



# Our Lady of the Fields Confirmation Handbook

2016-2017



"We can study the whole history of salvation, we can study the whole of Theology, but without the Spirit we cannot understand. It is the Spirit that makes us realize the truth or – in the words of Our Lord – it is the Spirit that makes us know the voice of Jesus."

— Pope Francis

Dear Parents and Guardians:

It is our joy as the coordinating team for this year's Confirmation formation process, to welcome you and your candidates for Confirmation.

We look forward to celebrating our faith together during the next few weeks as we all "deepen our faith; believe the gospel message and go forth to proclaim the gospel in our world." (Pope Benedict XVI February 15, 2001). Through our preparation for the sacrament we will work together to evangelize our young people and our parish so we may all share our faith with others through our words and deeds.

Throughout this process, we offer individual attention and personal care to each participant and the opportunity to share more deeply in our life of prayer, reflective learning, outreach ministries and witness opportunities for us all. We will call on the talents of all who are directly involved in the faith formation process of our youth. This includes you, parents and guardians, sponsors, and all of our catechists, priests, deacons and our whole community of faith at Our Lady of the Fields.

We encourage all the candidates involved to join in ways that will help them continue to deepen their faith until Confirmation and for many years beyond. Our goal is to help everyone recognize opportunities to learn and to serve in our parish, in our area and, indeed, throughout the world.

We know for certain that the primary role in the religious formation of your children is yours, parents and guardians. Our formation process recognizes this truth and we ask to partner with you in your ministry as parents. We wish to work together for the good of our youth and their preparation to encounter Christ and the Holy Spirit in this wonderful Sacrament of life. Our Catechists and Staff will work alongside you, parents, guardians and sponsors, as you prepare the candidates for Confirmation. Working together, we hope to offer the very best example to your youth and to model how to prepare and live as a Confirmed Christian in our church and in our world. We encourage you to worship together weekly, to read and pray with the Scriptures and to celebrate the sacrament of Reconciliation in our church and in your home, so you may truly live the gospel message together, and to be a family of peace, caring and love for one another.

May the Spirit of God guide and support us in this process of faith formation and Confirmation preparation. If we can assist in any way at any time, please be in touch with us.

Yours in Christ Jesus,

*Lisa Hogan*

Lisa Hogan

*Debbie Kitchen*

Debbie Kitchen

*Kathleen Jauschnegg*

Kathleen Jauschnegg

*Dr. Tom Little*

Thomas E Little, Ed. D., D. Min.

*AM Reddinger*

Andrea McGill Reddinger

## CHRIST, BE OUR LIGHT

Bernadette Farrell

Verbs

1. Long-ing for light, — we wait in dark-ness. Long-ing for  
2. Long-ing for peace, — our world is trou - bled. Long-ing for  
3. Long-ing for food, — man - y are hun - gry. Long-ing for  
4. Long-ing for shel-ter, man - y are home-less. Long-ing for  
5. Man - y the gifts, — man - y the peo - ple, man - y the

1. truth, — we turn to you. Make us your own, —  
2. hope, — man - y de - spair. Your word a - lone —  
3. wa - ter, man - y still thirst. Make us your bread, —  
4. warmth, — man - y are cold. Make us your build - ing,  
5. hearts that yearn to be - long. Let us be ser - vants

1. your ho - ly peo-ple, light for the world to see.  
2. has pow'r to save us. Make us your liv - ing voice.  
3. bro - ken for oth-ers, shared un - til all are fed.  
4. shel - ter - ing oth-ers, walls made of liv - ing stone.  
5. to one an - oth - er, mak - ing your king - dom come.

Refrain

Christ, be our light! Shine in our hearts. Shine through the dark - ness.

Christ, be our light! Shine in your church gath-ered to-day.

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## CONFIRMATION MASSES

TBD\*

**9:00 a.m. and 12:30 p.m.**

*Candidates will be assigned a mass time in advance.*

**St. John Neumann Church**  
620 N Bestgate Rd, Annapolis, MD 21401

# **CONFIRMATION REHEARSAL**

Attendance at the Confirmation rehearsal is mandatory for all candidates and sponsors. We understand that some sponsors are from out-of-town and may not be able to make an additional trip. In these cases it is acceptable for parents to attend the rehearsal instead of the sponsor. Candidates **must** attend the rehearsal.

