

# St. Charles Borromeo Religious Education

4910 Trier Road  
Fort Wayne, IN 46815  
(260) 484-7322

[scbreligiouseducation@gmail.com](mailto:scbreligiouseducation@gmail.com)

[www.stcfw.org](http://www.stcfw.org)

January 2023

Dear Confirmation students and parents:

In the fall of your 8<sup>th</sup> grade year, you will be receiving the sacrament of Confirmation, however the preparation begins now. This sacrament is the final one of the 3 Sacraments of Initiation. *"Confirmation perfects Baptismal grace; the sacrament which gives the Holy Spirit, in order to root us more deeply in the divine filiation, incorporate us more firmly into Christ, strengthen our bond with the Church, associate us more closely with her mission, and help us bear witness to the Christian faith in words accompanied by deeds."* (CCC 1316) Whew! That is a lot, so that is why several components make up the preparation for this most special sacrament. This packet contains all the information you will need to begin the preparation right now.

Our Confirmation is set for **November 1, 2023 at 7:00pm**. We are excited to celebrate this sacrament and welcome Bishop Rhoades to St. Charles.

In this packet, there is a schedule of the preparation program for Confirmation, sponsor qualifications and certificate, information on the service component of Confirmation preparation, a service log form, and all the information you need this upcoming year as you prepare.

You will begin the preparation process by selecting a sponsor. This is a very important decision. Your sponsor should be someone you can easily talk to, someone you will be able to spend time with over the course of the next year, and someone who is a good example of Christian living to you. The sponsor also needs to meet the guidelines provided by the Church that are included in this packet and will be discussed in class. At the end of this packet, there is a sponsor certificate that needs to be completed and returned by your sponsor to the Religious Education Office by **Monday, March 20, 2023**.

Please read the section on the service requirement carefully. It is important that you understand the commitment that is being asked of you. Parents, you need to be prepared to support your child in this commitment. Doing service as a whole family is a great way to live out your Catholic Faith. If you have any questions about the service project, please contact me in the Religious Education Office or Mr. Heimann. You will be given the summer of 2023 to finish up the hours. All 15 hours are due on **Monday, September 25, 2023**. A service log is attached to this packet, and it can be found on the parish website too. Don't wait until the last minute to try and complete all the hours. Plan ahead!

If you have any questions about Confirmation preparation, please feel free to call me or e-mail me at the address listed above. Information and updates can be found on the parish website at any time. Just go to the parish website, click on the menu in the upper right-hand corner, scroll down to "Faith Formation", and click on Children's Religious Education.

I look forward to working with each one of you as we begin the preparation process. It is an honor to be a small part of this special moment with you, your family, and your sponsor!

God's blessings and peace,

Amy Johns, Director of Religious Education

# **Confirmation Timeline 2023**

<b><i>Monday, March 20, 2023</i></b>	<b><i>Confirmation Sponsor Certificate Due—Give the certificate in the packet to your sponsor for him/her to fill out and return to the Rel. Ed. Office. Follow the directions on the certificate!</i></b>
<b><i>SCB STUDENTS=Spring 2023 RE STUDENTS=Fall 2023</i></b>	<b><i>Work on Saint Project (Paced in class by the teacher in a step-by-step process. Outlines and information will be sent home as the project begins.)</i></b>
<b><i>February 2023-September 25, 2023</i></b>	<b><i>Work on the 15 hours of service—Keep your log in a safe spot!</i></b>
<b><i>Monday, September 25, 2023</i></b>	<b><i>SERVICE HOURS DUE TO TEACHER!</i></b>
<b><i>Saturday, September 30, 2023</i></b>	<b><i>Confirmation Retreat at St. Charles for candidates only 5-8pm. Families, sponsors, and candidates attend a special 8:15pm Mass with the Rite of Enrollment. Pick-up is at 9pm in Church Lot.</i></b> <b><i>**A retreat experience is required of all candidates wishing to be Confirmed!</i></b>
<b><i>Monday, October 2, 2023</i></b>	<b><i>Sacrament Request Letter-- Information and pre-write done in Class</i></b>
<b><i>Monday, October 9, 2023</i></b>	<b><i>Sacrament Request Letter Due in Class</i></b>
<b><i>Week of October 16, 2023</i></b>	<b><i>Interviews by Parish Staff of Candidates (during RE Class time or during the school day for SCB students)</i></b>
<b><i>Sunday, October 29, 2023</i></b>	<b><i>Confirmation Practice at 6:00pm in School Cafeteria then over to Church. Enter at Door 9/10. Park in Church Lot. Practice will last about 1 hour. This will take place after the 5pm Sunday Mass.</i></b>
<b><i>Wednesday November 1, 2023</i></b>	<b><i>Confirmation Mass at 7:00pm (This is also All Saints Day, so it does count as Mass for the Holy Day of Obligation)</i></b>

