

Guidelines for the Letter to the Bishop

Each candidate for Confirmation must write a letter to the Bishop sharing some of the reasons they want to be Confirmed. The following link takes you directly to the requirements:

<http://dps.diobelle.org/documents/worship/sacraments/confirmation-guidelines/152-form-e-guidelines-for-the-person-preparing-the-confirmandi-1/file> (as of Aug 2015)

The Bishop would like each candidate to write him a letter sharing (= critical elements):

- Some of the reasons they want to be confirmed and what the Catholic faith means to him/her, (1 – 2 paragraphs)
- How their Confirmation Saint inspires them to follow Christ (1 – 2 paragraphs), and
- The way in which they believe their sponsor will help them to be a better disciple of Jesus Christ. (1 – 2 paragraphs)

The letter should be long enough to tell the Bishop why they wish to be confirmed. This is a formal letter – seek help if you need it!

Other requirements we will look for:

- The proper way to address the Bishop: “Dear Bishop Braxton” or “Your Excellency”
- The letters should be typed (not handwritten) for legibility.
- Use Times New Roman size 14; single space the address and double space the letter body.
- Grammar, capitalization, and spelling.
- Do NOT bring up I do not want to be confirmed in the letter, let’s get that addressed up front. We are not obligating you to get Confirmed, that desire should rest with the candidate.
- This letter *will be read* by the catechists and the Pastor. Depending on the quality of the letter, there may be several draft sessions.
- Letters will be collected to be sent at least 4 weeks prior to the celebration.

Suggested Outline:

1. **Greeting:** “Dear Bishop Braxton” or “Your Excellency” should be the greeting.
NOT ‘Hi, Hello, What’s Up, or any other informal greeting.
2. **Introduce Yourself** – A short paragraph (2-3 sentences) to introduce yourself.
3. **Body of Letter** - follow all the elements above (1 – 2 paragraphs each) and other requirements:
 - a. Reason you want to be confirmed and what the catholic faith means to you
 - b. How your Confirmation Saint inspired you to follow Christ
 - c. How you believe your sponsor will help you be a better disciple of Jesus Christ
4. **Closing** – A short paragraph wrapping up your letter. Maybe, expressing your anticipation of the ever nearing Sacrament.
5. **Signature** – something nice like, Sincerely, or Respectfully, would be desirable.

Note: Each bullet is in a checkbox format ... increases chance of meeting criteria!