

Parent and Candidate Handbook for Confirmation 2024



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Technology Policy

Please do not bring personal media devices (including cell phones) to classes, retreats, rehearsals, Holy Mass, or to the Sacrament of Confirmation.

Dear Parents,

This is an exciting time in the lives of your children, our parish teens, who will soon confirm themselves in their Christian faith and their Catholic religion. Their years of formation in our parish Catechesis program or in our school Religion classes have been preparing them for this important moment in their lives. In the Sacrament of Confirmation, they will be sealed with the Holy Spirit, receiving the grace of the Spirit in a permanent manner that can never be lost. The Holy Spirit will be with them in a significantly new way, always guiding and strengthening them. But of course the teens will need to be open to the Holy Spirit and allow the Spirit's grace to make a difference in their lives.

Your role as their parents, as well as the role of their Confirmation sponsors, is crucial to their growing into the sacrament of Confirmation and living it in their lives. I thank you for the seriousness with which you are taking your responsibility to help these Confirmation candidates prepare to be confirmed. The example that you are setting by bringing them to Sunday Mass each week, and the role model you are to them of the Christian life, is most important. I appreciate all you are doing to help them prepare to be confirmed in their faith.

This Confirmation Handbook explains the expectations and requirements for our Confirmation candidates, as well as for you, the parents, and their sponsors. Many of these requirements come directly from the Diocese of Fort Wayne-South Bend, while others come from our parish's adaptation of the Confirmation preparation process. These requirements are meant to ensure that these candidates are ready to truly confirm themselves in their faith and receive the gifts and grace of the Holy Spirit.

Please know that my prayers, and those of the parish community, are with our parish teens as they prepare for the sacrament of Confirmation, as well as with you in your efforts to help prepare them.

In Christ

Fr. Jim Fenstermaker, C.S.C. Pastor

Overview

What is confirmation?

In Confirmation the candidate receives the laying on of hands and anointing with sacred chrism that completes the grace of Baptism. The gift of this Sacrament of Confirmation, given only once, imprints on the soul an *indelible spiritual mark* which signifies that Jesus Christ has marked a Christian with the seal of his Spirit by clothing the Christian with power from on high. The grace God gives at Confirmation:

-roots us more deeply in the divine filiation which makes us cry, "Abba! Father!";

-unites us more firmly to Christ;

-increases the gift of the Holy Spirit in us;

-renders our bond with the Church more perfect;

-gives us a special strength of the Holy Spirit to spread and defend the faith by word and action as true witnesses of Christ, to confess the name of Christ boldly, and to never be ashamed of the cross.

In this sacrament, *God confirms you* as a beloved son or daughter baptized into a common priesthood so that you have the power to profess faith in Christ publicly.

And in the sacrament *you confirm your baptismal promises* affirming with an "I do" your belonging to the Church of Jesus Christ.

Why do I have to prepare?

Throughout our entire lives God calls each person to a more intimate union with Christ and a more lively familiarity with the Holy Spirit. This is a special time for you to grow in relationship with God so that you can be more capable of assuming the apostolic responsibilities of Christian life. In other words, this is the time to get ready to receive the once in a lifetime gift that will empower you to become who God made you to be.

The purpose of the Confirmation process is to assist the candidate to enter deeply into the liturgy of Confirmation and to accept and live the grace that the sacrament confers.

How do I prepare?

In order for candidates to genuinely say yes to baptismal promises and to reception of the sacrament more broadly they must have cultivated knowledge, love and experiential practice of these promises and their implications for life.

There are long-term preparation requirements and immediate preparation requirements.

Preparation

Long-term preparation for Confirmation:

Long-term preparation for Confirmation will ordinarily include:

-A minimum of two full academic years of Catholic, organic, systematic, comprehensive catechesis prior to beginning the process to receive the sacrament of Confirmation. -Since Holy Cross celebrates Confirmation in the Fall, this typically means that candidates will have participated in catechesis in the sixth and seventh grades prior to receiving the sacrament in the eighth grade. Catechesis should include intensive study of the Creed and its meaning in order to be ready to say an enthusiastic "Yes!" to the baptismal promises that the candidate will make at the Confirmation liturgy.