***\*\*All dates are based upon the November 1 Confirmation date, if that were to change due to Bishop's schedule, the dates of projects/assignments could change as well.***

## **Confirmation Sponsor**

Candidates will choose a Confirmation sponsor. The sponsor should be someone who has an active role in the candidate's life and is an example of committed Christian living. Since Confirmation is the final Sacrament of Initiation candidates should consider one of their Godparents as their sponsor. However, if the Godparents reside some distance away or do not meet one of the criteria below, he or she may not be the best choice. The sponsor should be someone who the candidate will be able to have regular contact with over the year while preparing for the sacrament. Sponsors need not be the same gender as the candidate. Church law does not allow a parent to be a sponsor. The sponsor must fulfill the following requirements:

- A Confirmed Catholic over the age of 16, at the time of Confirmation.
- Attend and participate in Sunday Mass.
- Receive the Sacrament of Reconciliation at least once a year.
- Have a marital status that is in keeping with Catholic teaching.
- Uphold the moral teaching authority of the Church.

Candidates should give prayerful thought to their choice of a sponsor and discuss this important choice with their parents. The attached certificate (at the end of the packet) should be given to your sponsor for him/her to fill out and return to the Religious Education Office. If your sponsor belongs to our St. Charles Parish, the sponsor needs to only fill in the top portion, above the stars, and the RE Office will turn them in all at once to the Parish Office to verify. Sponsor certificates are due **Monday, March 20, 2023!** Each sponsor will be mailed/emailed a letter explaining his/her role in the Confirmation preparation.

## **Service Requirement**

Service is an integral part of our Christian life. Jesus commands us to "Love one another as I have loved you." As our candidates prepare for Confirmation it is vital that they live out this command of love and service. The service component of the Confirmation program is meant to instill in candidates the lifelong commitment of using the gifts and talents that God has given them in service to others. Service is not to be seen only as a requirement for Confirmation. It is a requirement for all Catholics who are serious about living out their Faith. A life of service should be modeled for candidates by their parents and sponsors.

Each Confirmation candidate will be required to fulfill a service commitment of a minimum of **15 hours** throughout the course of the year of preparation. The service commitment should be a regular (weekly or monthly) commitment to an act of service. We do not want to abandon our service, just because we met the minimum number of hours—that would defeat the purpose of service. Candidates should consider their gifts, talents and interests when choosing a commitment. To set an example, that service is a part of our Christian life and not just a requirement for Confirmation, sponsors and/or parents are encouraged to serve with the candidate whenever possible. Groups of candidates are also encouraged to serve together, perhaps with parents or sponsors taking turns driving and chaperoning the group.

Some examples of service commitments that would be worthwhile are listed below. (Contact names and phone numbers are included for parish activities). The CONFIRMATION CANDIDATE should make the phone call to arrange service opportunities. This is his/her project, so the candidate should take the initiative and make the contact.

