

**OUR LADY OF GUADALUPE/  
ST. PATRICK PARISH  
CONFIRMATION CLASS  
PARENT/STUDENT HANDBOOK**



***“We are Making Disciples and  
Helping Each Other Follow  
Jesus Christ  
on the Road to Heaven!”***

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### RESPONSIBILITIES

#### The Role of the Parent or Guardian

- ❖ The Parent or Guardian has the *primary* and *sacred* responsibility to educate their child in the Catholic faith.
- ❖ Living the faith at home is *essential* to a child's growth and development.
- ❖ Studies show that the *values* of parents/guardians become the *values* of their children.
- ❖ Children mature *spiritually* and *morally* when they attend weekly Sunday or Saturday evening Mass with their parent(s).
- ❖ The OLGSP Religious Education Program is established to *assist* parents and families in fulfilling this responsibility.
- ❖ *If parents share custody*, the custodial parent will need to inform us about the rights of the noncustodial parent as these pertain to the child's participation in the program, as well as release from the program. (*Basically, who can pick up the student?*)

## Real Families



## Pray Together

## **MASS, RECONCILIATION AND HOLY DAY OF OBLIGATION ATTENDANCE:**

- ❖ All Catholics have a lifelong obligation of love and service to God. As Catholics we believe that Sunday is a special day; it is the Lord's Day. This day should be kept special – free from work and everyday business. It is a serious duty and an important responsibility for all Catholics, young and old, to assemble on Saturday evenings or Sundays to attend Mass. **The Mass nourishes us through Scripture and the Body and Blood of our Lord, and gives us strength to live the Christian life.**
- ❖ Time is given in class for students are to fill out a “Mass Attendance Sheet” for each Mass attended. **Mass attendance is closely monitored.**
- ❖ Each student is highly encouraged to take advantage of the Sacrament of Reconciliation once a month. Jesus is waiting for you in the confessional, and He longs to forgive your sins. **Now is the time to develop this as a life-long habit.**
- ❖ **OLGSP Mass schedule:** Saturday 4:00 pm, Sunday 8:30 am, 10:30 am, and 5:00 pm in Spanish. **Reconciliation** times are 30 minutes before each weekend and week day Mass.
- ❖ **If you attend Mass at another Catholic Church:** The same guidelines for Mass attendance are applicable when traveling/vacationing. Record on your “Mass Attendance Sheet”.
- ❖ **If you will be unable to attend Mass:** If you know ahead of time that you will be unable to attend weekend Mass, notify your Pastor. **If you miss Mass without a good reason, keep in mind that you MUST go to Confession before receiving Communion again.**

**Mass and Holy Day of Obligation attendance is a requirement for all Confirmation candidates, and will be recorded weekly. Even more than a requirement, this is an invitation to grow in your faith, and gives you strength to live a moral life that reflects the values and teachings of Jesus Christ.**

**If a candidate's Mass attendance is low,  
postponement of the Sacrament of Confirmation  
will be necessary.**

## CLASS ATTENDANCE

- ❖ ~~**Family Sundays (Discipleship Days):** About once a month, all Faith Formation students and their families will meet at the Parish Hall for Family Sunday, after the 10:30 AM Mass. All Confirmation students are expected to attend each Family Sunday, along with their families and sponsors. Service hours will be given if you help set up/clean up.~~
- ❖ **Absenteeism:** We believe that religious education and attendance at weekly Mass should be every Catholic family's priority—the "lifestyle" of the family. It is expected that each student attends Confirmation classes at their scheduled time. Attendance is taken at each class. **Students are not allowed to miss more than 2 classes.** Missed assignments must be made up at the Parish Office, and students will not advance until all make up work is done. If missed work is not made up by the due date, the student's Confirmation date will be postponed.
- ❖ **Arrival and Dismissal Procedure:** All students are to arrive in the Parish building, west entrance, five minutes before the scheduled class time. At the start of class, the doors will be locked for student safety. Class could run anywhere from 1-2 hours depending on the lesson for that day. We will encourage students to contact their family at the end of class for transportation. **Please inform the teacher if the student has permission to ride with someone other than their parent.**
- ❖ **Class Cancellation:** Cancellations due to inclement weather or for unforeseen circumstances will be announced to the parents via group text message and on Parish Facebook. Make sure you provide a working cell phone number where you can receive text messages.
- ❖ **Students are asked to prepare for class instruction**
  - Complete homework and special assignments given.
  - Come to class on time, with an open mind, ready to participate in class discussions and activities.
  - Learn Prayers as assigned.
  - Follow the laws, norms and guidelines that tell Catholics how to love God and neighbor. These include: The Ten Commandments, The Beatitudes, The Corporal Works and The Spiritual Works of Mercy, and the Teachings of the Church.



