

Confirmation Class



PARENT AND CANDIDATE
HANDBOOK FOR CONFIRMATION

Dear Parents,

Welcome to Confirmation Year!

The Sacrament of Confirmation completes the initiation into the Catholic Church, building on what was begun at Baptism and nourished in the Holy Eucharist. At Confirmation, each candidate will renew those baptismal promises.

We are delighted that you and your child will be part of our program this year and we look forward to working with you to make this year a meaningful one.

We understand that you and your family have many work, school and social commitments. This is a sacramental preparation program which is required to be eligible to receive the sacrament of Confirmation and attendance is not optional. We encourage you and your child to have a conversation regarding the commitment and potential sacrifices which you will need to make to accomplish this.

Like you, we were parents of Confirmation candidates. We share in your enthusiasm in having your children grow in the commitment to their Catholic faith during the Confirmation process. While the team here is committed and ready to make this happen for your child, you and your family remain the principle role models for the candidates and your active participation in that role is essential. Regularly attending Mass each week and receiving the sacraments are things you can do to help the candidate understand the importance of this sacrament.

This is also a year for the candidates to look outside of themselves and participate in many different types of service. This would include service at home, in the school and town and at St. Mary donating their time to perform community service.

We hope this handbook will be informative for you as the year progresses. Should you have any questions during the year please feel free to contact Larry Boland at confirmation@stmaryrutherford.org.

Attendance and Behavior

Attendance is a must – it is not optional. You will be provided a calendar of dates in September of all required sessions and liturgies. As always regular weekend Mass attendance is also required and tracked.

We have made every attempt to accommodate the regular schools holiday schedules as best as possible.

Make up policy

Mass Attendance – there is no make up for missing weekend Mass. It is one of the most important things we do as Catholics. We understand, however, that an occasional weekend may be missed due to a family emergency or illness. Mass attendance is tracked for each candidate based on the completion of the Mass Attendance Form.

Sessions – there are (6) six Confirmation sessions which are required. There is only (1) one make-up session so only one of the regular (6) sessions can be missed. The group will be divided into (2) classes. The first session will be held from 6:00pm – 7:15pm and the second session from 7:15pm to 8:30pm. The candidates will be assigned a specific time and should attend at the time assigned.

Liturgies – like weekend Mass attendance it is not possible to make up attendance at a required liturgical occasion such as the Sacred Triduum or Parish Feast Day.

Retreat – No make-up will be organized for the retreat. To plan this event, it takes considerable time and effort by volunteers. An important aspect of the Confirmation program is participating as a group.

Parents need to be aware that the dates for these events, once set, will not be changed.

If attendance becomes an issue please be aware that the Church has a policy of asking candidates to delay their Confirmation to the following year. At such time the candidate and parents will be asked to meet with the Confirmation Coordinator to reassess their commitment to the program.

Behavior

Please note there is a zero-tolerance policy for inappropriate or disruptive behavior out of respect for the volunteers and fellow candidates. Good behavior is expected during sessions, community service, and the retreat and at all Masses and liturgical events. Candidates who are disruptive, rude or impolite to any volunteers or other candidates will be immediately removed from the program.

Cell phones are to be placed in silent mode and cannot be used during all sessions and liturgical events including weekend Mass.

Choosing a Confirmation Sponsor

Your child's sponsor must be a fully initiated Catholic. He or she must be a baptized Catholic and have made their First Holy Communion and their Confirmation.

According to Canon Law, a parent cannot be his/her child's sponsor. In addition, Canon 893 recommends that it is desirable that the sponsor chosen to be the one who undertook this role at Baptism.

All sponsors are required to get a sponsor certificate to be permitted to serve as a sponsor for Confirmation. There are specific eligibility requirements;

- a.) Be a member of a parish.
- b.) Be committed to the Catholic Faith, into which they have been Baptized and Confirmed
- c.) Be at least 16 years old
- d.) Not be married outside the Church or otherwise compromised in their sacramental life.
- e.) Meet the fundamental Catholic obligations of participating in Sunday Mass, receiving Eucharist often and Reconciliation (Penance or Confession) as necessary, and by being open to the work of God as revealed in Scripture and taught by the Church.