- helping out with Vacation Bible School, June 12-15, 2023, 9am-12pm (fill out a volunteer slip—can be found on the parish website in April)
- washing windows in the Church on Saturdays (parish office 482-2186)

- serving in one of the Parish music ministries—**practice** counts as the service but playing at Mass does NOT as it is your Sunday obligation to attend. (Contact Ms. Hope or Mr. Robison)
- visiting a nursing home to help with activities or crafts-St. Anne's Home Bingo
- cleaning up a neighborhood park on a regular basis
- tutoring a fellow or younger student. contact a teacher at school to see if they have a student in need of tutoring
- helping elderly neighbors with shopping, cleaning, yard work, etc.
- babysitting at Women's Care Center (contact the center of choice)
- caring for the parish environmental garden (contact Sr. Genevieve at school)
- assist a teacher in the classroom, as needed (cleaning, organizing, etc.)
- Volunteer at the Euell Wilson Center afterschool with their reading program
- Help out your local athletic team (Swim in the summer, Wildcat, Little League) with assisting the coach(es). Many have volunteered in the concession stands at ball parks in the summer as well.
- Help out at a youth camp as a volunteer or counselor (Franke Park Day Camp and Scout Camps)
- Call St. Mary's Soup Kitchen to help with meals and lunches
- Call the Franciscan Center to see if help is needed
- Contact Franciscan Thrift Store to sort donations
- babysit for a neighbor, family member (outside the immediate family), etc... without pay
- work CardinalFest or other parish events
- Volunteer at the Christ Child Festival

If you are still struggling to find a service opportunity, talk to Mr. Heimann or Miss Johns who have a booklet that has more organizations looking for assistance in the Fort Wayne area. Don't wait until the last minute to try to get them all in...start early!

Candidates are encouraged to develop their own ideas as well. They can also do a couple of activities throughout the year. The service must have direct contact with people outside of the candidate's family. The service can be to the parish, school, any service organization, or direct service to someone in need. Go outside of your comfort zone! Before making a commitment, candidates and parents should discuss the candidate's ability to carry out the commitment. This discussion should include how the candidate's schedule will be impacted by sports and activities. ***Once a commitment has been made candidates will be expected to fulfill their commitment even if it becomes inconvenient.*** If you would like to discuss the appropriateness of a commitment, please contact me at 484-7322.

Each candidate will keep a record of his/her service with a sign-off from the adult supervisor. The record log of service hours is attached to this information packet. ***The students are more than welcome to continue their service hours up to the due date in September.*** Budget your time and balance around your schedule. Know when you are the busiest and when you will have time to complete the required hours. ***Be sure to take the log with you to each service event.*** The candidate should fill out the information first, then ask the ***supervising adult for his/her signature***—not your parent. Do not lose your log, as this is your proof of successful completion of the required 15 hours. The log sheet will be due before Confirmation on **Monday, September 25, 2023.**

Altar serving and ushering at Mass do NOT count as service hours, since it is already your Sunday obligation to attend Mass, as does singing or playing an instrument at Mass. If you sing, play an instrument, or join one of

the music ministries, the **practice time is your service**. Your attendance and participation at Mass does NOT count, since it is your obligation to attend Mass every Sunday—the commandments say so!

## SERVICE MUST BE DONE OUTSIDE OF THE SCHOOL DAY!



### Confirmation Retreat

The Confirmation retreat is a time for fun, prayer, and fellowship among the candidates, but also their sponsors. The Confirmation retreat will be held this year on **Saturday, September 30, 2023**. It will be held for the Confirmation Candidates only. It will be held from 5:00pm-9:00pm. **We will have the retreat in the school and end with a Mass at 8:15pm in the Church for all candidates, his/her families, and sponsor.** Pick-up will be at 9:00pm in the Church Lot, at the conclusion of Mass.

Confirmation candidates must attend a Confirmation retreat—either the one held at SCB or the diocesan retreat. This is a great way to grow closer to God through activities and talks. Various parish staff members and teachers will lead sessions on various topics that pertain to the candidates. Some topics at the SCB retreat include prayer, service, Confirmation 101, and making the transition to high school while living your Faith.

Candidates may also attend the diocesan-wide Confirmation retreat. At the time of writing this packet, we do not have details from the Diocese yet. If interested, contact the Religious Education Office and more details can be passed along when they are available. There is a cost to attend and an adult chaperone is needed, who has been diocesan Safe Environment Background checked. This would count toward the required retreat for Confirmation.

