



CATHOLIC
DIOCESE OF
JEFFERSON CITY

*Serving Central
and Northern
Missouri*

MEMO

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

FROM: Fr. Brad Berhorst, Master of Ceremonies, and
Maureen Quinn, Director of Religious Ed, Youth and Young Adult Ministry

SUBJECT: Confirmation Scheduling for Fall 2023-Fall 2024

DATE: Monday July 31, 2023

We hope this finds each of you well and enjoying a restful summer. We are preparing for the coordination and scheduling of Confirmation from Fall 2023 through Fall 2024. To make this possible we ask that you read this memo in its entirety and then complete the requested Confirmation Form.

We ask that all parishes or parish groups complete this form, regardless of whether you are planning to hold Confirmation through Fall 2024. If you are not having Confirmation through Fall of 2024, 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.

This year the Bishop would like once again to extend the invitation to all our parishes to celebrate Confirmation at St. Joseph Cathedral in Jefferson City. There will be the possibility to join group Confirmation celebrations at the Cathedral both in the Fall and Spring. This provides a great opportunity for Catholics from all over the Diocese to see our beautifully renovated Cathedral. Parishes with especially small Confirmation classes are specifically encouraged to consider this option. Scheduling of exact dates will happen in coordination with the Pastor of the Cathedral Parish after interest among other parishes has been gauged.

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

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

Alphonse J. Schwartz

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- 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?

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, 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 2023, Spring of 2024, or Fall of 2024?
- The preferred location of Confirmation.
- If Confirmation is preferred WITHIN Mass or OUTSIDE Mass. Both forms of celebration are allowed by the Ritual. For larger confirmation classes especially, please consider celebrating Confirmation outside of Mass if you are scheduling for a weekday.
- What are 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 minimum 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, join

a group celebration at the Cathedral, 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?

The Confirmation Form can be found on the diocesan website at www.diojeffcity.org/confirmation. Click the large button in the center of the page labeled, “Submit your parish confirmation schedule request”. 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 THURSDAY, AUGUST 31, 2023.**

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.