

Letter of Request of the Sacrament of Confirmation to the Bishop – RUBRIC

Due no later than class on Sunday, Oct. 1

Confirmation is 1 of the 7 sacraments in the Catholic Church. According to the Catechism of the Catholic Church (CCC), which is the official doctrine of the church, confirmation is when candidates receive the Holy Spirit and are considered full members of the Catholic Church. To be eligible for confirmation, a candidate must be baptized and attend confirmation classes. One of the steps to prepare for confirmation is requesting the sacrament. Candidates write a letter to their bishop to formally request the sacrament of confirmation. Use this rubric to write a letter requesting the sacrament of confirmation.

- 1. Format the letter using a formal letter writing style.** Include a greeting, body of the letter, and signature. Type your letter; *do not hand write it*, except for the signature at the conclusion of the letter.
 - 2. Address the bishop in the greeting.** Begin your letter with **Dear Most Reverend Thomas J. Tobin**. Use the title Bishop when addressing him.
 - 3. Introduce yourself in the first paragraph.** Tell the bishop your name, age, year in school, and what school you attend. Include some information about your background, family, activities, or interests. This paragraph shouldn't be a long biography, but a brief description of who you are.
 - 4. Request the sacrament of confirmation in the second paragraph.** Tell the bishop why you want to be confirmed in the Catholic Church. Explain what Confirmation means to you and why it is important that you receive the sacrament.
 - 5. Explain your preparation for Confirmation in the third paragraph.** Note any formal preparations within the church setting, such as Confirmation classes. Address how you are preparing through prayer, how often you are attending mass, and how the worship services are helping you. Explain how any community service has deepened your spiritual life. Take time to *honestly* evaluate your spiritual life and note areas where you are strong in your faith, as well as needing improvement. Explain why you are ready for Confirmation.
 - 6. Tell who your Confirmation sponsor is and why you chose them in the fourth paragraph.** Explain why you chose this person to witness your commitment.
 - 7. Tell the bishop your chosen Confirmation name in the fifth paragraph.** Explain why you chose your name, including why you admire this saint.
 - 8. In the sixth paragraph, apply Confirmation to your future.** Explain how you plan to stay connected to God throughout your life. Evaluate the role the Holy Spirit will play in your spiritual growth. Tell how you will continue to serve others and God in your life. Tell the bishop how you plan to live out your Confirmation promises in the future.
 - 9. Conclude the letter.** Use the words “Sincerely” or “Best Regards” before your signature line. Be sure to sign the letter with your complete name using a blue or black ink pen.
- Follow this rubric.
 - Please ask a parent to read/edit your letter.
 - Remember to spell check, and edit for grammar and capitalization.