

St. Timothy Religious Education

13807 Poplar Tree Road
Chantilly, Virginia 20151
(703) 378-9143/ccd@sttimothyparish.org



Handbook for Confirmation 7th and 8th Grades

St. Timothy Parish

Reverend Andrew Fisher
Pastor

Reverend Sunny Joseph
Reverend Sean Nypaver
Reverend Mauricio Portillo
Reverend Parthi Raj Soosai, SDB
Parochial Vicars

St. Timothy Religious Education

Denise Masiello, Director of Religious Education

Sandy Ralston, Office Manager Religious Education

Jeannette Borneman, Religious Education Assistant

Cathy Edwards, Coordinator Special Religious Education Program

Office Hours

Monday 8:00am - 3:00pm

Tuesday 8:00am - 3:00pm

Wednesday 8:00am - 3:00pm

Thursday 8:00am - 3:00pm

Friday, Saturday & Sunday Closed

Dear Parents,

Welcome to the St. Timothy Confirmation Program. This handbook will assist you in preparing your child for the Sacrament of Confirmation. It is extremely important that each candidate has the support of his/her parents and sponsor in the Confirmation preparation process. The catechists, students, parents, sponsors and priests of the parish work together to ensure that the students are well prepared to receive the Sacrament of Confirmation.

Please review the *entirety* of this handbook. It includes the forms and directions for each required assignment that must be completed and turned in. You may deliver the required forms and assignments either in person or by mail to the Religious Education Office by the dates indicated. Be attentive to these due dates. **If we do not receive the paperwork by the respective due dates, we will assume that your child will not be receiving the Sacrament of Confirmation at St. Timothy Church.**

If you have any questions or need any additional information, please do not hesitate to call the Religious Education Office. Preparation for any Sacrament is a prayerful time for the candidates and a time for serious thinking about the choice to be Confirmed. Please encourage your child to pray about this exciting gift from God. You have the assurance of our prayers.

With prayers,

Denise Masiello

Confirmation Curriculum Requirements

Important Notes:

- Listed below are the essential requirements for each student to be Confirmed at St Timothy Parish. All of these requirements need to be turned into the Religious Education Office - **NOT** to the teachers. Exams will be taken as scheduled by the teachers or Religious Education Office.
- Preparation for Confirmation is a **two-year** formation period. While many requirements are due in the 8th grade year, the groundwork should be started and largely completed in the 7th grade year. For example, service projects should be started in the 7th grade year, to obtain the different corporal and spiritual works of mercy to be completed before the due date. Saint reports can also be completed in the summer before 8th grade begins.

			Page #
Requirements for Confirmation			6
Baptismal Certificate	With 7th Grade Registration		6
Sponsor Certificate - Appendix 4		8th Grade - TBD	21
Sacramental Fee	With 8th Grade Registration		6
Data Form - Appendix 1		TBD	9
Confirmation Contract - Appendix 2	7th Grade	TBD	13
Letter to the Pastor - Appendix 3	7th Grade	TBD	24
Saint Report - Appendix 5	7th Grade	TBD	19
Works of Mercy Project - Appendix 6	8th Grade	TBD	26
Retreat for Boys 8th grade		TBD	7
Retreat for Girls 8th grade		TBD	8
8th Grade Confirmation Exams		TBD	8
7th Grade Confirmation Exams		TBD	8
<u>Mandatory Confirmation Practice (Religious Education)</u>	Friday, March 5, 2027, 6-8pm		
Confirmation Day(8th grade) - General Notes	Saturday, March 6, 2027		8

Confirmation Preparation and Requirements Overview

Parental Involvement

Parental involvement in preparing for Confirmation is not only **important** it is **vital**. The primary role in the sacramental preparation and religious education process belongs to the Parent, the Church, Catechists and Teachers are here to assist. The guidance and example shown by parents and guardians is indispensable in forming their children's faith. The practice of the Catholic Faith is the greatest lesson adults can give their children. If the Faith is important to parents and guardians - it's more likely to be important to their children. Please make every effort as a family to:

- **Attend Mass every Sunday.**
- **Take time to pray every day, especially on Sunday.**
- **Frequently receive the Sacrament of Confession (recommended once a month).**
- **Increase the time spent in family activities that foster a growth in the Faith.**

Length of the Confirmation Program

"Confirmation is necessary for the completion of baptismal grace. For, by the sacrament of Confirmation, (the baptized) are more perfectly bound to the Church and are enriched with a special strength of the Holy Spirit. Hence, they are, as true witnesses of Christ, more strictly obliged to spread and defend the faith by word and deed" [CCC 1285].

