishop. The bishop has instructed him in the ways in which things are to be done therefore his instructions are to be strictly followed.
  
4. Simplicity is an important element in planning liturgies. Time is also a pressing factor. All effort should be made to see that nothing unnecessarily adds to the length of a ceremony.
  
5. Music is an integral element in liturgy. It is important to remember, however, that it is simply one element. Excess music can detract from the liturgy and unnecessarily add to its length. Silence, it should be remembered, is also an important element of the liturgy, wherever it is recommended.
  
6. There is to be no liturgical movement/dancing during the liturgies. Exceptions may be made for certain cultural expressions. As a general norm, however, refrain from any kind of dance during the liturgy.
  
7. At all Sundays and Solemnities, the readings are to be proper for the day. Other ritual ceremonies should follow the suggested readings in the Lectionary. In these cases, the readings selected are to be sent to the Bishop’s Office at least a week ahead of the celebration.

### Arrival and Preparation of the Bishop

8. The bishop will arrive roughly a half hour before the ceremony. A convenient parking space should be reserved for him and he should be informed of its location.
9. A private place should be made available for the Bishop to vest and prayerfully prepare for Mass. If this should be the sacristy, please make sure that the Bishop has the privacy needed to properly prepare.
10. The bishop will use a chasuble provided by the Parish. Please check the *ordo* for the proper color for concelebrants. The pastor should always wear a chasuble. Other concelebrating priests will wear an alb and stole if chasubles are not available for every concelebrant.

### Pre-Liturgical Processions

11. The pre-liturgical procession, if needed, should be timed in such a way that the liturgical procession begins at the exact time at which the Mass is scheduled. Scheduled prior to that time would be banner bearers, confirmandi, graduates, etc. **The liturgical procession, which includes only the liturgical ministers, should begin at the time at which the mass is scheduled.**

### Introductory Rites

12. The order of procession is as follows: thurifer (if incense is used), the cross bearer, two candle bearers (if used), other servers, book of the Gospels, the concelebrating priests, the bishop's Master of Ceremonies (if used), the Bishop and two deacon chaplains (if present).
13. As each member of the liturgical procession reaches the foot of the sanctuary, he/she will bow and go directly to his/her place in the sanctuary. Do not have everyone line up to bow together. They are to bow two by two as they reach the foot of the sanctuary and go directly to their places.
14. The entrance hymn should be just long enough to last as the procession is walking down the aisle and until the bishop reaches the presidential chair.
15. **If the day requires a Gloria, the Gloria is to be sung. If the day does not require a Gloria, one should not be added. Please check the *ordo*.**

### Liturgy of the Word

16. On a Sunday celebration, the readings are to be taken from the readings of the Sunday. Otherwise they are taken from the appropriate suggested readings from the Lectionary proper to the ritual. A second reading ought not to be added if it is not part of the readings of the day.

17. It is always preferable to sing the responsorial psalm.
18. During the singing of the Alleluia or Gospel Acclamation, all but the bishop stand. If a deacon is present, the deacon may read the gospel. If not, it is preferable that the pastor read the gospel. The deacon or the priest who is to read the gospel goes to the bishop to receive his blessing. He then proceeds to the Ambo to proclaim the gospel. Afterwards the Deacon or priest brings the gospel to the Bishop who reverences it with a kiss.
19. The bishop will preach, unless otherwise arranged. Please have a wireless microphone or one with a long cord available.
20. After the homily, the bishop will introduce the Creed, if the rubrics of the day call for one. If they do not, he will move directly to the Prayers of the Faithful.
21. The bishop will introduce the Prayers of the Faithful. Four intercessions are sufficient. The first should deal with the needs of the Church, the second for those in public authority, the third for those oppressed by any need, and the fourth for the local community. The bishop will then conclude the intercessions with a prayer. All will sit for the offertory procession.

### **Liturgy of the Eucharist**

22. The offertory procession is to take place in as simple a manner as possible. Those presenting gifts walk down the center aisle and directly to the bishop. The gifts presented ought to be the bread and wine needed for the celebration of the Eucharist. Extra symbols should not be added.
23. Concelebrating priests are to remain in their places until the bishop finishes the prayer over the gifts. They may then come forward to the altar for the Preface.
24. The parts spoken by all concelebrants together and especially the words of consecration, which all are bound to say, are to be said in such a way that the concelebrants speak them in a very low voice so that the principal celebrant's voice be clearly heard. In this way, the words can be better understood by the people.
25. Communion is to be distributed in as timely a manner as possible. The bishop will give communion to the deacons and the servers. Concelebrants receive the Precious Blood after the bishop gives communion to the deacons assisting at the altar. He will then proceed to the center aisle, usually with the Pastor. All the other concelebrants, deacons and, if needed, extra-ordinary ministers of Communion should immediately distribute the Eucharist to the rest of the congregation.
26. After he finishes distributing communion, the bishop will return to the presidential chair to wash his hands with water.

27. Communion and meditation songs should be long enough to cover the time needed to distribute communion, wash the bishop's hands and return the Blessed Sacrament to the tabernacle. The music should not extend beyond that.

