

Helpful Aides for Completing the Letter to the Bishop & The Letter of Recommendation

The Letter to the Bishop

Below are a few guidelines to follow when writing a letter to the Bishop. Do not copy the sample letter word for word if you can help it.

Once you feel that you really understand the sacrament of Confirmation, and once you have decided that you wish to accept this great gift from God, it is time to express this decision by *asking* to be confirmed. Each one of the candidates should write a personal letter to the Bishop, requesting to be confirmed. The letter should clearly express the facts:

- (1) That receiving the sacrament of Confirmation is **YOUR** decision;
- (2) That you have prepared for the sacrament through study, instruction, and prayer; and
- (3) That you have already accepted the responsibility of living a more mature Christian life by being of service to the community.

Here is one example of what you might say to the bishop in your letter. DO NOT follow this example strictly, but try to include the three points mentioned above. Write to the bishop with seriousness and respect—but also "from your heart."

Example:

Your Excellency,

I have been preparing for the celebration of the sacrament of Confirmation for quite some time now, and I would like to be confirmed in my faith and be sealed with the Gift of the Holy Spirit. As a teenager, 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 continue on my journey of faith.

To prepare for this sacrament, I have faithfully attended the preparation sessions at my parish, one on-one session with my sponsor, and have tried to be of service to others by (list some of the specific ways you have been of service to others). In the future I intend to continue serving my community (list some ways). As you can see, I have chosen to be part of the mission of Christ. I am now formally requesting the sacrament of Confirmation.

Thank-you very much!

Sincerely,

Your Signature

Chosen Confirmation Name

Confirmation Candidate of St. Andrew Church, Saline

Bring two copies of your completed letter to your small group leader.

The Letter of Recommendation (from sponsors to Director of Confirmation)

The Letter of Recommendation is to be written by the sponsor to the Coordinator of the Confirmation program. Please compose a letter similar to the one(s) below:

Dear (Name of Confirmation Director),

As the sponsor of (name of candidate), I attest to the confirmand's sincerity and effort in striving to develop the qualities we have a right to expect of members of the faith community. I therefore recommend that my candidate be confirmed, completing their initiation into the Holy Catholic Church.

Your Signature

Date

OR

Dear (Name of Confirmation Director),

After discussion with (name of candidate), a candidate for Confirmation, and his/her parents, we have decided that is best that his/her confirmation be postponed until a later date. Give a brief explanation.

*Sponsor Signature,
Candidate Signature*

Date

Mail your letter to:

Director of Confirmation Preparation
St. Andrew Church
910 Austin Dr.
Saline, MI 48176

Email your letter to:

standrewyouth@comcast.net