As an individual, each Confirmation candidate is challenged to develop and strengthen his/her love for our Faith, the Church and for God through prayers and good works. Choosing to become mature Catholic Christians is the goal of the Confirmation preparation. A period of preparation of at least **two years** is recommended in this program.

Attendance Policy

Attendance is mandatory for all children in sacrament preparation classes. Especially those in 1st, 2nd, 7th and 8th grades. Students preparing for Confirmation with three or more unexcused classes will not be recommended to the Pastor for the Sacrament of Confirmation unless absences are excused due to illness, death in family or other emergency situations. Please call the Religious Education Office at (703)378-9143 regarding absences. Voice messages are checked regularly.

Requirements for Confirmation

Baptismal Certificate

A copy of each candidate's Baptismal Certificate should be submitted to the Religious Education Office upon 7th grade registration. If you are a new student and entering our Religious Education 8th grade program, a copy of your Baptismal Certificate must also be submitted at registration. However, if a certificate is unattainable, under special circumstances, a notarized letter (forms available in the Religious Education Office) may be used in lieu of a baptismal certificate.

Certificates on file at St. Timothy School will be made available to the Religious Education Office.

Candidates who were baptized at St. Timothy Church must provide the Religious Education Office with a copy of the certificate. The Religious Education Office does not keep copies of certificates on file.

Sponsors

Each candidate will need to choose an appropriate Sponsor to be a spiritual help to the candidate. Please see Appendix 4 for the Sponsor Certificate, details on selecting a Sponsor, and information to share with the candidate's Sponsor.

Sacramental Fee

Each candidate in the Confirmation program is asked to pay a \$50 fee, upon 8th grade registration. This sacramental fee helps defray the costs related to Confirmation such as the required retreat. Please make checks payable to St. Timothy CCD and drop them off at the Religious Education Office or in our after hours Drop Box located outside of the Parish Office. Payments may also be made by credit card via Parish Soft. If you are unable to pay this fee at the time of registration due to financial hardship please contact our office to let us know.

Data Form

The data form is a one-page summary of information required to complete the candidate's Confirmation record. Please **BE PROMPT** in returning this form. See Appendix 1, page 10.

Saint Report

Ancient Christian tradition reveals that those to be Confirmed would choose a saint to be for them a model of Christian life and an intercessor of God's grace. Each candidate will do this symbolically by taking the name of a saint that they admire and choose to develop a special friendship with. The saint's name will be used as the candidate's Confirmation name. Candidates are required to write a report on the life of the saint, which they have chosen. Guidelines for saint reports are in the back of this packet in Appendix 5.

Confirmation Contract

The Confirmation Contract is a promise to follow the Precepts of the Church both now and after Confirmation, including the continued study of the faith, and faithful attendance at Mass on Sundays and Holy Days of Obligation. The Contract must be signed by each candidate and their parents by the due date. The contract can be found in Appendix 2.

Letter to the Pastor

The decision to be Confirmed ultimately rests on each candidate. It is *their choice* to take the next step in their Catholic Faith. Once a candidate determines their desire to receive the sacrament of Confirmation they must write a letter of request to our Pastor, Rev. Andrew Fisher. Please turn in the letter to the Religious Education Office. More details of how to write the letter are in Appendix 3.

Service Projects

Service is based on the spiritual and corporal works of mercy, and most of all, on the example of Christ who came to serve. It is important that the candidate understands the need for serving his/her fellow man, as well as the brothers and sisters in faith. The **Service Report** is a record of the candidate's experience from his/her service projects. Please see Appendix 6 for more information. *Candidates must complete 15 hours of service. Each hour must be from a different work of mercy. Refer to Appendix 6 for more details and logs for tracking service hours.*

Retreat

Each 8th grade student must participate in the Confirmation retreat as scheduled. If a student cannot attend the St. Timothy's scheduled retreat. Parents are responsible for locating an alternate retreat at another parish. Attendance at a retreat is mandatory for Confirmation.

Examinations

A study guide will be given to the students by the end of September for their exam in 7th grade and 8th grade respectively. It is important that each student takes time to study these guides throughout the year before taking the exam. The purpose is to confirm their knowledge of the faith and preparedness for receiving the sacrament of Confirmation. A grade of 70% or better is passing.

Confirmation Day General Notes

(1) Arrival

Candidates and sponsors need to arrive 45 minutes early on the day of Confirmation. The Bishop will begin Confirmation promptly.