It is important that the candidate choose their sponsor early in the process and that the sponsor can fulfill all the requirements above.

Choosing a Confirmation Name

Parents are encouraged to allow their children to pick his/her own Confirmation name. Candidates should be encouraged to research a saint whom they admire. The name chosen must be that of a recognized Catholic saint. The candidates will be asked to complete a report on the Saint and why they chose that Saint's name for themselves. If in doubt there are various websites you can check such as:

www.catholic.org/saints

www.catholic-saints.info

Notifications

Once the calendar has been published it will be the parents and candidates' responsibility to attend the required sessions and liturgical events.

All notifications and reminders will be posted on the Confirmation Table downstairs outside the Parish Center and in the bulletin. ***This is the principle source for information.***

Email reminders will be sent when possible, however this is done as a courtesy and should not be interpreted as your source of information.

Required Paperwork for Confirmation

- 1.) **Photocopy of the candidates Baptismal Certificate.** If you do not have this it can be obtained from the Church where the Candidate was baptized. If the candidate was baptized at St. Mary, Rutherford and you do not have the certificate please contact the parish office and request that they send me the information directly.

Certificate of Baptism

Church of Saint Mary

SAMPLE ONLY

↔ This is to Certify ↔

That _____
Child of _____
and _____
born in _____
on the _____ day of _____
was **Baptized**
on the _____ day of _____
According to the Rite of the Roman Catholic Church
by the Rev. _____
the Sponsors being _____
as appears from the Baptismal Register of this Church.
Dated _____

Pastor

Example of Certificate of Baptism

*This Document is about the
Candidate*

2.) **Registration Card.** This is the document that we provide to the Parish office for transposing into the permanent Parish register. It is very important that this document be completed as thoroughly and neatly as possible. **All information must be provided – no blank spaces.**

CONFIRMATION REGISTRATION

Name: _____
(Last) (First) (Confirmation)

Baptized: _____
(Month) (Day) (Year)

Baptismal Parish Name: _____
(Town) (State)

All Sponsors Must Submit A **Certificate** From **THEIR PARISH** Stating They Are **Eligible** To Be A Sponsor For Confirmation.

Sponsor's Name: _____

Sponsor's Parish: _____
(Town) (State)

Mother's Name: _____ Living [] Dec'd []
(First) (Last) (Maiden)

Father's Name: _____ Living [] Dec'd []
(First) (Last)


VERY IMPORTANT INFORMATION - Sponsor must be able to obtain a sponsor certificate from their parish – Please see details under Sponsor certificate.

- 3.) **Sponsor Certificate.** All sponsors are required to get a sponsor certificate to be permitted to serve as a sponsor for Confirmation.

If the sponsor is from St. Mary, Rutherford they should contact the Parish Office to obtain the certificate. The sponsor must be able to come in person to complete the form.

If the sponsor is not from St. Mary they must go to their church and state they have been asked to serve as a sponsor for Confirmation and need a sponsor certificate. All Catholic parishes should have some type of form (a copy of the one we use here is below) to complete. It is always signed by a priest and contains a “raised” seal of the parish. A sponsor certificate can only be used once. A new one must be obtained each time you are asked to be a sponsor for either Baptism or Confirmation.

Church of Saint Mary
91 Home Avenue
Rutherford, New Jersey 07070
(201) 438-2200



Sponsor Certificate for the Sacrament of: Baptism • Confirmation

Sponsor's name: _____
[please print the full name of the godparent or sponsor]

Candidate's name: _____
[please print the full name of the one to be Baptized or Confirmed]

Statement of the Sponsor **SAMPLE ONLY**

In accepting the role of sacramental sponsorship, I recognize that I must be a model and example to the candidate as a committed and active Catholic, and support his/her parents in the practice of our mutual faith. I also attest that I:

- am committed to my Catholic Faith and have been Baptized and Confirmed in the Catholic faith
- am not married outside the Church or otherwise compromised in my own sacramental life
- meet my fundamental obligations as a Catholic by participating in Sunday Mass, by receiving the Eucharist often and the Sacrament of Reconciliation [Penance or Confession] as necessary, and by being open to the work of God as revealed in Scripture and taught by the Church
- witness to the Gospel values of Jesus Christ, and seek to be of service to others for love of Him

Signature of the Sponsor

Statement of the Priest or Deacon

The above-named is a registered member of Saint Mary Church, and is, to the best of my knowledge, initiated in the sacraments of the Church, is in good standing with the Church, is faithful in attending Sunday Mass and in the practice of the Catholic Faith, and is worthy to accept the responsibility of sacramental sponsorship.

+
Church
Seal
+ _____
Signature of the Priest or Deacon

_____ [date]

Example of Sponsor Certificate
This Document is about the Sponsor

4.) Community Service. All Candidates are required to fulfill 30 hours of community service. The hours should be divided 10 hours – Family, 10 hours – Church and 10 hours – Community. The candidates should perform the service willingly and there can be no monetary payment for the service provided. We will from time to time post service opportunities at the Church which the candidates can volunteer to perform. If you have any questions regarding what qualifies as service please contact Larry Boland (confirmation@stmaryrutherford.org.) The form below will account for the community service.

Candidate Name

NAME _____

Confirmation Service Record Card

Service _____

Date Performed _____ Hour(s) _____

Place Performed _____

Approved by _____

Service _____

Date Performed _____ Hour(s) _____

Place Performed _____

Approved by _____

Service _____

Date Performed _____ Hour(s) _____

Place Performed _____

Approved by _____

Service _____

Date Performed _____ Hour(s) _____

Place performed _____

Approved by _____

Service performed – example – raked leaves for neighbor, babysitting. Help decorate the church for Easter.

Hours – the number of hours for this service.

Date – the date the service was done.


Place – where the service was done.

Signature of person the service was performed for - a parent, the neighbor, etc.

5.) **Mass Attendance Form.** As part of their demonstrating their readiness to receive the sacrament all candidates are required to attend Mass regularly. Whenever possible Mass should be attended at St. Mary in Rutherford and we encourage parents to attend Mass with their children. If the candidate and family will be away the candidate should obtain a bulletin from the church they have attended that Sunday.

The form below should be completed in **both** instances. The candidate should listen carefully to the Homily given by the priest and then write the main message of the sermon. The forms and the boxes to leave them are downstairs outside the Parish Office entrance on a table. After Mass is over and the final blessing given the candidate should put the form in the completed box. The candidates should not move around the church during the liturgy or before the final blessing is given.

Failure to attend Mass regularly could delay the candidate's ability to receive Confirmation. It is the parent's responsibility to monitor their child's Mass attendance and the completion of this form.



**St. Mary Confirmation
Mass Attendance Form**

As part of your preparation for Confirmation, you have made a commitment to attend Mass every Sunday. After you have attended Mass, complete this form and return it to the designated area in the Church.

1.) I attended Mass at (time) _____ on (date) _____

2.) The Gospel was from (gospel writer, chapter and verse)

3.) The homily was given by _____

4.) The main ideas given in the homily were:

Candidates Name _____

Parents Signature _____

**PLEASE PRINT CLEARLY
IF WE CANNOT READ YOUR NAME WE CANNOT GIVE YOU CREDIT**

The time and date of the Mass attended.

Gospel Reading – can be found in the missalette in the pew.
Example – John 2 1-12

Homily given – usually the Homily is given by the presiding priest. In some cases the Deacon will give it. Example – Fr. Mike, Fr. Peter, Deacon Jim.

Main idea of Sermon – in their own words they should write what they understood from the sermon.

Candidate Name

Parent Signature

6.) Commitment Letter - Each candidate and parent will be asked to sign a pledge outlining the commitment they are making to be receive the sacrament of Confirmation. The pledge will be turned into the church on "Commitment Sunday" which is in September. We ask that the parents review the details of the pledge with their son/daughter and insure they understand and are prepared to commit to the successful completion of the program and that you are prepared to help and support them to accomplish this.

Candidate Signature



Parent Signature

