

CHECKLIST AND DUE DATES FOR CONFIRMATION FORMS

A. REQUIRED INFORMATION TO BE SUBMITTED TO THE OFFICE OF THE BISHOP

1. Request a date for your parish Confirmation

The request is to be made at least **one year prior** to the celebration of the Sacrament and announcements are typically released in June. If you would like to request a specific date, please send three potential dates. It is often easier to obtain a desired weeknight rather than a Saturday or Sunday.

Please email Sarah Pittman spittman@dioscg.org with your potential dates. **If someone other than the pastor is sending the request, the pastor must be included/copied on the email.**

*If pastors in a specific region agree to hold an annual regional Confirmation celebration, please contact the Bishop's office.

B. REQUIRED INFORMATION TO BE SUBMITTED TO THE OFFICE OF FAITH FORMATION ONE MONTH BEFORE THE CONFIRMATION MASS

1. Confirmation Information Sheet - Appendix H

2. Liturgy Planning Form - Appendix H

3. Worship Aid – if applicable

4. Candidate's Letters to the Bishop

Send all letters to the Bishop in one large envelope. It is not necessary to have them in individual envelopes.

C. REQUIRED INFORMATION FOR USE IN THE PARISH:

1. Baptismal Certificate

If the Candidate was not baptized in the parish where they are being confirmed, the Candidate must submit a copy of their baptismal record from the parish in which they were baptized. The parish confirming the Candidate should retain the copy of the Baptismal certificate in their sacramental records. **(PLEASE DO NOT SEND THEM TO THE BISHOP'S OFFICE.)**

2. Parish Records Checklist Form

This form will be used by the Bishop when he reviews the sacramental records book of the parish. This form, and your parish sacramental records book, should be available for the Bishop's review in the vesting sacristy prior to Mass. The Bishop will personally return this form to the Catholic Center. (Appendix L)

D. OPTIONAL FORMS FOR USE IN THE PARISH:

1. Candidate Application Form

This to help the Confirmation Coordinator get better acquainted with the candidates presenting themselves for Confirmation and should be retained in the parish. (Appendix B)

2. Sponsor Validation Form

This to help ensure that a sponsor for Confirmation meets all the required canonical requirements of the Church to be a sponsor. It is solely for the pastor and Confirmation Coordinators use and should be retained in the parish. (Appendix C)

3. Parent's Letters to the Candidate

These letters are for use at the discretion of the pastor or Confirmation Coordinator. (See description on back of Candidate Application – Appendix B)

OFFICE OF FAITH FORMATION

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