(2) Confirmation Rehearsal

A mandatory rehearsal will be held an evening of the week of Confirmation for both candidates and their sponsors. The specific date will be given after the Diocese assigns the date of Confirmation for St. Timothy.

(3) Dress Appearance

NO Jeans, NO Sneakers

Boys: Jacket and tie, or suit, or dress shirt and tie or sweater and tie.

Girls: Dress, or skirt and blouse. **Modesty is essential, nothing off the shoulders or above the knees.**

(4) Penance

Candidates should receive the Sacrament of Penance prior to Confirmation. To receive the full effects of Confirmation, one must be in the state of grace. Penance is available Wednesdays at 11AM and 7PM and Saturdays at 3:30PM.

(5) Photography/Videotaping in the church

St. Timothy Church **prohibits** videotaping and/or photography during services in the Church. Photos/videos may be taken at the reception following Confirmation.

(6) Greeting with Bishop

Candidates will have the opportunity to greet the Bishop and take pictures following the Confirmation Mass.

APPENDIX 1

Confirmation Data Form

ST. TIMOTHY RELIGIOUS EDUCATION
13807 POPLAR TREE ROAD, CHANTILLY, VIRGINIA 20151
(703) 378-9143 / ccd@sttimothyparish.org

CONFIRMATION DATA FORM

Candidate's full name: _____ Age: _____

Date of Birth: ___/___/___

Confirmation Saint: _____

Sponsor's full name: _____

ALL Confirmation Sponsors must submit a Sponsor Form/Letter of Good Standing from their Parish, signed and sealed by their Parish Priest.

Father's Name: _____

First

Middle

Last

Mother's Name: _____

First

Middle

Last

Phone # _____ Email Address: _____

Date of Baptism: ___/___/___

Church of Baptism: _____

(Please print full name of Church)

Address of Church of Baptism: _____

Full Street Address

City _____ State _____ Zip _____

Country _____

APPENDIX 2

Confirmation Contract

Confirmation Candidate's Duties and Responsibilities

"A candidate for Confirmation who has attained the age of reason must profess the faith, be in the state of grace, have the intention of receiving the Sacrament of Confirmation, and be prepared to assume the role of disciple and witness to Christ, both within the ecclesial community and in temporal affairs." (CCC, #1319, on the responsibilities of the Candidate for Confirmation)

Each candidate, with the help of his/her parents, is responsible for choosing a sponsor. It is recommended that, if possible, one of the Baptismal sponsors be the Confirmation sponsor. This choice would express clearly the relationship between Baptism and Confirmation and would make the function of the sponsor more effective.

Confirmation is the last of the Sacraments of Initiation and perfects the Baptismal grace. The Confirmed are expected to worship God by taking part of the Mass on Sundays and Holy Days and to receive Confession as often as needed and the Eucharist as often as possible. A Confirmed member of the Church is expected to strengthen and support the Body of Christ, the Church, by prayers and good works. Furthermore, the newly Confirmed are expected to continue their religious studies by continuing to grow in their faith during their high school years.

This page intentionally left blank

This page intentionally left blank.

St. Timothy Catholic Church

13807 POPLAR TREE ROAD
CHANTILLY, VIRGINIA 20151
(703) 378-9143

Confirmation Contract

I, _____, am a candidate for the Sacrament of Confirmation to be celebrated at St. Timothy Catholic Church in the Spring of 2027. As both a candidate and practicing Roman Catholic, I am aware of my responsibilities to God, my religion, family and community. Thus, in the presence of my parents, I make this commitment:

- to pray for a greater faith as I prepare to be fully initiated in the Church;
- to attend Sunday Mass regularly;
- to attend Religious Education class regularly even after I am Confirmed;
- to participate actively in the confirmation program to which I am assigned;
- to fulfill all requirements for the reception of Confirmation;
- to hand in all requirements (paper works) on time;
- and, to pray for my peers who are also on this part of our journey in faith.

Understanding this, I attach my signature and make known my intention for receiving the Sacrament of Confirmation.

Signature of Candidate

Date

Witnessed by:

Signature of Parent of Candidate

Date

CANDIDATE / STUDENT COPY

Please keep this copy at home as a reminder of your commitment.

This page intentionally left blank.

APPENDIX 3

Letter to Pastor

Guidelines for Letter to the Pastor

The desire to be Confirmed ultimately rests on each candidate. It is THEIR CHOICE to take the next step in their Catholic Faith. Therefore, if the candidate wishes to receive the Sacrament of Confirmation, he/she must write a letter of request to our Pastor, Fr. Meng, stating the desire. The Pastor along with the Parochial Vicars will read each letter. If a student/candidate is unable to hand in this request, he/she may be required to have a personal interview with the pastor.

