

CONFIRMATION COMMITTEE DESCRIPTION

Liturgy Committee

Responsible for the Confirmation Mass and the Rite of Commitment. Specific tasks include:

1. Assist CCD and Confirmation Coordinators in the capacity needed to prepare for and during the Rite of Commitment Mass and Confirmation Mass.

Community Service Committee

Responsible for organizing charitable activities for the Confirmation candidates. Specific tasks include:

1. Organize projects for community service activities to promote Christian spirit and enhance bonding of candidates.
2. Provide sufficient information to catechists so that they can prepare the students and maximize the value of the activities.
3. Prepare schedule for each activity and arrange for transportation and food, if necessary.
4. Ensure there are enough parent volunteers for each event and designate one or two parent volunteers to be in charge that day.
5. Prepare list of expenses for discussion with Confirmation Coordinators.

Retreat Committee

Responsible organizing the Retreat Day. Specific tasks include:

1. Coordinate with CCD Coordinator for venue booking.
2. Prepare schedule and program for the Retreat in accordance with requirements by Spiritual Director, bearing in mind that reflection and bonding of all candidates are some of the key elements.
3. Provide sufficient information to catechists so that they can prepare the students and maximize the value of the activities.
4. Organize meals/ snacks/drinks for candidates and volunteers for the day of Retreat. Have volunteer list in writing – especially for set up and clean up. AV equipment may have to be set up one day prior to Retreat.
5. Be responsible for set up, clean up and orderly use of the Retreat venue.
6. Prepare list of expenses for discussion with Confirmation Coordinators.

Reception Committee

Responsible for the reception held immediately after the Confirmation Mass. Specific tasks include:

1. Organize written list of volunteers for set-up and clean up.
2. Arrange for food and drinks and any decorations at the reception.
3. Form Gifts Sub-committee which will:
 - a. prepare token gifts for candidates and envelopes for photo CD's, and
 - b. prepare presents for teachers and any other persons deemed appropriate.
4. Prepare list of expenses for discussion with Confirmation Coordinators.

Theology of the Body Committee

Responsible for the Theology of the Body Workshop. Specific tasks include:

1. Coordinate with CCD Coordinator for venue booking.
2. Work together with Confirmation Coordinators, catechists and committee members on topics and the program.
3. Prepare schedule and print booklet.
4. Act as liaison between the facilitators and the Confirmation Team. Organize volunteers for snacks, set-up and clean-up.
5. Purchase gifts for the speakers within the committee budget.
6. Ensure availability of audio/visual equipment (when required) and all necessary supplies.
7. Prepare list of expenses for discussion with Confirmation Coordinators.