

Holy Spirit Catholic Church



Confirmation Handbook

HOLY SPIRIT CATHOLIC CHURCH

Philosophy of Holy Spirit's Parish Religious Education Program

With and through our Christian community, Holy Spirit's Parish Religious Education Program strives to cultivate in all participants: a deep knowledge of the faith; full, conscious and active participation in liturgical life; moral formation; an attitude of prayer and contemplation, a true belonging to our Christian community and an active participation in the life and mission of the Church.

Requirements of the Confirmation Program

Each candidate is required to attend Confirmation classes for two consecutive years in order to fully and faithfully profess the beliefs of the one, holy, catholic and apostolic Church in the Sacrament of Confirmation.¹ Regular class attendance and participation in formation activities are important.

We are preparing souls for their salvation in heaven – what higher priority can there be?

All Confirmation Candidates are expected to have the willingness to learn and actively participate in the program throughout the entire school year. If you know that your child will not be able to complete lessons for more than two weeks, please notify the Catechist or the C/DRE. Even though we are delivering the curriculum online our expectation is that students will complete all the lessons as indicated by the catechists in the class syllabus.

New for 2020-21

As a result of the Pandemic we have made certain changes to our Confirmation program:

- Students in 7th and 8th grade will participate in distance learning. Catechists will be available to assist students and will monitor their work, lesson completion, and review pre and post assessments scores. These are not pass or fail, but rather an indicator of the student's comprehension of the material.
- To complement the online learning process, students will also participate in our new Mentoring Program. There will be a group of adult mentors and each student will be assigned one. Mentors will setup individual appointments to meet with each student at least once a month in person at the church for about 10-15 min to have an open mature discussion about our faith, answer questions, provide feedback, prayer, and spiritual guidance. Our mentors have been selected with care and we have chosen men and women who are practicing faithful Catholics, active in the parish, and in the sacramental life of the Church. All adult mentors have the appropriate youth protection background checks and clearances. While in-person is preferred, if requested, these can happen over teleconference platforms such as Zoom, Skype or Microsoft Teams.

Attendance Policy

This year we are not meeting in-person for class however, students are expected to complete their online lessons in a timely fashion and are also expected to participate in the mentoring program. Catechists will provide a schedule and syllabus to guide the students in their studies.

¹ Attendance for those in PREP (students in Catholic school should refer to school policy)

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Sunday Liturgy (Mass)

Sunday Liturgy (Mass) is the Source and Summit of our Catholic Faith. It is the place where, within our faith community, we are fed by both the Word of God and the Bread of Life; strengthening us in Christ's love so that we may go into our homes, schools, work place and community spreading the Good News of Jesus Christ. Because participation in Sunday Liturgy is vital to our Catholic faith formation, candidates who do not show a commitment to regular Sunday Worship **will not** be considered ready for Confirmation.

NOTE: During the pandemic Bishop Gainer has temporarily lifted the Sunday Mass obligation. Families not comfortable attending Mass in person are highly encouraged to watch the Mass live stream on our parish Facebook page. Families watching the Mass from home are also encouraged to drive by the church after Mass to receive communion which will be available outside for ½ hour after certain Masses. Mass and streaming schedules are posted on the parish website www.holyspiritpalmyra.com

Reconciliation

The Sacrament of Reconciliation is a wonderful gift of Jesus Christ to His Church where we can experience and receive God's love, mercy, and forgiveness. Candidates are encouraged to frequent the sacrament and are expected to attend our Parish Reconciliation Services during Advent and Lent. Father Anthony is also available for confessions on Wednesday after 6pm Mass (6:30-7pm) and Saturday after 4pm Mass (4:30-5:30pm) or by appointment.

Retreat(s)

Confirmation Candidates are expected to attend an approved Confirmation Retreat. We will host an in-house retreat for both 7th and 8th grade. The retreat is **tentatively** scheduled for **Saturday, April 17, 2021 11:00 AM to 5:00 PM**. Students are expected to **arrive by 10:45 AM** and the retreat concludes with Mass at 4:00. Families are invited and encouraged to join their teens for Mass. **Please note that the retreat date is tentative and will depend on the pandemic situation at the time.**

Confirmation candidates are also required to visit a shrine or holy site during their sacramental preparation. In a "normal" year, to help students meet this requirement, we would host a field trip to the Shrine of St. John Neumann in Philadelphia. However, due to the pandemic this year we will not host this group activity. Many of the Shrines in our area are still open and families are encouraged to visit one of them on their own. Here is a short list of local shrines that I have personally visited and would recommend:

National Shrine of St. John Neumann

At the Parish of Saint Peter the Apostle

1019 North Fifth Street

Philadelphia Pa 19123

1-215-627-3080

E-Mail: SJNoffice@comcast.net

<http://www.stjohnneumann.org/>

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National Shrine of Our Lady of Czestochowa

