



Outline: Letter to the Bishop

Here is an outline for the formal letter that is written to His Excellency Most Reverend Bishop Miehm expressing your faith and the reasons you desire to receive the Sacrament of Confirmation.

Bring your draft letter with you when you meet with your parish priest for his designate. You can review the letter together.

The letter (final good copy) is to be brought to the parish and the letters from all the parish's candidates for the Sacrament of Confirmation will be sent from the parish to the chancery.

Your parish priest or his designate will tell you when the letter is due.

DUE DATE: _____

1. Salutation: " Your Excellency Most Reverend Bishop Miehm"
2. Introduction and Personal Information: tell who you are, what you like to do, who is in your family, where you go to school, etc.
3. Tell the Bishop about your parish and what it mean to you to complete the Sacraments of Initiation (Baptism, Eucharist and Confirmation) by preparing to receive the Sacrament of Confirmation.
4. Sacramental Preparation for Confirmation: express how you have grown in your faith during the time of preparation to receive the Sacrament of Confirmation, tell the Bishop about the apostolic service you did, the saint you chose for your Confirmation saint project and a highlight from your Mass Journal.

5. Tell His Excellency what the sacrament means to you; why you desire to receive the Sacrament of Confirmation, how it will bring you into closer relationship with Jesus and the Holy Spirit.
6. Living Your Commitment: Share what your faith mission will be. In other words, how will you seek to grow in your faith to love the Father, the Son and the Holy Spirit more deeply each day; how you will be involved in your parish and other areas of service.
7. Closing: Thank Bishop Miehm for the time he took to read your letter and let him know that you are looking forward to seeing him at the celebration of the Sacrament of Confirmation.

LETTER FORMAT

All letters should be in business format and typed on white paper.

Be sure to read your letter out loud to someone; ask an adult to review it for you and use spell check.

Bring two copies of your letter to your meeting with the pastor.

You only need one copy (final good copy) with your signature to submit to the parish.

SAMPLE LETTER

Your Name

Address, City, Province, Postal Code

your email address@your email provider

Date

His Excellency Most Reverend Bishop Miehm
350 Hunter Street West
Peterborough, ON, K9J 6Y8

Your Excellency Most Reverend Bishop Miehm,

First paragraph: who you are, what you like to do, who is in your family, where you go to school, etc.

Second paragraph: Tell the Bishop about your parish and what it mean to you to complete the Sacraments of Initiation (Baptism, Eucharist and Confirmation) by preparing to receive the Sacrament of Confirmation.

Third paragraph: express how you have grown in your faith during the time of preparation to receive the Sacrament of Confirmation, tell the Bishop about the apostolic service you did, the saint you chose for your Confirmation saint project and a highlight from your Mass Journal and/or your Day of Retreat and Prayer.

Fourth paragraph: what the sacrament means to you; why you desire to receive the Sacrament of Confirmation, how it will bring you into closer relationship with Jesus and the Holy Spirit.

Fifth paragraph: Share what your faith mission will be. In other words, how will you seek to grow in your faith to love the Father, the Son and the Holy Spirit more deeply each day; how you will be involved in your parish and other areas of service.

Closing: Thank Bishop Miehm for the time he took to read your letter. Let the Bishop know that you are looking forward to seeing him at the celebration of the Sacrament of Confirmation. You may want to pray for the Bishop and tell him that you will be praying for him.

Yours sincerely,

Your Name Signed

Your Name Typed