-Attendance at Parent meeting including an overview of the process.

Immediate Preparation for Confirmation:

This is what people normally think of when they hear "Confirmation Prep". It will include a letter, 5 projects, a few months of formation meetings, one conversation, a retreat, a rehearsal vigil, and the celebration.

1. Writing and submitting a letter to the Pastor - *Due Wednesday, April 17, 2024* When you ask the Pastor to enroll you in the parish preparation process is makes your "yes" concrete. Since the Pastor (or his delegate) presents the candidates to the bishop at the Confirmation liturgy and this presentation is a testimony to the candidates' readiness, the letter is addressed to the Pastor.

2. Completing the Confirmation Preparation Projects - Due dates on next page

- i & ii. Interviewing a model (or models) of the Christian life
- iii. Confirmation Saint Name research and poster project
- iv. Christian Service Hours and Reflection on one experience of service
- v. Completion of a Post-Confirmation Plan for Growth in Faith

3. **Participate in the diocesan preparation process -** *Feb. - May.* 2024 Parish teens will receive their diocesan preparation lessons during their Wednesday evening catechesis time. They will also attend a diocesan Theology of the Body conference.

4. **Meet with the Pastor-** *Date and Time TBD* Since the Pastor is responsible for affirming that candidates are ready to receive Confirmation, candidates will have the opportunity to discuss this with the Pastor.

5. Attend the Confirmation Retreat - Tentatively Friday, September 13

(excused school day for students)

6. Participate in a Confirmation rehearsal - Date and Time TBD

Important Dates

All assignments due in the summer can be submitted by mail or email. Assignments submitted by mail should contain the Candidate's name and be addressed to:

Holy Cross Parish Attn: {ASSIGNMENT NAME} 1050 Wilber St. South Bend, IN 46628

If by email, send to Heidi Witte, the Director of Children's Catechesis, at **hwitte@hcpsb.org** with the Candidate's name and assignment title in the subject line. Assignments can also be dropped off to the Parish Office, and the office will put the assignment in Heidi's mailbox.

- TBD in Spring- Candidate Meetings with Fr. Jim /Fr. Tom
- Wednesday, April 17, 2024 Letter to Pastor & Sponsor Interview due
- TBD in mid-Spring Saint Name Research and Poster Project Due
- Wednesday, May 1, 2024 Sponsor Information Form Due
- Wednesday, May 15, 2024 Sponsor Commitment Form, Baptismal Certificate, & First Communion Record Due
- Sunday, June 30, 2024 Christian Service Hours Log and Reflection on Christian Service Due
- Friday, September 13, 2024 Tentative Half-Day Confirmation Retreat
- TBD Confirmation Mass Rehearsal
- Saturday, September 21, 2024 Confirmation Mass (10 am at St. Matthew's Cathedral)
- Wednesday, October 16, 2024 Plan for Growth in Faith Due

*These due dates may change. Confirmandi and their parents will be notified of any changes by email and announcements during formation meetings.

Preparation Fee

For all Confirmandi enrolled in immediate preparation for an initiation sacrament, there is a fee of \$40 which covers expenses related to sacramental preparation materials, reception expenses, and more. Checks can be made out to Holy Cross Parish with "Confirmation" in the memo line. **(Many fees have already been paid by parents.)** If the fee is a prohibitive cost for you, please contact the Director of Children's of Catechesis.



Letter to the Pastor - Due April 17, 2024

In order to enter into the period of immediate preparation for Confirmation, it is necessary to express your desire to commit to the process. You will do this by writing a letter to the Pastor requesting the sacrament. The letter should clearly express the facts: (1) that receiving the sacrament is your decision, (2) that you are committed to the process of preparation for the sacrament through study and instructions, and (3) that you are willing to accept the responsibility of living a mature Christian life by being of service to the community.

