MEMO

TO: Pastors, Administrators, Parish Life Collaborators, Directors of Religious Education, and Confirmation Coordinators

FROM: Father Brad Berhorst, Master of Ceremonies to Most Reverend W. Shawn McKnight, and Maureen Quinn, Director of Religious Ed, Youth and Young Adult Ministry

SUBJECT: Confirmation Scheduling for Fall 2022-Fall 2023

DATE: Wednesday, August 3, 2022

We hope this finds each of you well. We are preparing for the coordination and schedule of Confirmation from Fall 2022 through Fall 2023. To make this possible we ask that you read this memo completely and then complete the requested Confirmation Form.

We ask that all parishes, regardless of whether or not you are planning to hold confirmation through Fall 2023 to complete this form. If you are not having Confirmation through Fall of 2023, you will only have a few questions with contact information to answer. This form will need to be filled out for each Confirmation ceremony (NOT PARISH). If your confirmation ceremony will be combined with numerous parishes and not taking place at the Cathedral, make sure to list all the parishes when prompted on the form.

With the Cathedral renovations being complete in early Spring of 2023, there will be an option to attend Confirmation at St. Joseph Cathedral in both the Spring and Fall. We are excited about this offer as it gives our parishes an opportunity to see the beautifully renovated Cathedral of our Diocese in 2023.

To complete the form for Confirmation at the newly renovated Cathedral, gather the following information:

- What parish(es) are you filling this form out for?
- Contact Info: Pastor/Parish Life Coordinator, Parish Email, Confirmation Coordinator, Coordinator Email and Phone
- Are you planning to have Confirmation in the spring or fall?
- What are preferred days of the week? (check all that apply)
- What are preferred months of the year? (check all that apply)
Approximately how many candidates will be in attendance? What grade(s) are the Candidates?

- Candidate Preparation Questions:
  - number receiving primary formation in Parish School, number receiving primary formation in PSR Classes, number receiving primary formation through other forms such as home school, special ed, etc
  - What program or text is primarily being used?
  - What components do you include in your prep? (Academic, Stewardship, Spiritual, Social/Fellowship, Service)
  - What support do you need to help your program be successful?
  - Would your parish be interested in advertising an optional Confirmation Retreat for Saturday, January 28? More info to come on this!

To complete the form for Confirmation at the Parish, gather the following information:

- What parish(es) are you filling this form out for?
- Contact Info: Pastor/Parish Life Coordinator, Parish Email, Confirmation Coordinator, Coordinator Email and Phone
  - If there are numerous parishes and numerous coordinators, you will be prompted to list the other coordinators.
- Are you planning to have Confirmation in Fall of 2022, Spring of 2023, or Fall of 2023?
- The preferred location of Confirmation.
- If Confirmation is preferred WITHIN Mass or OUTSIDE Mass. Both forms of celebration are allowed by the Ritual.
- What is your 3 preferred dates (1st, 2nd and 3rd choice)
  - Confirmations are typically scheduled between Labor Day and Memorial Day. The summer months are avoided due to vacations and January is avoided due to weather concerns.
  - To help reduce long trips on weeknights, if your parish is more than 1.5 hours away, please consider holding your Confirmation Ceremony on a weekend (Saturday AM/PM or Sunday AM/PM)
  - You will be prompted to clarify if these dates are within a regularly scheduled Mass time of the parish.
- We will also request general timing preferences (preferred month or day of the week) to assist scheduling if those top dates cannot be met. Please check all that apply.
- Are there any other comments/suggestions specific days to avoid?
- Approximately how many candidates will be in attendance?
  - A target number of 20 candidates is normally expected for the Bishop to confer the Sacrament of Confirmation at the parish. If 20 is not met it is
expected that you either combine with another Parish or switch to every-other-year to meet this threshold.

- What grade(s) are the Candidates?
- Candidate Preparation Questions:
  - number receiving primary formation in Parish School, number receiving primary formation in PSR Classes, number receiving primary formation through other forms such as home school, special ed, etc
  - What program or text is primarily being used?
  - What components do you include in your prep? (Academic, Stewardship, Spiritual, Social/Fellowship, Service)
  - What support do you need to help your program be successful?

If your parish be interested in advertising an optional Confirmation Retreat for Saturday, January, 28? More info to come on this!

The Confirmation Form can be found on the diocesan website at www.diojeffcity.org/confirmation. This page also includes links to downloadable forms and our revised policy on the Sacrament of confirmation.

Please fill out your Parish form as soon as you reasonably can – **THE DEADLINE FOR THE FORM IS WEDNESDAY, AUGUST 31, 2022.**

An updated “Practical Guide” and Liturgy Form will be sent out to you with your letter informing you of the approved date of Confirmation. Please remember to destroy old copies to avoid confusion and potentially having to re-do the form.

If you have any questions, about scheduling dates with the Bishop’s office or liturgy planning please feel free to reach out to Fr. Berhorst at mc@diojeffcity.org. If you have questions about the online form, the Confirmation Policy, or sacramental preparation in general, please contact Maureen Quinn at maureenquinn@diojeffcity.org