### Saint Name Project

Each candidate will choose a saint that he/she admires, which will in turn become his/her Confirmation name. It is suggested to use the saint name given to them at Baptism, however, they may choose any saint they look up to and would like to make a part of their life. This offers a great discussion between the candidate, his/her sponsor, and the parents. There are many great websites and book resources that can be used when deciding upon a saint.



Each candidate will then do a research project looking into the life of the chosen saint. Research will be conducted to learn about the life, death, and hopefully the canonization of that particular saint. Each student will give a class presentation about his/her saint as well. Further details and directions will be given in the spring. All presentations will be completed before in the spring at a date assigned by the teacher.

## **Letter Requesting the Sacrament and Interview**

Due on **October 9, 2023**, candidates will be asked to submit a letter with their reasons for either requesting Confirmation or requesting not to be Confirmed at this time. Each letter will be written to “Church Leaders” and describe their preparation for the sacrament and formally request it. An outline will be given to the students to assist in writing the letters in class on October 2, 2023. Candidates will be interviewed by a member of the parish staff prior to Confirmation during class time the week of October 16, 2023. This will be a chance to reaffirm their decision and give a few pieces of advice.

## **Confirmation Practice**

Practice will be scheduled a few days prior to the actual Confirmation date (see timeline). All candidates need to be in attendance! If the sponsor is unable to attend the practice, a parent should attend with the candidate to take the spot of the sponsor. We will go through lining up, processing over to Church, how to come up to be Confirmed, and other logistics of the Mass. We will also review what they are responsible for saying during the sacrament, which is listed below.



**Sponsor:** This is Confirmation Name.

**Bishop:** N, be sealed with the gifts of the Holy Spirit.

**Confirmandi:** Amen.

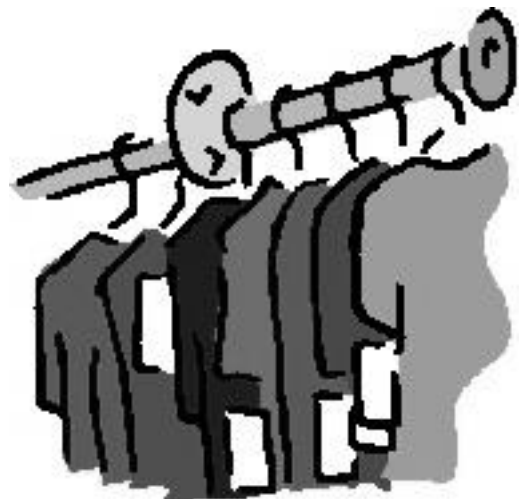
**Bishop:** Peace be with you.

**Confirmandi:** And with your Spirit.

## **Dress Code for Confirmation**

Although the dress code will be enforced for the candidates, all others in attendance should adhere to the guidelines as well, including sponsors. Confirmation attire should be modest and appropriate to the celebration of the sacrament and being in a Church setting (guidelines received from the Office of the Bishop). The dress code for Confirmation is as follows:

- NO jeans, shorts, capris, sweatpants/shirts, t-shirts, mini-skirts, formal gowns, halter-tops, or plunging necklines.
- Women are requested to wear dresses, skirts, or dress pants. Dresses and tops may not be strapless, have bare midriffs, bare backs, spaghetti straps, or low-cut tops. Please wear a shawl, wrap, or sweater to show modesty in Church. Shoulders must be covered.
- Skirts and dresses must be no shorter than knee length. The skirt should touch the ground when kneeling.
- Men are requested to wear dress shirts with a tie, dress slacks, and dress shoes. Suit coats are optional.
- Men should have hair cut above the collar and no longer than half-way down your ear. If necessary, be sure to be clean shaven.
- No flip flops, gym shoes, or heels higher than two inches in height. You must be able to walk!
- Men should not have earrings in.
- Women should not have makeup (foundation) on their face—especially on the forehead!



