

LETTER TO BISHOP VANN



GUIDELINES

INTRODUCTORY STATEMENT

The ordinary minister for the sacrament of Confirmation is the Bishop. “The diocesan bishop is obliged to take care that the sacrament of Confirmation is conferred on subjects who properly and reasonably seek it.” (Canon 885). Therefore, it is now time for you to officially request Confirmation from the Bishop. It is the custom to do this through a written letter. This year, our confirming bishop is The Most Reverend: _____

Your letter **MUST** include the following items: BISHOP LETTER DUE ON **APRIL 1st, 2023 DEADLINE**

- Type your letter so that it can be easily read. **No Handwriting.**
- The letter should be, at least, one 8 1/2” x 11” page, clean and unfolded.
 - ◆ More than 1 page is allowed, but **do not** use a font larger than size 12.
 - ◆ Each paragraph should be **single-spaced.**
- Put the date you write the letter on top.
- **Begin with a salutation.** You may use one of the following by inserting the full name of the bishop who will be confirming. His name is in the introductory statement above.
 - ◆ Dear Bishop (First Name) (Last Name)
 - ◆ Dear Most Reverend (First Name) (Last Name)
 - ◆ What Saint name you chose and why you chose that Saint.
- **Introduce yourself.**
 - ◆ Tell him your name and who you are.
 - ◆ Tell him a little about yourself.
 - ◆ Something you experienced on one of the Confirmation retreats that helped you grow in faith.
 - ◆ Gospel Reflection: **TBA**
 - ◆ A powerful moment in your relationship with Jesus.
- Ask him for the sacrament of Confirmation.
 - ◆ This is to let him know what you are writing.
 - ◆ This can be done in one sentence.
 - ◆ At the beginning or the end of the letter is usually best.
- Explain why you want to be confirmed.
- Thank the bishop for reading your letter.
- Type your first and last name with the name of our parish directly under your name.
- Sign your name **in pen** directly above where you typed your name.
- Finally, check your spelling, grammar, and punctuation at least **3 times.**

The above items are critical. If you fail to do any of them, the Confirmation Office will need you to redo your letter.