

## **Confirmation Checklist Instructions 2022-2023**

These instructions will help you fill out each piece of your Confirmation paperwork. Please pull out these instructions if you need help with any of the forms throughout the year. A copy of these instructions will always be available for you at [www.stmonicachurchkzoo.com](http://www.stmonicachurchkzoo.com).

**Confirmation Dates**—In the past, we have had a fairly good idea when we will have our Confirmation Mass. Since the pandemic and with some changes at the diocese, the date and location for Confirmation and our practice are far more difficult to predict. At this time, the only detail we know is that Confirmation will take place sometime in April or May of 2023. After the bishop or new bishop contacts us with a date, time and location for our Mass, we will then choose a time for our practice. Once those details are set, I will contact all Confirmation families via email. Each family should then pass this information on to their sponsor. If a student, parent and/or sponsor is not able to attend the practice or Mass, please contact Anne Fackler immediately at 269-345-1658. Thank you.

**Please Note**--Every year, a few sets of paperwork come up missing. Do yourself a favor and make sure you have extra copies of your saint report, your letter to the bishop and your sponsor activity packet. All other paperwork can be rewritten in a few minutes, if lost. Unless you wish your paperwork to become lost, do not give any forms to the rectory, the school office or to any of our priests!

**Deadlines/Lost Forms**--Deadlines for all paperwork are enforced. Please turn in all documentation on time. There will be 2 audits on paperwork throughout the year. If you lose your forms, please go online to our parish website at [www.stmonicachurchkzoo.com](http://www.stmonicachurchkzoo.com) for a new set of paperwork.

**Do all your paperwork online**—Once on our parish webpage, click the Sacraments tab at the top of the page. Choose Confirmation. Click on Confirmation paperwork tab and follow the links to get all of your paperwork. You may copy any form, fill it out and return it to the parish offices as normal. However, if you would prefer to handle all your paperwork electronically, you can fill out all forms online and e-mail them to my office at [facklerccd@gmail.com](mailto:facklerccd@gmail.com).

**Attend Class**—Confirmation is not an academic class about passing or failing. However, in order to be confirmed you must understand its meaning and make a clear commitment to it. You may demonstrate your knowledge and commitment by attending class regularly and keeping up with all assignments. The school and CCD have separate attendance policies.

**Copy of Baptismal Certificate**—A copy of your Baptismal Certificate is due at this Parent/Student meeting today. If you were unable to find a copy, please call your church of Baptism and ask them to mail me a copy. If you do not know how to get hold of that church, please ask Anne Fackler for help immediately, as your paperwork is now late. If your student was baptized at St. Monica Church, it is not necessary to get a certificate. However, we do need you to fill in as much of the bottom of the data form as you can.

**Confirmation Data Form**— A completed copy of this form is due at this Parent/Student meeting today. We will fill it out at this meeting right now.

**Sponsor Data Form**—Please choose a sponsor and complete the enclosed Sponsor Form. **CCD students**—Turn in your Sponsor Form to Anne Fackler at CCD on Sunday, November 13, 2022. **St. Monica, St. Augustine and Home School students**—Turn in your Sponsor Form to Anne Fackler in the parish office at 4408 S. Westnedge Ave. on Friday, November 11, 2022. **NO SPONSOR FORMS SHOULD BE GIVEN TO DEACON LUCAS!** Complete instructions can be found on page 2 and 3 of the Sponsor Data Form.

# Confirmation Checklist Instructions

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**Confirmation Name/Saint Report**—Please choose a Confirmation Name, complete the enclosed Saint Name Form and attach them to your saint report. **CCD Students**--Turn in your Saint Report, Saint Name Form and Parent Checklist to Anne Fackler at CCD on Sunday, November 13, 2022. **St. Monica School Students**--Turn in your Saint Report, Saint Name Form and Parent Checklist to Deacon Lucas on Friday, November 11, 2022. **St. Augustine School and Home School Students**--Turn in your Saint Report, Saint Name Form and Parent Checklist to Anne Fackler at the parish offices on Friday, November 11, 2022.

Your report should be on the saint you have chosen for your Confirmation name. *Please do not write your report on one saint and choose a different saint for your confirmation name.* If you are having trouble choosing a saint, please contact Anne Fackler, your CCD teacher or Deacon Lucas. Directions that are more specific are in your saint report form in this packet.

**Sponsor Packets**—Each candidate and their sponsor should complete and turn in the Sponsor Activity Packet. **CCD Students**--Turn in your Sponsor Activity Packet and Parent Checklist to Anne Fackler at CCD on Sunday, January 15, 2023. **St. Monica School Students**--Turn in your Sponsor Activity Packet and Parent Checklist to Deacon Lucas by Friday, January 13, 2023. **St. Augustine School and Home School Students**--Turn in your Sponsor Activity and Parent Checklist to Anne Fackler at the parish offices on Friday, January 13, 2023. A signed Parent Checklist must be attached.

**Service Hours**—You are required to complete 5 hours of service. **CCD Students**--Please complete the enclosed form and return it to Anne Fackler at CCD on Sunday, March 12, 2023. **St. Monica, St. Augustine and Home School students**—Turn in your Service Hour Form to Anne Fackler in the parish office by Friday, March 10, 2023. **NO SERVICE HOURS SHOULD BE GIVEN TO DEACON LUCAS!** You are no longer required to do your service hours for the parish, only. You may help a friend, a neighbor, a relative or any charity organization to fulfill your service hours. However, we can always use help at St. Monica's if you wish. If you turn in this form via e-mail, simply type the name of the supervisor in the blank and provide me with their telephone number. If you wish to help the parish, please contact our volunteer coordinator, Julie Kulpa at 345-4389 BEFORE January 6, 2023. After January 6<sup>th</sup>, you are on your own.

**Letter to the Bishop**—PLEASE DO NOT MAIL YOUR LETTER TO THE BISHOP. **CCD students**—Turn in your letter and Parent Checklist to Anne Fackler at CCD on Sunday, March 12, 2023. **St. Monica School students**—Turn in your letter and Parent Checklist to Deacon Lucas on Friday, March 10, 2023. **St. Augustine and Home School Students**--Turn in your Letter and Parent Checklist to Anne Fackler in the parish office by Friday, March 10, 2023. Specific instructions for writing your letter are on a separate information sheet included in this packet. If your letter does not follow the directions, you will need to rewrite it until it is correct.

**Interview with the Pastor**—Each candidate for Confirmation must have an individual interview with the pastor. Interviews will be just a few minutes long. However, you will need to fill out a survey immediately following your interview. It should take you about 20 minutes to fill this out. These questions will require your opinions, only. It is not a test. All **St. Monica School** interviews will take place during the school day in March and/or April, 2023. **CCD students**, will have their interviews on the last day of CCD, Sunday, March 12, 2023. **Home School and St. Augustine School Students** can have their interviews during the last CCD class on March 12<sup>th</sup> or call the pastor for an appointment.

**Attend Practice with your Sponsor & a Parent**—Once we receive our Mass date and time from the diocese, our practice time will be set. I will contact all Confirmation families via email with this information. The practice should take about 60-75 minutes. **All candidates, their sponsors and a parent are required to attend this practice.** If you know of a conflict for either yourself or your sponsor, please contact Anne Fackler ASAP at 345-1658.