## **Rehearsal will take place at St. John Neumann Church**

## **Thursday, Before Confirmation\***

**6:00p.m. (for 9:00 mass candidates) and 7:30 p.m. (for 12:30 p.m. candidates)**

**\*\* These dates are pending notification from Archbishop's office and we will communicate dates as soon as we receive information.**

## **GENERAL INFORMATION**

Faith Formation Office

Faith Formation main number: 410-923-6953  
Email: confirmation@olfparish.com

**Dr. Tom Little:** Pastoral Associate for Evangelization and Faith Formation  
Phone: 410-922-7025 Email: [tlittle@olmparish.com](mailto:tlittle@olmparish.com)

**Kathleen Jauschnegg:** Coordinator of Youth/Young Adult Ministry  
Phone: 410-923-7024 Email: [kath@olfparish.com](mailto:kath@olfparish.com)

**Debbie Kitchen:** Registrar/Child Protection Coordinator  
Phone: 410-923-7026 Email: [debbie@olfsparish.com](mailto:debbie@olfsparish.com)

**Andrea Reddinger:** Coordinator of Children's Faith Formation  
Phone: 410-923-7023 Email: [andrea@olfparish.com](mailto:andrea@olfparish.com)

**Lisa Hogan:** Asst. Coordinator of Children's Faith Formation  
Phone: 410-923-7037 Email: [Lisa@olfp parish.com](mailto:Lisa@olfp parish.com)

## **Confirmation Catechists:**

<b>Sean Mihaly</b>	Sun. 8:00 a.m.	smihaly@outlook.com
<b>Todd Vandertie/ Trish Hyman</b>	Sun 12:30 p.m.	todd.j.vandertie@att.com firphym@aol.com
<b>Chris Harris</b>	Sun. 4:30 p.m	chriswharris@aol.com
<b>Peter Veres</b>	Sun. 4:30 p.m	pete@megasnap.net
<b>Lynn Watts</b>	Sun. 4:30 p.m	watts.lynn@gmail.com
<b>Alice Lukas</b>	Tues. 4:30 p.m.	a23lukas@comcast.net
<b>Cathy Gallagher</b>	Wed. 4:30 p.m.	1224cq@gmail.com
<b>Andy Roe</b>	Wed. 6p.m.	aroe@alarmtechsolutions.com
<b>Chris Simpson</b>	Wed. 6p.m.	simpsoncr@outlook.com

*A candidate for the sacrament of Confirmation is moving toward:*

- \* A desire for intimate union with Christ
- \* A response to Jesus mysterious mercy and forgiveness
- \* An acceptance of our goodness as God's beloved creation
- \* A conscious and faithful response to the actions and gifts of the Holy Spirit
- \* A sense of belonging to the universal church and to the parish community
- \* Experiencing significant relationships with persons of faith
- \* A conscious awareness of personal spirituality
- \* A disposition to be educated in the faith and the Christian way of life
- \* A deeper relationship with our parish community
- \* An understanding of our responsibility to live and share our Christian faith and values with others



## **PICTURES**

A professional photographer will be secured for our official Confirmation picture. Order forms will be passed out at the rehearsal. The group picture will be in the church before the ceremony.

## **CONFIRMATION MASS DRESS CODE**

Candidates will not be wearing robes, so please follow these guidelines:

Gentlemen:

Dress shirt with a collar and tie (sports jacket is optional) and dress slacks or a suit and appropriate shoes (no tennis shoes or flip flops).

Ladies:

Dresses (knee length and shoulders covered) , skirt or dressy pants and blouse, appropriate dressy sandals or shoes (no flip flops).

*Modesty – no low cut tops or short length skirt/dress. Please note that a shrug, shawl, or cardigan may be worn during the Mass to cover strapless or thin straps.*



## **LETTERS OF SUPPORT AND ENCOURAGEMENT**

During the retreat days, each parent (along with other family members) and the child's catechist will be asked to write and submit a letter of support and encouragement to be delivered to the retreatant after the hour of reconciliation in the afternoon. These letters are meant to encourage and support the retreatant in their continuing search to know God and to reach their spiritual growth goals in the Confirmation program. They are a most important part of the retreat process.