**GROWING IN FAITH**   
**GROWING IN CHRIST**

## SERVICE HOURS

- ❖ Confirmation I Students are required to complete **15** hours community service.
  - (Once you complete 15 hours, any additional hours will count toward your 2nd year hours.)
- ❖ Confirmation II Students are required to complete **25** hours community service, before March 31.

All hours must be completed in order to receive the Holy Sacrament of Confirmation.

Keep close track of your service hours on the form (see page 8). Turn them in regularly at every class. We cannot count your hours if you haven't turned in record of them!!

Service hour examples:

- Family Sunday (Discipleship Day) helper
- Annual bazaar
- St Patrick Dinner Auction
- Ministries at mass: Altar Server, Lector, Cantor/Choir, Usher
- Service as needed around the OLG/SP campus
- Active participation in Holy Week services (ask for details if you are interested)
- Attend any service (non-holy day of obligation) and write a 1 page reflection on your experience and what you learned

Other possibilities/examples:

- Yard work/chores for parishioners or elderly
- Donate time or materials to Pregnancy Center and/or Associated Charities
- Pueblo Youth Festival
- Activities as a group to raise funds for an approved cause
- PLEASE NOTE: You may come up with ideas of your own, but please ask your teacher for approval beforehand. Anything done for another organization (such as working in the concession stand for your class or team) DO NOT count as service hours. Anything done for pay DOES NOT count toward service hours.

## CONFIRMATION EVENTS

**All Confirmation students are required to attend at least one approved retreat. See page 9.**

## CONFIRMATION SAINT NAME AND REPORT

Each student will research a Confirmation Saint name. Get to know your Saint and be able to explain why you chose him or her. A report, in interview form, is due by \_\_\_\_\_.

## (2<sup>nd</sup> YEAR) CANDIDATE'S LETTER TO THE BISHOP

Each student will be required to write a one page letter to the Bishop, stating why Confirmation is important to them, why they desire to be Confirmed, and why they feel they are ready to receive this Sacrament. Letter must be delivered to the OLGSP Pastor by **March 31**.

## (2<sup>nd</sup> YEAR) CONFIRMATION INTERVIEW

The Pastor at OLG/SP will visit with each student individually to determine their preparedness to receive the Sacrament of Confirmation. This will take place near the end of Confirmation II class.

<b>In order to have your name placed on the list to be Confirmed, you must</b>
<ul style="list-style-type: none"><li>✓ <b>Have good Mass attendance.</b></li><li>✓ <b>Complete Saint's report (due _____).</b></li><li>✓ <b>Turn in Sponsor forms (due _____).</b></li><li>✓ <b>Complete two years of coursework, meeting all attendance requirements.</b></li><li>✓ <b>Complete required service hours.</b></li><li>✓ <b>Attend at least one approved event each school year.</b></li><li>✓ <b>Write letter to the Bishop (due March 31).</b></li><li>✓ <b>Schedule and complete your interview with the Pastor.</b></li></ul>
<b>Failure to complete all steps will result in postponement of your Confirmation date.</b>

## ❖ CHOICE OF A SPONSOR

Realizing that following Jesus on this journey of faith can sometimes be difficult, the Church encourages us to turn to one another **for prayer and support**.

One extremely important decision is who to choose as your Baptism and/or Confirmation sponsor. This is more than just a “formality”. Sponsors, also known as Godparents, must **offer solid support for the candidate’s faith life**. For this reason, **they must be carefully chosen**. Select someone you know to be faith-filled and who loves Jesus, someone you can go to with questions about the faith and about life in general. *Choosing someone who is actively living their Catholic faith will help you know their advice to you is solid.* **Pray about your decision!**

- You may choose one or two sponsors. If you choose two sponsors, one must be male, one female.
- Sponsors must be at least 16 years old, fully initiated (Baptized and Confirmed), active Catholics in good standing with the Church.
- If a sponsor is in a relationship, it must be marriage in the Catholic Church. (A person who is married in another church, by the law, or “living together” is not living according to the teachings of the Church and cannot take the role of sponsor.)
- Parents of the candidate cannot serve as sponsors. Sponsors do not have to be a relative of the candidate.
- Your baptism Godparents can serve as Confirmation sponsors.
- If your sponsors live close, invite them to attend Mass and/or class with you.
- Whether close or far away, spend time talking to your sponsors about their faith and what they believe.
- If the sponsors you choose were Baptized somewhere other than OLGSP, they will need to request a copy of a current Baptism certificate from that parish.
- If they live out of town and do not attend Mass at OLGSP, they will have to provide a letter from their Pastor, stating that they are active Catholics in good standing with the Church.