Here is an example of what you might say in the letter. *Do not follow this example strictly but try to include the three points mentioned above in your letter.*

Dear Fr. Jim,

I want to begin the process of preparing for the celebration of the Sacrament of Confirmation. I would like to be "sealed with the Gift of the Holy Spirit."

As a young person, I realize that more and more maturity will be expected from me. This is true of my faith-life also. I would like to be strengthened by the gift of the Holy Spirit as I begin this important task.

To prepare for this sacrament, I have actively participated in my catechesis class. In the future, I intend to continue serving the community (list several ideas for your Christian Service Hours in which you plan to serve others).

As you can see, I have chosen to be part of the mission of Christ. I am requesting the Sacrament of Confirmation.

Sincerely,

[Your name]

Interviewing Models of Christian Life

Interview due: April 17, 2024

Rationale

Because the sacrament of Confirmation is a public, communal sacrament and because growth in Christian living is a lifelong process, candidates will interview other living members of the Catholic community about how they have said "Yes!" to their Christian life and how they live that out. This will serve as a tool for discernment about how to choose as a Confirmation sponsor. Since the sponsor provides affirmation of the candidate's readiness in the liturgy, this will also provide an opportunity for discernment on the part of the potential sponsor, as well. A child may only interview one person, or more if they would like.

Instructions

Candidates will interview potential sponsor(s) for the sacrament of Confirmation. More than one potential sponsor may be interviewed, if desired. All interviewees should meet the minimum requirements for being a sponsor. The minimum requirements for being a sponsor are:

- 1. chosen by the candidate
- 2. at least 16 years old

3. a fully initiated Catholic Christian (Baptized and received First Eucharist and Confirmation in the Catholic Church)

4. living a life consistent with the Catholic Christian faith (i.e., faithfully attending Mass) 5. someone other than the parents of the candidate

Interviewing in person is best, but not always possible. Phone or video conference options are good alternatives. The candidate should contact the potential sponsor and tell that person that the candidate thinks he or she is a good example of a fully initiated Catholic Christian. The candidate should ask the person if he or she would be willing to be interviewed. If the person says yes, the candidate and the interviewee should schedule at least 20-30 minutes to talk about the questions from the Confirmation process described below. It may be helpful to give the questions to the interviewee in advance. At the scheduled time, the candidate will lead the interview.

The candidate will meet with the interviewee (or interviewees) and discuss the questions on the following page before writing a report on the conversation.



Interviewing Models of Christian Life

Sample Questions:

- What is the best thing about being Catholic?
- What is the greatest challenge of being Catholic?
- How do you pray? Do you have a favorite time, place, or way to pray?
- When do you find it difficult to pray?
- What was your confirmation experience like? How old were you? What name did you choose and why? How did you feel about it?
- When have you struggled with your faith? How did you persevere?
- How do you continue to grow in your faith?
- What advice do you have for me as I prepare for Confirmation?
- How does your Catholic faith help you make important decisions in your life?
 Since attending Sunday mass every week is important, how does mass affect your life?

Report Instructions:

Following the interview, the candidate will write a report describing **how the interviewee serves as a model of initiated Christian life** based on the interviewee's answers. If the interviewee is also the chosen sponsor, the final paragraph will explain **why the candidate is choosing this person as the Confirmation sponsor, naming specific ways that the interviewee lives out the initiated Catholic Christian life.**

Sometimes in the course of the interview, or at a later time, a candidate will discover that the person to be interviewed does not meet the requirements of being a Confirmation sponsor. In this case, the candidate will choose someone else to interview. If this happens, the teacher or catechist can help with next steps.

Selecting a Sponsor

Candidates must choose a Confirmation Sponsor and submit the **Sponsor Info Form** by **Wednesday, May 1, 2024.**

Sponsors must complete and submit the **Sponsor Commitment Form,** including a signature from their Pastor, by **Wednesday, May 15**. A copy of your child's **Baptismal Certificate and First Communion Record** is also due on this date.