Parents will please deliver their letters in an envelope with the child's name to the Office two weeks before the confirmation retreat in which their child is participating. Please sign your name across the sealed flap on the back of the envelope .

Sample letters and ideas are included in your folder.

## **INCLEMENT WEATHER AND CANCELLATION POLICY:**

Cancellations for Sunday sessions are announced by calling **410-923-6953** for a recorded message. Weekday sessions will follow the Anne Arundel County School System. If schools are dismissed early, or after school activities are cancelled, we will be cancelled as well. We are NOT affected by school holidays. Cancelations will also be communicated via Flocknote, and posted on our website.

## **CONFIRMATION REQUIREMENTS**



All candidates must:

- Attend the Parent/Candidate Orientation on Aug 24<sup>th</sup> or 28<sup>th</sup>, 2016
- Complete the Application for the Reception of Confirmation form
- Pay the \$210 Confirmation fee

At 1st session with Catechist:

- Submit copy of Baptismal Certificate
- Return signed Commitment Form
- Submit Volunteer Application and 3 references
- Complete the Worthy of the Call volunteer training

Notify FF office of Sponsor selection before October 6, 2016

Attend the Sponsor/Parent/Candidate Session on October 16, 2016

Notify FF office of Confirmation name before December 1, 2016

Attend All Confirmation sessions with Catechists

Attend one of the Confirmation Retreats

Parent prepare an Encouragement letter for candidate for their retreat

Participate in at least 1 "internal" service/witness project and 2 "external" service/witness projects. Complete log and reflection sheets

Participate in a pilgrimage outing (either with Parish or on your own) and complete reflection sheet

Complete "6 Conversations" booklet with sponsor and complete log sheet before March 15, 2017

Attend a Confirmation Conversation (March 2017)

- Submit Bishop letter
- Bring journal and witness/service log
- Attend Confirmation Rehearsal

## **DEADLINES FOR CONFIRMATION REQUIREMENTS:**

### **DUE DATES:**

#### **August 24<sup>th</sup> or 28<sup>th</sup>: Parent/Candidate Orientation:**

- Completed Faith Formation Registration
- Application for the Reception of Confirmation form
- \$210 Confirmation Fee

#### **First Session with Catechist:**

- Return the completed “Commitment Form”
- Submit of a copy of their Baptismal certificate
- Submit volunteer application and references
- Complete Worthy of the Call volunteer training

#### **No later than October 6, 2016:**

- Notify office of Sponsor selection

#### **No later than December 1, 2016**

- Notify office of Confirmation name

#### **Confirmation Conversation: (March 2017)**

Please bring:

- Completed Sponsor “6 conversations” log sheet
- Service/Witness log and reflections
- Journal
- Letter to the Bishop



## **BISHOP’S LETTER FORMAT**

Dear Archbishop Lori (Or Your Excellency),

**Paragraph # 1** – This should be an introduction to who you are. Your name, grade, school, what kind of activities you like, some background on your family etc...

**Paragraph # 2** – This paragraph should be about your Confirmation experience. What did you like most, what had the strongest or greatest impact on you, what will you remember, was there an event or lesson that stuck out to you etc...?

**Paragraph # 3** – This is about how your Confirmation experience has changed you. How have you grown? What were the challenges? How is your faith now? Where are you going from here?

**Paragraph # 4** – This is just a closing. You can thank him for reading and coming out, tell him you are looking forward to meeting him etc...

Sincerely,  
*Handwritten signature*

First and last name



## **CLERGY, ALTAR SERVERS, AND EUCHARISTIC MINISTERS**

Many candidates have relatives and friends who are priests, deacons, altar servers or Eucharistic Ministers. If these guests would like to help serve at the Confirmation Mass, please call our office to make arrangements.