As soon as you have chosen your sponsor(s), please have them fill out and return the Diocesan Sponsor Form and the Pastor Verification Form (pages 7 & 8). Both forms are due on \_\_\_\_\_.



**Sponsors help us keep on the right track!**

**CONFIRMATION STUDENTS:  
SAVE THESE DATES!**

Attendance at a Confirmation Retreat  
is required each year. Make your plans now!



**Net Ministries Retreat  
Friday Jan 22 or Saturday Jan 23, 2021  
Pueblo, CO**

For info about the above events, including fees and travel arrangements  
contact Louann at 719-384-4342 or [cordova.louann@yahoo.com](mailto:cordova.louann@yahoo.com)





## Confirmation Contract

- ❖ **Contract:** Confirmation students and parents are required to sign two copies of the Confirmation Contract. Parents will sign both at time of registration; Students will sign both during their first class. A signed copy of the Contract will be returned to the parents.
- ❖ **Mass, Holy Day of Obligation and Reconciliation Attendance:** We agree to all Mass attendance requirements and Reconciliation recommendations, as outlined on page 3.
- ❖ **Class Attendance and Code of Conduct:** We agree to all attendance and rules of conduct as outlined in this handbook.
- ❖ **Service Hours:** We understand the community service hours required, as outlined on page 5.
- ❖ **Confirmation Events:** We understand the importance of attending as many Confirmation Events as possible (minimum of two in two years), as outlined on page 5.
- ❖ **Confirmation Saint Name and Report:** We have read and agree to the requirements regarding a Saint's Name and Report, as outlined on page 5.
- ❖ **(2<sup>ND</sup> YEAR) Candidate's letter to Bishop via OLG/SP Pastor:** We have read and understand the requirements regarding a letter to the Bishop and interview with the Pastor, as detailed on page 5.
- ❖ **Sponsors:** We understand the importance of choosing well-qualified sponsor(s) as outlined on page 6. We will provide them with the proper forms in a timely manner, returning completed forms by \_\_\_\_\_.

NOTE: The Confirmation program at OLG/SP is based on the Diocese of Pueblo Guidelines. We will try to accommodate individual needs. *However, failure to meet the Diocesan requirements will postpone your Confirmation date.*

By signing this, I have acknowledged that I have received and agree to the requirements listed above and detailed in the OLG/SP parent/student handbook.

**Signatures are required. Please return signed pages 13 and 14 to your teacher. Keep the rest of the handbook to refer back to.**

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Parent/Student copy

## Code of Conduct

### ❖ Students are expected to:

1. Attend class on time, open-minded and ready to participate.
2. Respectfully listen to and cooperate with the adults in the classroom.
3. Turn off cell phones/electronic devices during class time. Keep in pocket or purse at all times. If necessary, they will be collected during class and returned to the student at the end of class. **NO EXCEPTIONS**
4. Respect others in the classroom. Refrain from name calling, teasing, hitting, inappropriate touching, running, etc. on church campus.
5. Refrain from wearing hats indoors during class time.
6. Respect property of others, including OLG/SP property. No throwing or destruction of property.

### ❖ **Consequences for poor behavior increase depending on the offense**

1. For the first incident, the teacher will issue a verbal warning. After that ...
2. Removal from class for consultation with student, parent(s) and OLG/SP Coordinator. Reaffirmation of commitment by student and parent(s) required for readmission.
3. **Chronic repetition of poor, disrespectful, or inappropriate behavior will result in expulsion from the Confirmation program until the candidate demonstrates a desire to continue and the maturity to do so.**

Please keep in mind that the teachers are volunteers and dedicate their time and efforts to sharing their love for Jesus and His Church with you, and they are deserving of your respect.

Student

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_



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Parent Printed Name: \_\_\_\_\_ Cell Phone \_\_\_\_\_

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Student

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