Ferry Road
Doylestown, PA 18901
215-345-0600
info@czestochowa.us
<http://www.czestochowa.us/>

National Shrine Grotto of Our Lady of Lourdes

On the Campus of: Mount St. Mary's University
16300 Old Emmitsburg Road
Emmitsburg, MD 21727
301-447-5318
<http://www.grottooflourdesemmitsburg.com/>

Basilica of the National Shrine of Saint Elizabeth Ann Seton

333 South Seton Avenue
Emmitsburg, MD 21727-9297 USA
Phone 301.447.6606
http://www.setonshrine.org/contact_us.htm

Confirmation Name and Saint Report

St. Paul reminds us that “we have been called to be saints” (1 Cor 1:2). It is customary to take a saint’s name as a model or inspiration. The confirmation name should be chosen with much thought and prayer.

When selecting a confirmation name, designate the specific person (e, g., St. John the Apostle, St. Thomas Aquinas). The use of your baptismal name, if already after a Saint, can serve to further emphasize the three-fold process of Christian initiation: Baptism, Confirmation and Eucharist. The name chosen must be a Blessed or canonized Christian saint. A canonized Christian Saint is a man or a woman who has displayed heroic virtue and has been recognized by the Church. During Confirmation preparation time, candidates should research their baptismal name or the new Saint's name they have chosen. After you have selected the Saint you would like to be named after (and who will continue to pray for you), type a one-page report about the Saint's life. The report must be typed, at least one page, double spaced, in 12-point Times New Roman font. The report must include the following topics:

- Who is the saint? (When and where did he or she live, family life, job, etc)
- What have you learned about this Saint through your research?
- Why did you select this Saint to represent your faith journey?
- How is this person a good role model for you to follow as a confirmed Catholic?
- Include the resources from which you obtained your information (web site, book, etc.).

The Saint report is due by the end of the first year of formation (7th grade) and not later than the start of the second year (8th grade).

Sponsors

Each confirmation candidate will choose a sponsor to assist him or her in preparation for the sacrament, stand with him or her while they are confirmed and continue to guide them in their spiritual journey. The sponsor

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should be one whose positive influence on the student is permanent and strong; hence not just an honorary title but has the responsibility of setting a good example of Catholic living. It is important to pick a sponsor early in the process so the student may have the benefit of someone who is “walking with them” through the formation process.

Confirmation Sponsors must:

- Be 16 years of age or older.
- Have been baptized and confirmed in the Catholic Church.
- Worship at Sunday Mass regularly.
- Receive the Sacraments frequently.
- Be an active participant in parish life and community service.
- If married, are married by the laws of the Catholic Church and in the presence of a Catholic priest.
- Submit a Sponsor Letter of Eligibility from his/her own parish.

Canon law does not permit a parent to be a sponsor. The Church, however, does encourage that one of the Baptismal Godparents be considered as a sponsor. This manifests the sacramental link between Baptism and Confirmation.

If the sponsor is not a parishioner of Holy Spirit, a Confirmation Sponsor’s Letter of Eligibility Form must be requested and provided to us by the end of January of 8th grade. Please ask your sponsor to request this immediately to avoid delays. **They simply tell their parish office that they need this to sponsor a Confirmand. Easy!**

In the event that a proxy sponsor must be used, the proxy must adhere to all of the qualifications of an actual sponsor. **Canon Law does not permit a Confirmand’s parent to be a proxy.**

Interview

Each candidate will be interviewed by the Pastor, C/DRE as well as other designated individuals to determine his/her readiness to receive the sacrament. The interview will evaluate the candidates understanding of basic catholic teaching as well as what it means to be a disciple of Christ. In addition, the Bishop may question the candidates on the day of the Confirmation Mass.

Youth Ministry

Confirmation preparation involves not only catechesis but also full participation in the spiritual, service and social life in the church. Active participation is vital to our faith community. All are invited and encouraged to attend youth ministry activities. The Holy Spirit Middle School Youth Group offers many opportunities to have fun with friends, provide service to others, and grow in faith. For more information contact the rectory at 717-838-3369 ext 109.

Note: During the 2020-21 school year Youth Ministry activities have been put on hold due to the pandemic.

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Expectations and Behavior

Holy Spirit's PREP staff and volunteers prepare a quality program of Religious Formation presented in an atmosphere of respect and Christian Community. We expect all students to listen attentively and be prepared to participate fully in Confirmation Classes. Proper conduct and respect of others: adults, students, and property are expected at all times of all students. We expect all participants to behave in a manner exemplifying members of the Body of Christ.

