

St. Monica Parish
Confirmation Checklist Instructions
2017-2018

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.

Confirmation Dates—These dates are still tentative. If and when the bishop has given us his permission to have Confirmation Mass on Saturday, April 14, 2018 at 9:00 a.m., I will contact you immediately.

Confirmation Practice Friday, April 13, 2018 (tentative)
6:00 p.m.
St. Monica Church

Confirmation Saturday, April 14, 2018 (tentative)
9:00 a.m.
St. Monica Church

Please Note--All forms must be turned to the parish offices located at 4408 S. Westnedge, only. This can be done by mail, fax, email or in person. 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 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 or to any of our priests!

Deadlines--Deadlines for all paperwork will be 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 for a new set of paperwork.

Do all your paperwork online—Once on our parish webpage; scroll down until you find Confirmation on the right hand side of the page. Click on Confirmation paperwork 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.

Copy of Baptismal Certificate—A copy of your Baptismal Certificate is due today at this meeting. 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—This form will be filled out today at this meeting. Please do not leave without turning it in to Anne Fackler.

Mandatory Parent Meeting with Deacon Lucas—One parent must attend a Parent meeting with Deacon Lucas. Please choose one date to attend. Tuesday, October 24th from 7:00 – 8:30 p.m. or Saturday, October 28th from 9:00 – 10:30 a.m. Each meeting begins with Mass in the church. During this Mass, Deacon Lucas will preach a homily specifically directed to Confirmation parents. A discussion on this homily will immediately follow this Mass. Attendance will be taken.

Choosing a Sponsor—Please choose a sponsor and complete the enclosed Sponsor Form, then return it to Anne Fackler or the parish office by **Sunday, November 19, 2017 for CCD students or Tuesday, November 21, 2017 for school students**. Complete instructions can be found on page 2 and 3 of the Sponsor Data Form.

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Confirmation Name/Saint Report—Please choose a Confirmation Name, complete the enclosed Saint Name Form, and turn in your Saint report and Parent Checklist to Anne Fackler or the parish office by **Sunday, November 19, 2017 for CCD students or Tuesday, November 21, 2017 for school students**. 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 or your teacher. More specific directions are on your saint report form in this packet. The report should be at least one page typed, single space, no larger than Ariel size 12 font. Report should be your own, no plagiarism or just copying text from a book.

Sponsor Packets—Each candidate and their sponsor should complete and turn in the Sponsor Packet to Anne Fackler or the parish office by **Sunday, January 28, 2018 for CCD students or by Tuesday, January 23, 2018 for school students**. A signed Parent Checklist must be attached. Sponsor Packets will be handed out at the Parent/Student Meetings.

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. Fr. Farrell will make some visits to your classroom. During those visits, he will become familiar with your knowledge of this sacrament.

Service Hours—You are required to complete 5 hours of service. Please complete the enclosed form and return it to Anne Fackler or the parish office by on **Sunday, March 4, 2018 for CCD students or Tuesday, March 6, 2018 for school students**. 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, Laurie Schulte at 345-4389 BEFORE November 1, 2017. After November 1st, you are on your own.

Letter to the Bishop—PLEASE DO NOT MAIL YOUR LETTER TO THE BISHOP. Turn in your letter to Anne Fackler or at the parish office by **Sunday, March 4, 2018 for CCD students or Tuesday, March 6, 2018 for school students**. 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 be asked 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 be asked to fill out a questionnaire 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. Please do not call for an appointment with the pastor. We will conduct all interviews during classtime. All school interviews will take place during **March, 2018**. CCD students will have their interviews during class on **Sunday March 18, 2018**.

Attend Practice with your Sponsor & a Parent—Our Practice will take place at St. Monica Church on **Friday, April 13, 2018**. (tentatively) We will start at 6:00 p.m. The practice should take about 60-90 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.