## **Professional Photo of Confirmation**

We have contacted a professional photographer, Tom Killoran, approved by Bishop Rhoades, to take a picture of each candidate as they are being Confirmed—sample is below. Pictures will be available for purchase at the end of the Confirmation Mass in the Gathering Space. Photos are one for \$20 or two for \$30. Cash or check is the easiest form of payment. We will practice the placement for the picture at the practice.

# Attention Parents!

It's my privilege to inform you that we will be documenting an important step in your child's spiritual life through Instant Event Photos.

Every Confirmandi will be photographed when they are being anointed by the Bishop.

Our high quality unobtrusive images are captured from afar without flash.

You will be able to witness the ceremony from your bench without fear of missing a memory photo.

These photos will be available for purchase immediately after the ceremony.

One photo is \$20.00 / two for \$30.00  
Makes a great gift for the sponsors.



This Instant Photo comes in a clear acrylic frame.

### *Tips for Sponsors*



*Stand behind the Confirmandi not next to the Confirmandi*

Tom Killoran Photography  
Instant Event Photos  
11316 S. Harlem Ave.  
Worth, Illinois 60482  
708.361.0025

## CONFIRMATION SERVICE LOG

Date	# of Hours	Description of Activity	Supervisor Signature (who oversaw your service)

Name\_\_\_\_\_

Room/RE \_\_\_\_\_



# St. Charles Borromeo Catholic Church

Religious Education Office  
Attn: Amy Johns (Director of Religious Education)  
4910 Trier Road ~ Fort Wayne, IN ~ 46815

Phone: 260-484-7322  
Fax: 260-482-2006  
Email: [scbreligiouseducation@gmail.com](mailto:scbreligiouseducation@gmail.com)

## CANDIDATES: GIVE TO YOUR CONFIRMATION SPONSOR

**SPONSOR: Please complete and sign this form.**

**\*\*If you are not** a registered member of St. Charles Borromeo Church, take this form to your parish to have it signed and sealed at the bottom by your parish priest.

**\*\*If you are** a registered member of St. Charles Borromeo Church, please fill out the top portion above the starred line and return it to the Religious Education office. Please return the form by mail, scanned to an email, or fax to the numbers listed above by **March 20, 2023**

## Confirmation Sponsor Certificate

I, \_\_\_\_\_, am a registered member of the Roman Catholic parish of \_\_\_\_\_  
(Print your name as it is to appear on your Sponsor Certificate)

\_\_\_\_\_  
(Name of Church)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

have been asked to be a sponsor for \_\_\_\_\_  
(Candidate's Name)

as he/she receives the Sacrament of Confirmation at St. Charles in the November 1, 2023.

As a sponsor, I am accepting the responsibility to be a visible representative of the Catholic Community, the Body of Christ. I will assist the parents in raising this child in the Spirit and teaching of the Roman Catholic Church. I intend to encourage this child in the practice of our Catholic Faith by being a role model in the Catholic way of living through my love, example, support, and prayers. Please check all that apply:

\_\_\_\_ I am at least 16 years of age.

\_\_\_\_ I am a Catholic who has received the Sacraments of Baptism, Confirmation, and Eucharist.

\_\_\_\_ I regularly participate in the celebration of Mass every Sunday and on Holy Days of Obligation.

\_\_\_\_ If married, I was married in the Catholic Church. \_\_\_\_\_

\_\_\_\_\_  
(Name of Church)

\_\_\_\_\_  
(City, State)

I attest that the information provided above is accurate: \_\_\_\_\_  
(Signature of Sponsor)

Sponsor Info: (Street Address)

(City)

(State)

(Zip)

(Phone Number with Area Code)

Sponsor Email Address: \_\_\_\_\_

\*\*\*\*\*

I certify that, to the best of my knowledge, this person is capable of assuming the duties and responsibilities of the role of a sponsor for the Sacrament of Confirmation. (Needs to be completed for non-St. Charles members only.)

\_\_\_\_\_  
(Signature of Priest/Deacon of Sponsor's Home Parish)

\_\_\_\_\_  
(Date)