Dress for Confirmation

Boys – suit and tie or dress pants and shirt, tie and dress shoes (sports jacket /suit jacket is optional)

Girls – dress or skirt (no bare shoulders or very short dresses), nylons and dress shoes, Please do not put make-up on forehead, it makes it hard for the oil to stick.

It is appropriate for each Confirmand to have a bit of white on to symbolize the sacramental link between Baptism and Confirmation.

Works of Mercy Hours (Service Projects)

Note: We understand that during the pandemic finding places and opportunities to volunteer may be limited or restricted by safety concerns therefore, we will be flexible with the number of required hours. Confirmands are being asked for their best effort in completing service hours.

Confirmation Students are expected to complete 24 hours of Christian/community service during their two years of confirmation preparation. It is suggested that students complete 12 hours in 7th grade and 12 hours in 8th grade. Due dates are provided on the checklist on the last page of this handbook. The intent of service projects is for the candidates to experience *how important they are as witnesses to the fulfillment of Christ's mission*. These service opportunities should model the mind and heart of Christ by selflessly and lovingly helping those in need and set a pattern for future service. Students can perform a variety of activities but we ask that no one activity be more than 25 % of the total required hours. For example, altar server 6 hours, fish fry 6 hours, raking leaves 1 hour, snow shoveling 2 hours, volunteer and caring cupboard 3 hours, help cleaning the church (Sparkling Hearts Ministry) 6 hours, total= 24 hours. This is just an example. Our parish offers ample opportunities for service but service is not limited to the parish and students are encouraged to seek opportunities to server in their school and community as well.

Please keep your child's safety in mind when choosing a service project. Never drop a child off with the expectation of responsible adults that hold background clearances being present unless you have been *specifically told this in a church permission slip*. All other projects are under the parents' discretion and responsibility. Candidates that are completing projects that are not on the list below are encouraged to discuss the project with the Catechist or the C/DRE to ensure the project will be approved. Always have your child sign up ahead of time for projects and contact the projects leader to inform that person of their presence.

Upon completion of service projects, students are required to report the hours using the **Simplified Works of Mercy hours** form (a copy is provided in the back of this handbook). We require that student choose one service project and complete a more extensive **Report of Service Project Form**. The form provides opportunities for students to better explore what their service has meant to others and to them. Parents are

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required to review the form for content and neatness before signing it. Service projects completed over the summer prior to 7th grade count, as well as through the spring of 8th grade.

The following is a list of suggested service projects:

- Raking leaves and/or mowing grass for elderly or needy neighbors without pay.
- Helping at a soup kitchen
- Helping at Caring Cupboard.
- Providing babysitting service to someone in need without pay
- Visits to a nursing home.
- Helping at church when the need is presented.
- Shoveling snow for needy neighbors without pay.
- Vacation Bible School Aide
- PREP classroom and/or Office aides
- Fish Fry Assistance
- Participation in the Lenten Shadow Stations
- Parish festival or other activities
- Altar Server
- Sparkling Hearts Ministry (cleaning the church)

These are just some examples. Again, if not listed please discuss the project with the Catechist or the C/DRE to ensure the project will be approved.

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Biography

Confirmation candidates are required to submit a brief Parish Biography which must contain the following information:

- Name & pertinent information about who I am (age, family, school, interests, activities).
- My favorite Service Project(s) and provide a few reasons why
- My Confirmation Sponsor and what I admire about him/her
- The Saint I chose for my Confirmation Name and why
- What I have learned about my Faith
- I am saying “Yes” to Confirmation because...
- My Parish can continue to support me by...

The biography must be:

- Typed
- Paragraph form
- Must contain a picture of the Confirmation candidate
- It should be 1/2 to 3/4 sheet of paper to allow room for your picture which will be displayed with your biography for all parishioners to see. You can print the picture directly onto the page or affix one at the bottom of the page.

The biography will be posted in our PREP bulletin board so our parishioners can get to know and pray for our confirmands.

Letters to the Bishop

Confirmation Candidates are required to write a letter requesting Confirmation. You will write a letter addressed to the Most Reverend Bishop Ronald Gainer (*Dear Bishop Gainer*). Include the following information when writing these letters:

- Name, family, interests
- Why I want to be Confirmed
- My favorite service project and why
- What Saint I chose for my Confirmation name and why
- The person I chose to be my Confirmation Sponsor and why
- Something I learned this year about my faith
- My hopes for my future and my faith

Remember to sign your name in your own handwriting (not the computers'). This will personalize your letter. The C/DRE will forward the letters to Bishop Gainer. **Parents please proof your child's letter.**

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Confirmation Data Form

Confirmation Candidate Information

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION TONIGHT!