Sponsor Information Form - Due May 1, 2024

Each candidate is asked to choose an adult member of the greater Catholic community to be a sponsor during the Confirmation journey. Sponsor selection guidelines are:

 -Sponsor must have received the Sacraments of Baptism, Eucharist, and Confirmation -Sponsor should be active in their Catholic faith. Active participation means that the sponsor regularly attends Mass and is involved in the life of his or her parish, and most importantly, personal faith formation. The Sponsor represents the Catholic community and should be seen as a life-long role model and guide for the Candidate. -If married, the sponsor should be married in the Catholic Church (or elsewhere, with the permission/dispensation of the Catholic Church). -A sponsor is preferably someone outside the immediate family who is at least 16 years of age. Parents cannot be designated as sponsor or proxy. -Sponsor must submit a signed Sponsor Eligibility form from his/her pastor (titled
Sponsor's Commitment Form on page 10). If the sponsor is a member of this parish
community, the pastor should be informed about the sponsor selection and he will verify
eligibility.
Candidate's Name:
Confirmation Name:
Change de Name
Sponsor's Name:
Mailing Address:
Address:
/ (ddi cool,
Phone Number:
Sponsor's Parish:
Sponsor a ranan.
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If your sponsor will not be present for the Rite of Confirmation, another adult may stand in for your sponsor as proxy. A proxy should be a practicing Catholic and may not be the candidate's parent.

Proxy's Name _____ Parish _____

Sponsor Commitment Form - Due May 15, 2024

920 Wilber Street South Bend, IN 46628 (574) 233-2179 parish@hcpsb.org

Name of Confirmation candidate_____

Thank you for agreeing to serve as the sponsor for our Confirmation candidate. Please fill in this form, have it signed by a representative of your parish, and have the Confirmation candidate return it to the school or the parish catechetical leader.

I RECOGNIZE that a sponsor has a special relationship to the person who is to be confirmed. As a sacramental sponsor, I must not only keep God's commandments as Jesus teaches us through the Scriptures and the Church (by loving God and loving neighbor), but must also worship God both in personal prayer and through the liturgical life of the Church (especially in the weekly celebration of Mass). I must also translate my faith and prayers into good works.

WITH THAT UNDERSTANDING, I recognize that in order to serve as a sponsor, all of the following must apply. I must...

- Be a Catholic who has been baptized, received the Eucharist and is confirmed
- Be currently living a sacramental life (i.e. faithfully attending Mass)
- Be at least sixteen years of age
- If married, be married in the Catholic Church (or elsewhere, with the permission/dispensation of the Catholic Church)
- Lead a life of faith in harmony with the role I am undertaking, and have the intention of undertaking the role of a sponsor
- Not be a parent of the individual to be confirmed.

I HEREBY ACCEPT these responsibilities and promise that I fulfill the requirements to serve in the role of sponsor.

Signature of Sponsor

Parish / Church Where You Are Currently Registered: _____

II. For Parish Use Only:

I HEREBY CERTIFY that (name of sponsor) is a r	egistered
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member of (name of parish) _____ and affirm that, to the best of

my knowledge, he/she fulfills all the requirements to serve in the role of sponsor.

[Parish Seal]



How to Obtain a Baptismal Certificate and First Communion Record - Due May 15, 2024

Call or email the parish where the Baptism happened, and let them know the name of the child who was baptized and the date the child was born. If you know the date of the Baptism, that is even better! Ask the parish to provide Holy Cross parish with a new original baptismal certificate as well as the record of the child's First Communion and send it to:

Holy Cross Parish Attn: Confirmation 1050 Wilber St. South Bend, IN 46628

If you are having difficulty obtaining a copy of these documents, please contact Heidi Witte at <u>hwitte@hcpsb.org</u> as soon as possible.