The title for this letter is “Why I Want to Be Confirmed”.

Here are some guidelines for how to write this letter:

The letter should be one page, double-spaced, size 12 font.

Greeting: “Dear Father Fisher,”

Body of the letter:

- Introduce yourself. Share with Father some of your history.
- Request the Sacrament. Give several reasons why you would like to be Confirmed.
- Explain how you have been preparing for the Sacrament. It is important that you give specific details regarding your prayer life, your reason for selecting your patron Saint.
- Tell Father how you hope to continue to carry out your life of service to God and neighbor through the power of the Holy Spirit. Explain your plans to make your Confirmation in the faith real and alive in the future.

Conclusion: Conclude the letter and sign it with your name *legibly*. Place it in an envelope with “Rev. Andrew Fisher, Pastor” on it. Your name, class (RE or STS 8A/8B) and the teacher’s name should be on the outside of the envelope as well.

Please turn in the letter to the Religious Education Office

APPENDIX 4

Sponsor's Duties and Responsibilities and Sponsor Certificate From

Sponsor's Duties and Responsibilities

“The Catechism of the Catholic Church offers this advice: the Sponsor for Confirmation is one who, fittingly, is a spiritual help to the Candidate.” (CCC # 1311, on the role of the Sponsor of Confirmation).

There is no regulation specifying that men be Sponsors for boys and women be Sponsors for girls. Sponsors take on a life-long commitment to help their candidates fulfill the obligation for this Sacrament. **A PARENT MAY NOT BE A SPONSOR FOR THEIR OWN CHILD.**

As the Sponsor for a Candidate wishing to receive the Sacrament of Confirmation, your duties and responsibilities are paramount. Although your role is not the primary role (that is the duty of the parent), you nonetheless are an important person in the preparation process and for the encouragement to persevere the student in the Faith.

Requirements:

- Must be 16 years of age or older.
- Must be a practicing Catholic.
- Must have received all the Sacraments of Initiation; (Baptism, Communion, and Confirmation).
- Must not be prohibited by Canon Law from acting as a Sponsor. (ie; if married, one's marriage must be valid in the eyes of the Catholic Church.)
- Must provide the Religious Education Office with a Sponsor Certificate signed and sealed by Sponsor's Parish.
- Must receive Communion at the Confirmation Mass.
- **PRAY FOR YOUR CANDIDATE CONTINUALLY.**

Please give this appendix to your sponsor as soon as possible.

ALL sponsors are required to submit a Letter of Eligibility or Sponsor Certificate that has been signed by a priest/deacon and with a parish seal. A Sponsor Certificate form is attached to this packet. Please give it to your Sponsor as soon as possible. Then, your Sponsor can take it to his/her Parish to be witnessed in the presence of a parish priest and obtain the seal of that Church.

SPONSOR CERTIFICATE

Name of Sponsor/Parishioner

a registered parishioner of:

Name, City and State of Parish

has been asked to stand as a sponsor for:

Name of Godchild/Confirmandi

who will receive the Sacrament of:

Confirmation

at: **Saint Timothy Catholic Church, Chantilly, Virginia**

In accepting this responsibility, I truthfully state the following:

- *I understand I am at least 16 years of age.*
- *I have received the Sacraments of Baptism, Eucharist, and Confirmation in the Catholic Church.*
- *I attend Mass regularly on Sundays and Holy Days of Obligation and receive the Sacrament of Penance regularly.*
- *If married, I was married according to the laws of the Catholic Church.*

I accept the responsibility which I undertake as a sponsor, to live in conformity with the teachings of the Roman Catholic Church and to teach the Catholic way of life by example to the child I am sponsoring.

Signature of Sponsor

Date

Signature of Priest or Deacon

Date

Parish Seal to go here

This Page Intentionally left blank.

APPENDIX 5

Guidelines for Saint Report

Guidelines for Saint Report

Each Confirmation candidate is required to write a Saint Report featuring the saint whose name has been chosen as the Confirmation name listed on the Confirmation Data Form. This report should be a minimum of two typed pages with a font not more than 12pt. *A sloppy report will not be accepted, nor will a report that does not include all the requirements.*

The following information MUST be included:

- Cover Page
 - Bibliography
 - Biographical information on the saint:
1. Dates and places of birth and death
 2. Description of saint's service to God and others
 3. Feast day
 4. Symbol(s) associated with saint
 5. Circumstances of death
 6. If the saint is a patron of any group, discuss the reason and significance.
 7. Discuss any specific devotion(s) that were attributed to this saint
 8. What was there about this person that moved the Church to name him/her a saint?
 9. Personal influence of the Saint on the Candidate including: why did you choose this saint?

