

## ST. JOSEPH CONFIRMATION HANDBOOK 2019-20

“Confirmation will be administered only to those who have been *properly instructed, actively involved* in the parish program, and who *freely chooses* to be confirmed” (§631.10, italics added).

### Properly Instructed

Parish policies require that students be enrolled, and maintain an “active”\* status, in St. Joseph’s religious education program from grades nine (9) through eleven (11).

\*“Active status” indicates that the student has attended at least 80% of all religious education classes. Absence of 3 or more classes per year will render the student “inactive” and, therefore, not “properly instructed” to receive the Sacrament of Confirmation.

### Actively Involved

All students must actively participate in the sacramental preparation program prior to celebrating the Sacrament of Confirmation. As above, failure to attend 80% of the required Confirmation classes will, therefore, render the student not “actively involved in the parish program.” Additionally, failure to complete the necessary service hours, or to attend the Confirmation retreat, will also be an indication that the candidate is not actively involved in the parish program. Consequently, the student will not be able to celebrate the Sacrament of Confirmation until a later date.

## CONFIRMATION SPONSORS

DATE DUE \_\_\_\_\_

“Sponsors are to be confirmed, practicing adult Catholics other than the candidate’s parents ... Sponsors do not have to be of the same sex as the candidate” (§636.10).

Parents are **NOT** permitted to stand as Confirmation Sponsors.

All sponsors who are not members of St. Joseph’s must contact his/her home pastor and obtain a “Sponsor Certificate.” This certificate must be given to the Director of the Confirmation Program.

## PATRON SAINT NAMES

DATE DUE \_\_\_\_\_

“All Confirmation names must be that of a saint of the Church. This policy does permit the use of Scripture names of the holy person/angels of both the Old and New Testaments” (§631.12).

Candidates should know some information about the saint after whom they have chosen to be named. This may require the candidate to do some research in his/her chosen saint. Only saints whose names can be found in *Butler’s Lives of the Saints* may be used.

## INTERVIEW REQUIREMENTS

“The pastor or his representative must interview each candidate at least once at the end of the preparation process” (§631.14).

Fr. Joe will notify the candidates when he is available for interviews. It is the candidate’s responsibility to contact Fr. Joe and schedule his/her individual interview.

## RETREAT REQUIREMENTS

“The Confirmation retreat is an important part of the candidate’s preparation and is not to be omitted” (§632.10).

All candidates are expected to attend the Confirmation retreat offered by St. Joseph’s. The exact date of the retreat will be announced to soon as the retreat arrangements (e.g., director(s) and place) have been finalized.

If a candidate is absolutely unavailable to attend the retreat provided by St. Joseph’s, he/she must inform the director as soon as possible so that other arrangements can be made. “Other arrangements” typically means that the candidate will have to attend a Confirmation retreat that is offered through a neighboring parish. If this be the case, **the candidate is responsible for any additional expenses that the host parish may require.**

## SERVICE REQUIREMENTS

“Service opportunities are an important part of the formation of young Catholics. Parishes are to provide service opportunities for the confirmation candidates based on the needs of the local community” (§633.10).

Potential Confirmation candidates are required to participate in fifteen (15) hours of community service and fifteen (15) of church for a total of thirty (30) hours of service during the course of the preparation process. This can be anything from helping someone with miscellaneous chores to working at the 4th of July Picnic. Hours maybe earned the summer before the Confirmation year. Fifteen (15) of these hours should be earned by January 2015.

Confirmation candidates will be made aware of numerous parish-based and community-based service activities that take place throughout the preparation process. However, it is the individual candidate’s responsibility to make any and all arrangements necessary for him/her to take part in the service project (e.g., to sign-up for the specific project, to make arrangements with the person in charge of the project, etc.).

Service hours must be recorded on the “Service Project Form” provided by the catechist of the Confirmation program or the school service hour sheet. These forms require an advisor’s signature and are used to validate the candidate’s service. Students may turn in his/her “Service Project Form” to the Confirmation catechist. Service hours are not considered “completed” until the “Service Project Form” is properly filled out and submitted to the

catechist.

Any activity for which the candidate receives payment or reimbursement does not qualify for “service hours.” Household chores, or other family duties that are already expected of the potential candidate (e.g., babysitting, lawn mowing, etc.,) do not qualify for “service hours.”

## LETTERS TO THE BISHOP

“Each Confirmation candidate must request the Sacrament from the Bishop in a letter... The appropriate personnel in the parish must review all letters from candidates...” (§631.13).

Letters to the Bishop are normally due sometime after the Confirmation retreat. The Bishop sends a list of questions he expects each candidate to reflect on and write about.

## CONFIRMATION LETTER FORMAT

1. Must be written on **standard size** (8½ x11) **plain white** paper! Colored paper, or paper with borders of any kind, will not be accepted. If needed, appropriate paper will be provided for the student’s use.
2. If hand-written, writing must be clear, legible, and in **black** ink.
3. If computer-typed, please use standard letter-writing settings. That is...
  - 1” margin
  - 12 point text
  - Either “Arial” or “Times New Roman” script

### ANY OTHER FORMAT WILL NOT BE ACCEPTED!

4. Correct grammar and spelling is required!
5. **DO NOT fold letter or place it in an envelope!**
- 6.. All letters will be read by the Jason Kosmiski, Judy Wolbert, and Fr. Joe. Any letters deemed unacceptable because of misspellings, poor grammar, lack of content, or inappropriate content, will be returned.
7. A rough draft of the letter must be completed by \_\_\_\_\_.
8. Final copies of the letter must be completed by \_\_\_\_\_

## **The Sacramental Rite:**

### The Sacrament of Confirmation

The celebration of the *Sacrament of Confirmation* is a public celebration that takes place within the context of a parish liturgical celebration, typically during the Season of Easter. The date and time is determined solely by the Diocesan Bishop. The date and time chosen by the Bishop is beyond the control of the pastor, the program director, or the staff. This date is usually selected in late winter (February-March) and will be announced to the candidates as soon as the information is available.

Candidates are expected to celebrate the Sacrament of Confirmation at St. Joseph's on the date determined by the Diocesan Bishop. If this date proves absolutely impossible for the candidate to attend, the candidate is to inform the director as soon as possible so that other arrangements can be made. "Other arrangements" typically entail that the candidate will have to celebrate the Sacrament of Confirmation at a neighboring parish. If no date proves possible, the candidate may have to wait to receive the Sacrament of Confirmation until the following year.