

# 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: [Bishop Kevin Vann](#)

Your letter **MUST** include the following items:

**DUE DATE for BISHOP LETTER: March 1st, 2024**

- 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 Your Excellency Bishop Kevin Vann
  - ◆ Dear Most Reverend Bishop Kevin Vann
  - ◆ 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: **Luke 4:16-22**
  - ◆ 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.

## SUGGESTED THINGS TO WRITE ABOUT

- Something you learned in a Confirmation class that changed your life or perspective
- Something you experienced on one of the Confirmation retreats that helped you grow in faith
- How preparing for Confirmation changed you
- What you did for a service project and how it made you grow in being a better Catholic
- What Saint name you chose and why you've chosen that saint
- A powerful moment in your relationship with Jesus
- The reason you want to be confirmed



## SAMPLE LETTER

Here is a very short sample letter to give you an idea of how your letter should look and sound. **DO NOT COPY THIS.** This is an example, your letter must be in your own words with the correct Gospel reflection.

April 8TH, 2024

Your Excellency Bishop Kevin W. Vann,

I am writing this letter so that you may know my desire to be confirmed. Let me first introduce myself. My name is Michael Nguyen; I was baptized into the Catholic Church as an infant at Blessed Sacrament Church. I later received my First Communion at this same parish. I have gone to both Catholic school and Confirmation classes. I'm one of five kids. I have one brother and three sisters.

I enjoyed Catholic school a lot, but at first I did not enjoy Confirmation classes very much. I think one of the reasons I did not enjoy it is because I felt that I knew everything there was to know about my faith. You see, my mother has taught me since I was a child. So I have learned many stories and lessons throughout the years.

One story I've had an opportunity to reflect on is Luke 4:16-22. After reading this Bible passage, I felt \_\_\_\_\_.

What Confirmation classes have taught me most of all is that I really don't know everything there is to know about the faith. I don't think I will ever know everything. I do know this: I am a Catholic, and I desire to learn and grow in faith until my death. I truly want to live out my faith. It is my hope that Confirmation will help me with this desire.

Thank you for taking the time to read this letter.

Sincerely,

*Your Signature*

Michael Nguyen  
Blessed Sacrament Church

## GOSPEL READING FOR REFLECTION: Luke 4:16-22

He came to Nazareth, where he had grown up, and went according to his custom into the synagogue on the sabbath day. He stood up to read and was handed a scroll of the prophet Isaiah. He unrolled the scroll and found the passage where it was written:

“The Spirit of the Lord is upon me,  
because he has anointed me  
to bring glad tidings to the poor.  
He has sent me to proclaim liberty to captives  
and recovery of sight to the blind,  
to let the oppressed go free,  
and to proclaim a year acceptable to the Lord.”

Rolling up the scroll, he handed it back to the attendant and sat down, and the eyes of all in the synagogue looked intently at him. He said to them, “Today this scripture passage is fulfilled in your hearing.”