## LETTER TO BISHOP

- Every Confirmation Candidate MUST write a letter to either the Bishop who will confirm them or Archbishop Lori. (We do not know which Bishop will celebrate the Sacrament with us until late in the process).
- Letters must be typed using 12 point font, double spaced and must include a handwritten signature.
- The letter should be about 1-2 pages, however there is no specific page requirement for this letter. Instead, it is most important that you are genuine and speak to your experiences during this time and its impact on you as a Christian. Please staple pages together if it is more than one page.
- This is an informal letter, but the Bishop/Archbishop will personally read each letter. So please be respectful and proof-read for grammatical errors.
- Please note that this is NOT a time to raise complaints about the Confirmation process. If you do have complaints or concerns about Confirmation Preparation, please contact the staff here at the Parish.
- An outline of letter content is on the next page and in your folder. You DO NOT have to follow this outline if you do not want to. This is just to give you an idea of the kind of information you should include, but make it your own.
- The letter should be turned in at the Confirmation conversation in March.

## MATERIALS



We are using the Loyola Press *Confirmed in the Spirit* confirmation curriculum. Every candidate will receive a handbook and journal at orientation. Candidates will also receive the Faith to Faith 6 Conversations booklet at the sponsor/candidate retreat on Oct. 16<sup>th</sup>.

## COMMITMENT FORM

The candidate should discuss the Commitment form with their parents or guardians. **Please return your COMMITMENT FORM to your catechist at the first gathering session.**

## BAPTISMAL CERTIFICATE

Confirmation candidates must provide us with a copy of their Baptismal Certificate (if baptized at Our Lady of the Fields please provide date). We understand many candidates have received other sacraments here at Our Lady of the Fields, but we do not keep copies of their Baptismal Certificates on file. Please return copies of Baptismal Certificates to the **FAITH FORMATION OFFICE** by **the candidate's first session with catechist.**

## CONFIRMATION FEE

The Confirmation fee is **\$210** and covers all program materials including your one-day retreat options. Please return **your check to the FAITH FORMATION OFFICE at the Parent/Candidate Meeting August 24th or 28th**. If this fee is a financial hardship for your family, please contact the Faith Formation Office.

## **CONFIRMATION RETREAT**

Each candidate is required to attend a Confirmation retreats which provides young people with a unique experience of prayer and contemplation. We host the retreats at St Anthony's Retreat Center in Ellicott City. The day includes learning activities and faith-sharing to give opportunities for the teens to recognize their need for the Holy Spirit in order to live the Christian life and to witness Christ in their everyday lives. Candidates are required to attend one retreat with their classmates and catechists.

Parents are welcome and invited to join the retreat day and to help in leading the design of the day. Please talk to one of the program leaders or your child's catechist if you might be able to join us for a retreat day.

The retreat dates are: January 22, February 26 and March 26, 2017. Candidates will be assigned a date, please contact Faith Formation office if you have a conflict and we will do our best to accommodate you..

The sessions begin at 9 AM and concludes with Mass celebrated by Msgr. O'Connor. Participants will have the opportunity for the Sacrament of Reconciliation and Eucharistic Adoration during the day. Family members are invited to Mass at 4:30 in the retreat house chapel. Retreatants may leave with their parents at the conclusion of Mass.



## **PARISH COMMUNITY**

Confirmation Candidates are expected to be active members in the service of the parish and the community. Each Candidate must volunteer to serve the parish in at least one event that arises through-out the year, or through a liturgical ministry. Candidates should track their participation in these activities on their service/witness log in the back of their journal. Additional information regarding parish events will be communicated throughout the year.

## **CONFIRMATION NAME**

Candidates may choose to continue with their Baptismal name - the name given to them by you, their parents. This is the name that started their covenant journey with Christ. However, many candidates wish to select another name for Confirmation. This choice should be carefully researched and studied by the candidate. We are blessed with a wealth of Saints to choose from, so if a candidate is not sure where to begin or how to choose, they can receive guidance from their catechist. We will assume that candidates are taking their baptismal names as their Confirmation names unless we are notified with a new choice. Names are due no later than **October 6**.

## **CONFIRMATION CONVERSATIONS**

Near the end of the formation process, there will be a 10-15 minute conversation for candidates to talk about their Confirmation journey. These conversations are designed to be a discussion about the teen's overall Confirmation experience and how they have grown in the Lord and their readiness to receive the sacrament. Conversations will be scheduled **in March 2017**. You will be notified of your conversation time in February.

