THE DIOCESE OF YAKIMA • PASTORAL OFFICE
LA DIÓCESIS DE YAKIMA • CENTRO PASTORAL

February 21, 2017

RE: Confirmation and Special Event Scheduling

To Pastors, Parish Administrators and Pastoral Coordinators,

Please find, fill out and return the *Special Events Request* form located on the Special Events request page, below the link to this memo. If the Bishop is not able to respond affirmatively to special events requests, he may ask a delegate to participate. As always, we ask you to keep in mind the following guidelines to help facilitate the scheduling process:

Confirmations are always celebrated in the context of a parish Eucharist. Parish anniversaries, dedications, jubilees, and other major events ideally should be scheduled at regular Sunday liturgies.

When celebrations take place for diocesan conventions, gatherings, or regional or national conventions, and the Sunday liturgy is celebrated, the Cathedral or parish church is the normal venue. If an alternative site is required because of large numbers or special circumstances, permission is to be obtained from the bishop.

The coordinator of an event should provide the Office of the Bishop with a summary of plans and logistical details at least two weeks in advance of the event. If the event is a parish anniversary or building dedication and the parish would like to have a congratulatory letter from Bishop Tyson to publish in a brochure or in the parish bulletin, please make this request at least four weeks in advance of your printing deadline.

Please return the enclosed forms to the attention of **José Armenta** in the Office of the Bishop.

If you have any questions about scheduling /Confirmation or special events, please contact José Armenta at 509-965-7117 or by email **jose.armenta@yakimadiocese.net**

Thank you for your kind attention.

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