



## 2<sup>nd</sup> Year Confirmation Students - Letter to the Bishop

Due: Tuesday, March 15<sup>th</sup> 2022

Confirmation is a sacrament that completes a Catholic's baptismal vows. In the rite of confirmation, a Catholic who has already been baptized receives the Holy Spirit. After the confirmation ceremony, Catholics believe that the recipient becomes a "perfect Christian" – a soldier of Christ. The bishop of the diocese typically performs the rite of confirmation.

Before the person can be confirmed all Confirmation candidates are required to present a well-written, typed letter explaining what Confirmation means to them personally and why they wish to be confirmed. The purpose of this letter is to help clarify what is happening in your faith lives and what it means to you to be confirmed. Since Confirmation is very much a spiritual, internal journey, this letter will help express the changes experienced in your interior life.

Below is the breakdown on how to write the letter to the Bishop. All letter must be handed in by **Tuesday, March 15<sup>th</sup>, 2022.**

### *How To Write A Letter To The Bishop*

#### **Diocesan Guidelines State:**

*"In the letter, candidates should tell what they have been doing with Christian Service (Activities) and Faith Formation to ready themselves for the sacrament and why they wish to be confirmed as a Catholic Christian."*

**DO NOT MAIL** your letters individually. The Religious Education Office will send the letters to Bishop Sweeney as a package.

#### **When writing your letter to Bishop Sweeney, be sure to include the following elements:**

- **Date:** Place the date of writing in the left or near right margin. Include the year: March 15<sup>th</sup>, 2022.
- **Address:** Place the address of the person to whom you are writing along the left margin:

Most Reverend Kevin J. Sweeney  
Diocese of Paterson  
777 Valley Road  
Clifton, NJ 07013

- **Greeting:** Dear "Your Excellency" or "Most Reverend Kevin J. Sweeney"
- **Signature:** Use "*Sincerely*" or "*In Christ*" or "*Thank You*" or another appropriate ending followed by your signature. Under your signature, type your name. Under your name, type your address, including zip code.

**Personal Background:** Include important information about you—where you are attending school, what you like to do in your free time, what you are good at, what kinds of things are important to you, etc.

**Main Section:** When writing your letter to Bishop Sweeney, be sure to include your thoughts on why you want to be confirmed. Also include the following elements:

- Why do you want to receive the Sacrament of Confirmation?
- What does Confirmation mean to you?
- What have you done to prepare for Confirmation? (i.e., Faith Formation, retreats, religion class, etc.)
- What service have you done?
- How has your service work impacted you?

**Conclusion:** Make some concluding remarks that wrap up the letter, such as *"Thank you for your time and attention in reading my letter"* or *"I look forward to meeting you at Confirmation."*

**Length:** One to two pages, typed, single-spaced. 12-point font, 1-inch margins.

**Spelling:** Please don't rely only on your spell check to catch spelling errors. Ask your mom or dad to proofread your letter. Any sloppy or inappropriate letters will need to be re-written.

***Time Frame for Letter Writing:*** *Please be advised that the Archdiocese requires the letters to be turned into the confirming Bishop ONE MONTH before the Confirmation Celebration. In order to meet this deadline, we will ask for your completed letters to be turned in by Tuesday, March 15<sup>th</sup>, 2022 (during our 7:30 CCD Class).*

Should anyone need advice or guidance to complete this letter, please do not hesitate to contact Kathryn DiPasquale (Confirmation Religious Education Teacher) at [gkdcdmd@optonline.net](mailto:gkdcdmd@optonline.net).

Example on how to format the letter

March 15, 2021

Most Reverend Kevin J. Sweeney  
Diocese of Paterson  
777 Valley Road  
Clifton, NJ 07013

Dear Most Reverend Kevin J. Sweeney,

*(in the first paragraph, include important information about you—where you are attending school, what you like to do in your free time, what you are good at, what kinds of things are important to you, etc.)*

*(in the second paragraph which is the main section - be sure to include your thoughts on why you want to be confirmed. Also include the following elements – Why do you want to receive the Sacrament of Confirmation; What does Confirmation mean to you; What have you done to prepare for Confirmation; What service have you done; How has your service work impacted you).*

*(in the third paragraph which is your conclusion - Make some concluding remarks that wrap up the letter, such as "Thank you for your time and attention in reading my letter" or "I look forward to meeting you at Confirmation." )*

Sincerely,

*Jane Dow* (you must sign your name)

Jane Dow  
102 Highview Drive  
Woodland Park, NJ 07424