



Memo

Date: February 7, 2022

To: Priests, DREs and youth ministers

From: Mardessa Smith, executive assistant to Archbishop Gregory J. Harmayer, OFM Conv.

Re: Confirmation Directives and updated Mass schema

Before you celebrate a confirmation with Archbishop Gregory J. Hartmayer, please be sure to read the attached [Confirmation Directives](#) document. Archbishop Hartmayer updated these directives when he started so you may find them to be different than the ones used by other (arch)bishops.

Before you schedule ANY Mass with Archbishop Hartmayer, including Confirmation, you must submit a [complete schema](#) for the Mass a full month prior to the celebration. This document has also been updated with directives specific to the archbishop. Please do not use an old schema. The archbishop loves to celebrate Masses in your parishes and schools and he takes care to prepare for each celebration. We need all of this information so that we can properly prepare him.

Finally, when you welcome the archbishop to your community, please make sure there is parking available and clearly marked for him.

Thank you.