

## How to Write your Letter to the Bishop

Each candidate for Confirmation needs to write a Letter to the Bishop that is due in this office by **June 15, 2011**. The Letter is your personal acknowledgement to the Bishop that it is your desire to receive the Sacrament of Confirmation.

Fr. Casey will hand-deliver the letters to the Bishop prior to your Confirmation. Be assured that the Bishop, Fr. Casey and Mary Sheedy take these letters very seriously. They are a testament to your personal journey, and we want them to reflect positively about both you individually and St. Agatha Parish. I have confidence that you will do your best on your letter.

The letter will come easily to you once you get started. Begin simply by writing, "Dear Bishop Dooher".

Be sure your letter is neat and readable. Use your own words and write what is in your heart. Some points to include:

- Why you wish to be confirmed
- The name you have chosen and why you chose it
- The name of your sponsor and why you have chosen this person
- How you have prepared for this Sacrament. You might mention a particular class presentation or topic that particularly enlightened or touched you
- You could describe your retreat experience, either last year (with Colleen Wells) or this year (with Sean Forrest ).
- **Very important:** tell the Bishop what type(s) of Christian Service you have done and how it affected you. Please note that even if you mention your Christian Service in your letter, you still must send a signed Service Form to Mrs. Regan

The letter should be typed and at least 3 paragraphs long. It must be your own work and signed by you. There is no 'right' way to do it, since everyone's experience is different. Please try to avoid just going down the list above. Make it a personal reflection about you. You can mail it to Mrs. Ellen Cronin or e-mail it to her at [ECronin@StAgathaParish.org](mailto:ECronin@StAgathaParish.org) (*as an attachment, please*).

It is not our intention to 'chase' anyone for their paperwork. *If you do not have your paperwork in on a timely basis, we will have no choice but to assume that you do not desire to receive the sacrament of confirmation at this time.* We will keep your records in a secondary list for those whose confirmation information is incomplete. At that point we will remove your name from the Confirmation Candidates, but will retain your records should you decide to receive Confirmation at a future date.

**Please note that Fr. Casey and I will review each letter before we bring them to the bishop, and if a letter is unacceptable in any way (e.g. not neat, incomplete or inappropriate) it will be returned to you for revision.**

If you have any questions regarding the writing of the letter, please contact Mrs. Cronin or Mrs. Sheedy. They will be happy to help you.