STUDENT'S NAME _____

ADDRESS _____
Street City State Zip

Father's Name _____

Mother's Name _____ Maiden Name _____

E-mail address: _____
(Provide **best** one for sending current confirmation information)

Phone Numbers: Please provide the best number(s) to reach you in case of an emergency or to provide important Confirmation information.

Father's Home: _____ Mother's Home _____

Father's Cell: _____ Mother's Cell: _____

Baptismal Information

Date of Birth _____ Date of Baptism _____

Church of Baptism _____

Address of Church _____
Street
City State Zip

First Holy Communion

_____ Date of 1st Holy Communion

_____ Church

_____ Address

_____ City State Zip

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Confirmation Sponsor and Name Form

Please print clearly and submit all information by *Sunday, December 13, 2015*

NAME OF SPONSOR _____

➤ If Sponsor ***is not*** a member of Holy Spirit, please fill out the information below:

Parish Information of Sponsor

Name of Church _____

Address: _____
Street City State Zip

Sponsor's Phone Number _____

PLEASE NOTE: Even though you provide the information above we still need a letter of eligibility from the sponsor's parish if he/she is not a Holy Spirit parishioner.

A sponsor must be the following:

- PRACTICING CATHOLIC
- At least 16 years of age (A role model of the Faith to your child)
- Sponsor must be in a Valid Catholic Marriage (if Married)
- If Sponsor is from another parish, he/she must obtain a **letter of eligibility** from his/her own parish and send to **The Church of the Holy Spirit, c/o PREP Office, 245 W. Pine Street, Palmyra, PA 17078**
- Parents may **NOT** be their child's sponsor

SAINT NAME STUDENT WISHES FOR CONFIRMATION _____

- Student may use own Baptismal name if the name is already a Saint's name.

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Simplified Works of Mercy Hours Form

Directions: Please complete this form for every service project completed. Please print neatly.

Your Name _____

Grade: _____

Date(s) of Project: _____

The number of hours I did on this project is: _____

Briefly describe your service (include location): Example: raked leaves for elderly neighbor at their house.

Student Signature: _____

Parent Signature: _____

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Report on Service Project

Directions: Please choose one service project and complete all the items below regarding the work you did. Please print neatly. You may add pages if needed.

Name _____ Date(s) of Project _____ Grade _____

Parent Signature _____ Project Lead's Signature _____

1. The number of hours I did on this project is _____.

2. Describe your service (include location)

3. By my service, I learned that _____

4. By my service, I realize that other people _____

5. I also learned that Christ _____

6. I was surprised that I _____

7. The hardest part of the job I did was _____

8. The best part of the job I did was _____

9. The Corporal and/or Spiritual Work of Mercy that I mostly did through this project

was _____ because _____

10. I plan to do this again: YES NO (circle one) Student Signature _____

Corporal Works of Mercy: Feed the Hungry, Give Drink to the Thirsty, Clothe the Naked, Visit the Sick, Visit the Imprisoned, Shelter the Homeless, Bury the Dead.

Spiritual Works of Mercy: Admonish the Sinner, Instruct the Ignorant, Counsel the Doubtful, Forgive all Injuries, Comfort the Sorrowful, Bear Wrongs Patiently, Pray for the Living and the Dead,

Confirmation Requirement Checklist

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- _____ Candidate Data Form – Due ASAP.
- _____ Confirmation Sponsor and Name Form - Due ASAP.
- _____ Sponsor Certificate if sponsor is not a Holy Spirit parishioner - Due at least 3 months prior to Confirmation. The sooner the better.
- _____ Confirmation name and Saint Report. Must be completed in 7th grade.
- _____ Letter to the Bishop - Due at least 3 months prior to Confirmation.
- _____ Parish biography with picture - Due at least 3 months prior to Confirmation.

Works of Mercy Hours can be completed anytime between the summer prior to 7th grade and the spring of 8th grade. Following is a suggested guideline.

- _____ 12 Works of Mercy Hours Due by the last class of 7th grade.
- _____ 12 Works of Mercy Hours due by last class of 8th grade

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Prayer to the Holy Spirit

Come, Holy Spirit
Fill the minds and hearts of those who look to you.
Enkindle in us
The intensity of your love.
Send forth your Spirit
That we may be re-created
And that the world
May be made new.

The Beatitudes

Blessed are the poor in spirit,
For theirs is the kingdom of heaven.
Blessed are they who mourn,
For they will be comforted.
Blessed are the meek,
For they will inherit the land.
Blessed are they who hunger and thirst for righteousness,
For they will be satisfied.
Blessed are the merciful,
For they will be shown mercy.
Blessed are the clean of heart,
For they will see God.
Blessed are the peacemakers,
For they will be called children of God.
Blessed are those who are persecuted for the sake of righteousness,
For theirs is the kingdom of heaven.

Matthew 5: 3-10