

Writing a Letter to the Bishop & Scheduling Your Interview

Letters are due no later than May 16, 2021

Address the Letter: The Most Reverend Bishop Jeffrey Haines

The bishops have requested the following from all candidates in their letters:

- Each letter should be typed in 12-point font, double-spaced, and **no longer than 1 page**
- Letters must include the following information in some form:
 - Your name
 - A request to be confirmed and why you wish to receive the sacrament of Confirmation (i.e. “I would like to receive the sacrament of Confirmation because...”)
 - A few details on how you prepared for Confirmation (formation sessions, retreats, service opportunities, etc.)
 - What part of the preparation process was most helpful to you?
 - Your chosen Confirmation name/Saint & why you chose them
 - Who your sponsor is and why you chose them
 - What difference do you hope Confirmation will make in your life?
 - When Confirmed, what difference will you make? (Personal growth in your relationship to God, service to others, doing God’s work in the world, etc.)
 - 1-2 things you would like the bishop to know about you
- **Choose an ending:** Sincerely, or, In Christ.
- **Sign your name:** Letters should be signed by the candidate in ink (print the letter first, then sign it in ink)

The letter should be no longer than one page in length, and it should thoroughly address the points above. **Letters that appear to have numerous spelling and grammatical mistakes, and that seem to be done quickly without much thought, however, may be returned to be revised. Remember that the Bishop will take the time to read every one of the letters he receives,** and has been known to quote them in his homily at Confirmation Mass.

Letters can be emailed to: Karin Felske, kfelske@stmattoc.org or brought to the Parish Office. If you are bringing your letter to St. Matt’s, please put the letter in a white envelope addressed to The Most Reverend Bishop Jeffrey Haines. Put your name in the upper left-hand corner of the envelope. **Letters are due no later than May 16, so we can mail them to the Bishop, and he has enough time to read them. Remember, he is also celebrating Confirmations at other parishes within the Archdiocese.**

Don’t forget about your interview! Interviews begin May 17th and must be completed by June 30th. If you have any questions about this assignment, or to schedule your interview, please call 414-762-4200 ext. 14, or email Karin Felske, kfelske@stmattoc.org

Blessings!

Karin Felske