28. All stand as the bishop says the Prayer after Communion.

### **Closing Rites**

29. If announcements must be made, they are spoken after the Prayer after Communion. **They should be brief.**

30. The bishop will give the final blessing. Please instruct your parish or have a leaflet available with the English and Spanish responses for the Episcopal Blessing. If a deacon is present, he says the dismissal. If a deacon is not present, the bishop will dismiss.

31. The bishop will kiss the altar and move to the front of the altar to stand facing it. The concelebrating priests may stand on either side of him. All will bow together, turn around and process out. The recessional is as follows: cross bearer, two candle bearers (if used), other servers, deacons not assisting at the altar (if present), concelebrating priests, bishop accompanied by deacon(s).

32. If there had been a pre-liturgical procession (of confirmandi, graduates, etc.), they should stay in their places or walk out behind the liturgical procession.

33. The bishop will greet people at the door of the church, unless other arrangements have been agreed upon.



Diocese of Laredo Celebration of the Eucharist  
at Which Bishop Tamayo Presides

---

All of the above guidelines should be followed for the Sacrament of Confirmation, with the following additions:

**ADDITIONAL INFORMATION**  
**FOR THE SACRAMENT OF CONFIRMATION**

34. The ordinary minister of Confirmation is the bishop. Normally a bishop confers the sacrament so that there will be a clearer reference to the first pouring forth of the Holy Spirit on Pentecost.
35. Should the parish wish that Bishop Tamayo sign the Confirmation certificates, they are to be sent to the Bishop's office with sufficient time, one week before is preferred. He should not be asked to sign certificates on the day of the ceremony.
36. Bishop Tamayo will plan to arrive at the parish 30 minutes before the ceremony for a meeting with the candidates.
37. The color of the vestments will be red, unless the day requires another color (such as a solemnity or an obligatory memorial). The boys should wear ties. Girls should dress respectfully for Church with shoulders covered and no low necklines.
38. If the confirmandi are to process, they are to do so prior to the liturgical procession.
39. **For ceremonies that do not occur on Sundays**, the texts must be chosen from the Lectionary for Mass: Volume IV Ritual Masses and Masses for Various Need and Occasions – For the Conferral of Christian Initiation: Confirmation #764-#768. A First Reading, Responsorial Psalm, and Gospel will need to be selected. Please note there will be no second reading. These readings are to be sent to the Bishop's office one week before the ceremony.
40. After the Gospel is proclaimed, all sit. The Pastor, or his delegate, presents the candidates with the following formula:  
"Bishop Tamayo,       Name of Parish       Parish wishes to present to you their young men and women who have been prepared and are ready to receive the fullness of Christian Initiation in the Sacrament of Confirmation. Each candidate has been well instructed and is accompanied by a sponsor."
- The candidates are then called by name, if the group is 20 or less. If more than 20, the candidates are not called by name, but stand as one group after the presentation.
41. The bishop will give the homily. Please have a microphone available that enables the bishop to walk to the front pews to talk with the confirmandi.

42. After the homily, the candidates will stand for the renewal of Baptismal promises.
43. The bishop and the priest(s) concelebrant(s) extend their hands over the candidates. The bishop alone recites the prayer invoking the Holy Spirit.
44. The bishop will receive his miter and crozier for the anointing. He will use chrism provided by the parish. Please see that the confirmandi come before the bishop quickly and smoothly. **Only the sponsor comes with the candidate and stands directly behind him/her with his/her right hand on the candidate's right shoulder. Confirmandi will line up two by two in the center aisle for the reception of the anointing as they would for the reception of Holy Communion. Have them stand close to the bishop so that he can reach them easily with the chrism.**
45. When the anointing is done, the bishop will wash his hands. He will need a pitcher, a basin, cut lemon, bread and a dry cloth. While the pitcher and basin need to be ample enough to wash the oil off, they should not be so large and heavy that the servers cannot carry them. While he is washing his hands, readers may move into place for the Prayers of the Faithful. Once the bishop has finished washing his hands, any music should stop.
46. The Creed is not said, as the renewal of Baptismal promises takes its place. After washing his hands, the bishop will stand to introduce the Prayers of the Faithful taken from the ritual of Confirmation.
47. The bishop does not want to give communion to all the confirmandi by himself, while everyone else waits. The Pastor should assist him, and all other communion stations should begin immediately. Please see that communion flows quickly and smoothly.
48. If the confirmandi are to process out at the end of the liturgy, they are to do so behind the Bishop, that is, after the liturgical procession.

#### **Notes on Photography and Video:**

An event as significant to an individual and family as Confirmation, is often desired to be retained in photos or video. Photographers and videographers are to be advised to not interrupt or interfere with the liturgical action.

The bishop will be available for photos with the newly confirmed and their sponsors, but asks that this be done in an EFFICIENT and RESPECTFUL manner particularly if photos are taken inside the Church.

In the case of individual photographs, the 20 candidates or less guideline applies. In cases of more than 20 candidates, the bishop will participate in a group photo taken by the professional after the celebration.

Master of Ceremonies to Bishop James A. Tamayo, DD

Fr. David Muñoz, OMI  
Our Lady of Guadalupe Church  
1718 San Jorge Avenue  
Laredo, TX 78040

Telephone: (956)723-6954 ext. 15

Fax: (956)723-6047

E-mail: david.omi@hotmail.com