Christian Service Hours - Due June 30, 2024

Christ calls us to perform Works of Mercy: feed the hungry, shelter the homeless, welcome the stranger, and more–all because in serving "the least of these," we serve Christ. We want your child to discover their gifts and to apply them in ways that benefit others, particularly those in need. **Confirmation candidates are asked to complete 8 Christian Service hours by June 30th.**

Examples of Christian Service:

- Any "free" service you do as an individual or as a group to help out the community in which we live, such as: helping your family or a neighbor by shoveling snow, taking out the trash, weeding the garden, cooking a meal, helping a younger sibling or neighbor with their homework, babysitting, participating in volunteer activities at your school, etc., without compensation
- Any "free" service you do as an individual or as a group to help out our church, such as: Passing out Mass song sheets at our bilingual Mass (3rd Sunday of each month), helping prepare/serve at/clean up at Coffee and Donut Sunday (3rd Sunday of each month), serving at Mass as an altar server, helping the ushers at Mass, singing in the 10:30 choir for Mass, helping with Children's Liturgy at any 10:30 Sunday Mass, being a reader at Mass, helping decorate or un-decorate the church for a liturgical season (such as Easter), helping clean the church or Parish Center, collecting donations such as clothing/food/personal hygiene items, etc., which could be donated to our St. Vincent de Paul chapter at Holy Cross, sorting through our Walking with Moms' clothing donations at the Holy Cross Parish Center, etc.
- Volunteering at a local organization, such as Cultivate Food Rescue (cultivatefoodrescue.com/volunteers/), The Food Bank of Northern Indiana (feedindiana.org/get-involved/volunteer), Pet Refuge (petrefuge.com/about-2), etc.
- Preparing sack lunches (PB&J sandwiches, fruit, and snack item in each bag) for families in need (Can be dropped off to Heidi Witte at Holy Cross Parish, who knows several families in need in our area)
- Any training for any of these activities counts towards your service hours, too!
- Contact Heidi Witte if you would like to volunteer at the parish, and she will direct you to the person to contact.

Students can log their hours on the provided form (page 13), and have a parent sign it as a verification of completion of their Christian service hours.



Christian Service Hours Log - Due June 30, 2024

Name of Volunteer Activity	Date of Volunteer Activity	# of Hours

Total hours: _____

I verify that my child has completed 8 Christian Service Hours.

Reflection on Christian Service - Due June 30, 2024

Confirmation candidates are asked to complete 8 service hours before June 30th and write a reflection about one of their experiences of Christian Service. For this reflection, the act of service should be recent and primarily for the benefit of the other person(s).

I. Describe the facts of the experience. The description should include the location, the time of day and of year, who was present, and what actions were performed. What did you see, hear, smell, taste, touch? (minimum 1 paragraph)

II. Describe the feelings of the experience. How did you feel immediately prior to the experience? How did you feel during the experience? How did you feel after? Were you happy, scared, angry, sad? (minimum 1 paragraph)

III. Spend some time thinking and praying about how these two things relate. What is God communicating to you through the experience? How is service connected to your faith? (minimum 1 paragraph)

Saint Name Research & Selection - Due Date TBD

God created you to be a Saint. The Holy Spirit speaks to us through the witness of Saints like us who have said "YES" to God and had their lives transformed by God's love.

Find 3 saints who interest or inspire you. They may have lived their vocation in the state of life that you aspire to, they may have life experiences that are like yours, or their life may have been so different from yours that they fascinate you. Maybe you just think they're cool. No matter why the Holy Spirit leads you to them, research 3 Saints who speak to your heart as good examples of Christian discipleship. List each Saint's name and 3 facts that highlight that Saint as a model of holiness. Then clearly state which Saint you would like to take as a patron when you adopt their name at Confirmation.

1.	Saint name:
	3 facts:
	•
	•
	•
2.	Saint name:
	3 facts:
	•
	•
	•
3.	Saint name:
	3 facts:
	•
	•
	•

I have chosen ___

Plan for Growth in Faith - Due October 16, 2024

Rationale

Saying "yes" to the baptismal promises of Confirmation means saying "yes" to the lifelong process of growth in the faith that is known, felt, and lived as an individual and in community. The parish no longer provides this plan for the candidate beyond the completion of the preparation process for confirmation or the completion of the eighth grade year (whichever comes last) so this becomes the responsibility of the Confirmand in a new and deeper way after the reception of the sacrament. In order to prepare to live this growth in faith out beyond the liturgy itself, candidates will take ownership of their "yes!" by research and writing their own plans.

