

	<b>Where we are.....</b>	<b>Before I go any further.....</b>	<b>Done!</b>
Step 1	We would like to prepare young people for Confirmation in our parish	Talk to the Parish Priest. Identify the need – Are there young people in the parish at the age of Confirmation? When did Confirmation last take place?	
Step 2	Do we have a team of catechists?	Can we do it; do we have the skills necessary? Do we need to ask for others to be involved? Do we need training and formation for this work? Do we need any initial funding?  Schedule catechist team meetings.  Ensure DBS checks are in process.	
Step 3	What help is available?	Are there people in our parishes/schools who can help us? Look to the Diocesan Youth Ministry team for support.	
Step 4	Where & When?	Do we have a suitable venue?  Are there any other local parishes thinking of Confirmation? Could we join with them as one group?  <i>If your group is less than 10 young people, please be advised that you may like to consult with another parish for the Confirmation ceremony.</i>  What month do we want to Confirm our young people?  <b>Tip:</b> We recommend at least 9 months from initial catechist meetings to date of Confirmation	
Step 5	What programme (s) and resources are we going to use?	Ask a few catechists to research different resources and report back to the team.  <i>Copies of Confirmation programmes can be loaned from Clifton Diocese Youth Ministry.</i>	
Step 6	Inform the parish that Confirmation will be taking place – Invite young people to attend an information evening.	Confirm a date with the parish priest and with the Bishop.  Book the parish centre or other location, delegate different roles for the information evening  Invite a young person who has been Confirmed to speak about their faith  Parental consent/enrolment forms ready for young people to complete.	

Step 7	What do we need planned and ready?	<p>DBS - All volunteers must have a current DBS check and be aware of the Church's Safeguarding procedures. Contact your parish Safeguarding rep to help with this.</p> <p>Volunteers should fill out an application form and have looked through the Safeguarding policies and looked through a job description</p> <p>Plan the information evening programme.</p> <p>Contact the Diocesan Youth Ministry team if there are any questions you have.</p>	
Step 8	Who are the young people asking to be Confirmed?	<p>Have a meeting of the Catechists to discuss who is asking to be Confirmed.</p> <p>Do you have any young people with additional needs? What needs to be put in place to support the young people?</p> <p>How many small groups will you have? Ensure each catechist knows the names of the young people in their group.</p>	
Step 9	Begin	<p>Are your Safeguarding procedures and risk assessments in place and everyone is aware of what to do?</p> <p>Do you know who is leading what parts of the evening? Icebreakers? Main inputs? Prayer?</p> <p>Have you made time to pray as a catechist team before the young people arrive?</p>	
Step 10	Review	<p>After each session take a little time to review the session, sharing joys and challenges.</p> <p>What do we need to do for next time?</p> <p>Is the programme working for the young people? How are they responding? What needs to change?</p> <p>After a few weeks have a review of your Safeguarding procedures and risk assessments.</p>	