Candidates should bring:

- Sponsor “6 conversations” log sheet
- Service/Witness log and reflections
- Journal
- Letter to the Bishop



## ATTENDANCE REQUIREMENTS AND CALENDAR

Attendance at all program sessions/events is extremely important to prepare the candidates for reception of the sacrament. When a session or event is missed, the candidate loses time for fellowship and prayer, as well as not mastering the material covered in that day's event. We ask that you make these gatherings a priority and make a sincere effort to adjust other obligations accordingly. If you need to miss a session please contact catechist with reason and an appropriate make up will be determined. Excessive absences will impact the candidates eligibility.

\*\*Please note that Confirmation Gathering sessions **DO NOT** follow the same schedule as other Faith Formation classes here at OLF. Please check your calendars carefully.

A calendar is included in your folder. The calendar details the following:

- Gathering dates with catechists
- Planned pilgrimages
- Planned service/witness activities
- Family Worship Weekends

## SERVICE & WITNESS

We believe that a vital part of the candidates preparation for living a full Christian life is developing a habit of witnessing faith through serving others. This not only helps others, but the benefits to you are many, from greater closeness to Jesus Christ to an awareness of the plight of the less fortunate. Therefore, Confirmation Candidates are asked to participate in service/witness projects and activities. As Christians we live as imitators of Christ and, therefore as servants to those in need. We encourage the candidates to participate in ongoing service in conjunction with their study of the spiritual and corporal works of mercy. We believe that is best done in cooperation with local care facilities for the elderly, those with intellectual disabilities, the homeless, or organizations with a service mission in addition to helping with projects in our church. We are working in cooperation with local service organizations, our parish and you, our parents to provide opportunities to witness to the Lord's call to serve in God's name.

Candidates will participate in witness activities throughout the Confirmation learning program. We will be scheduling several opportunities, but the candidate may also participate in events on their own. We ask that they list all activities on the log in back of their journal and write a reflection in their journal which they will review during the sessions and at the confirmation conversations.

The service/witness activities must reflect 1 activity at the Parish and 2 approved activities at outside locations.



## **SPONSORS**

Each candidate, with the help of his or her parents and catechist, is responsible for choosing a sponsor. At Baptism, parents chose two sponsors (godparents) for their child – people who made a commitment to be an example of the faith and help raise them in the Catholic way of life. Candidates are encouraged to pick someone who lives near by so the sponsor can participate in the program and offer spiritual support in the coming years; however this is not required.

### **Requirements to be a Confirmation Sponsor :**

- Must be a practicing Catholic and have received the Sacraments of Initiation (Baptism, Eucharist, and Confirmation)
- Must be at least 16 years old
- May not be the candidate's parent



### **SPONSOR CANDIDATE SESSION**

Sponsors and Candidates must attend a **Sponsor/Candidate Session** at Our Lady of the Fields on **October 16, 2016 from 2-4:00 p.m.** This Session is for Sponsors and Candidates to begin their faith sharing journey. If sponsors can not attend this session, a parent may take the place of the sponsor.

## **CONVERSATION SESSIONS**

Sponsors and candidates are required to have 6 faith sharing conversations. We will distribute a magazine-style guide to these conversations at the Sponsor/Candidate retreat. Each conversation will probably last about 30-45 minutes. The guides are not a script that must be followed, but rather they are conversation starters. Feel free to let your discussions go wherever the spirit leads them.

After each conversation, please fill out the reflection/log sheet. Make sure that both Candidate and Sponsor sign after each dialogue. If the conversation is held over the phone, a parent may sign for the sponsor. Bring the completed log sheet to your confirmation conversation in March.



### **PILGRAMAGES**

Pilgrimage has been part of the Christian tradition for centuries. A pilgrimage is a spiritual journey to a sacred place. It is a time to concentrate on the spiritual life without distractions — a time for prayer and meditation, learning and enrichment. All candidates will participate in a day pilgrimage with their sponsor and/or parents.

We will plan 2 nearby outings (refer to calendar for details). We will also provide a list of suggested destinations if you prefer to schedule an outing on your own. Upon completion of their outing, candidates should write a reflection in their journal which they will review during the sessions and at the confirmation conversations.