Instructions

Write a description of how you will grow in the following over the next year. These descriptions will require thoughtful research and would be best answered by talking with your Sponsor. Please be specific and concrete as possible, including dates, times, resources, etc. as much as possible.

Fellowship - How can you build relationships with other Roman Catholics? How will you connect more deeply with people who are the same age as you? How will you seek out and learn from those who are older than you and can mentor you? How will you help those who are younger than you? How will you remain active in your parish? (minimum 1 paragraph)

Liturgy - How will you grow in full, active participation in the liturgy? It is presumed that you are already attending Sunday mass every week. How will you experience the liturgy more deeply when you are there? If you do not have the support of adults in your household to get you to Mass every Sunday, how will you seek out help from others in order to fulfill that responsibility yourself? How will you seek out the other sacraments when you need them? (minimum 1 paragraph)

Service - How will you grow in Christian service? How will you deepen your love for other people and for all of God's creation? How will you advocate more fully on behalf of those who can't help themselves? How will you play your part in the growth of God's kingdom through specific and concrete actions? (**minimum 1 paragraph**)

Tradition of the Church - How will you grow in your knowledge of the Tradition of the Church as handed on by the Apostles? How will you continue to encounter the Bible and learn to read it more fully? How will you seek out the expertise of those who are more knowledgeable? What resources will you draw on when new questions come up in your life that you haven't yet considered? (minimum 1 paragraph)

Attire Guidelines for Confirmation Liturgy

Please remember that Confirmation is a sacred Sacrament, and our appearance should reflect this. Sponsors and Candidates are responsible for respectful and modest attire.

Females

Dress or Skirts:

- Should not be any shorter than 1" above the knee
- Spaghetti straps, sleeveless, or strapless dresses MUST be covered by sweater, scarf, or jacket.
- Plunging necklines are prohibited.

Shirts:

- Spaghetti Straps, Sleeveless, or Strapless tops MUST be covered by sweater, scarf, or jacket.
- Plunging necklines are prohibited.
- Undergarments must be covered.

Dress Pants:

Pants should not be skin tight or low riding. Skin or undergarments must be covered.

Shoes:

No flip-flops or tennis shoes.

Make-Up:

Avoid make-up on the forehead since Sacred Chrism will be placed there during anointing

<u>Males</u>

Dress Pants:

- Pants should not be so loose as to reveal underclothing.
- Jeans and athletic apparel are prohibited.

Shirts:

- Collared shirts are recommended. T-Shirts are prohibited.
- Ties are recommended, not required.
- Jackets are recommended, not required.

Shoes:

No flip-flops or tennis shoes.



Prayer to the Holy Spirit

Come, Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created, and you shall renew the face of the earth. *Let us pray.* O God, who have taught the hearts of the faithful by the light of the Holy Spirit, grant that in the same Spirit we may be truly wise and ever rejoice in his consolation. Through Christ our Lord. Amen.

Veni, Sancte Spiritus

Come, Holy Spirit, come! And from your celestial home Shed a ray of light divine! Come, Father of the poor!

Come, source of all our store! Come, within our bosoms shine. You, of comforters the best; You, the soul's most welcome guest; Sweet refreshment here below; In our labor, rest most sweet; Grateful coolness in the heat; Solace in the midst of woe.

O most blessed Light divine, Shine within these hearts of yours, And our inmost being fill! Where you are not, we have naught, Nothing good in deed or thought, Nothing free from taint of ill.

Heal our wounds, our strength renew; On our dryness pour your dew; Wash the stains of guilt away:

Bend the stubborn heart and will; Melt the frozen, warm the chill; Guide the steps that go astray. On the faithful, who adore

And confess you, evermore

In your sevenfold gift descend; Give them virtue's sure reward; Give them your salvation, Lord;

Give them joys that never end. Amen. Alleluia.