Sources for this information are available in books such as Lives of the Saints or the Catholic Encyclopedia series, which can be found in the library, at any local Catholic shop or online.

There are many good Catholic websites, here are two of them:

<http://www.newadvent.org/cathen>

<http://www.catholic-forum.com/saints/saints25.htm>

Please remember that the Saint's Report is to be done on the **name chosen** as the Confirmation name. Understand that you will not be allowed to use a name for Confirmation other than the one noted on the Confirmation Data Form and on which you have completed the report.

THESE REPORTS ARE NOT TO BE WRITTEN BY THE PARENTS OF THE CANDIDATE. EACH STUDENT MUST WRITE HIS/HER OWN REPORT.

APPENDIX 6

Works of Mercy and Service Reports

Guidelines for Works of Mercy Projects

As you prepare for Confirmation, it is vital that you understand the need for serving your fellow man, as well as your brothers and sisters in faith. The Works of Mercy are powerful ways to serve all people. You are required to complete 15 hours of service, one for each work of mercy and the extra hour in any work you choose.

“Come, O blessed of my Father, inherit the kingdom prepared for you from the foundation of the world; for I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, I was naked and you clothed me, I was sick and you visited... Then the righteous will answer him ‘Lord, when did we see you hungry and feed you, or thirsty and give you drink? And when did we see you as a stranger and welcome you, or naked and clothe you? And when did we see you sick...and visit you?’ And the King will answer them, ‘Truly, I say to you, as you did it to one of the least of these my brethren, you did it to me.’”
(Matthew 25:34-40)

Corporal Works of Mercy

1. Feed the hungry
2. Give drink to the thirsty
3. Clothe the naked
4. Visit the sick
5. Shelter the homeless
6. Visit the imprisoned
7. Bury the dead

Spiritual Works of Mercy

1. Admonish the sinners
2. Instruct the ignorant
3. Counsel the doubtful
4. Comfort the sorrowing
5. Bear wrongs patiently
6. Forgive all injuries
7. Pray for the living and the dead

Service is based on the spiritual and corporal works of mercy, and most of all, on the example of Christ who came to serve. When providing service, the following points should be considered:

- Your service is not just a job to be done.
- You should reflect on how your service project is helping you take on the mind and heart of Christ, fulfill the needs of others, and build up the Christian community.
- The giving of service should continue after your Confirmation day and all through your life.

Candidates who participate in pro-life rallies such as the Life Chain, Pro-life March, or Pro-life Walk may count these activities towards their *Spiritual Works* of Mercy Project.

Service projects must be listed on the sheet found in this packet. A parent's signature or the signature of the person who was the recipient of the service guarantees verification of service!

Reference Page for Works of Mercy Project

Corporal Works

- Feed the Hungry:** -Participate in a Food Drive (i.e. collect canned goods)
- Give Drink to the Thirsty:** -Work in a Soup Kitchen (w/ parental assistance)
-Make dinner for the family or a shut-in
-in many parish groups are in need of help during the year. Some suggestions are The Knights of Columbus Thanksgiving Food Drive & Lenten Meal; St. Timothy's Outreach Program, the Mother of Light Center. These groups often run their information in the Church bulletin with a contact phone number.
- Clothe the Naked:** -Do a Family Clothing Drive; Coat Collection
- Visit the Sick:** -Visit a Nursing Home; Offer your service (without pay) to an elderly neighbor to do special projects such as mowing, shoveling snow, raking leaves, or weeding.
-Help out a sick person in your family or neighborhood
- Shelter the Homeless:** -Participate or start a blanket drive, or baby hats, etc.
-Participate in a walk for the homeless
-Collect bathroom supplies for Christ House
- Visit the Imprisoned:** -Collect reading books or adult coloring books to donate to a Jail Library, Rehabilitation Center, or Senior Nursing Facility. Offer to entertain with a short music concert (piano, or any band instrument) or singing.
- Bury the Dead:** -Visit a Cemetery
-Assist with a bereavement luncheon
-Attend a funeral

Spiritual Works

- Admonish the Sinners:** -Gently correct someone who is misguided
-Pray for the conversion of sinners-a rosary, Eucharistic adoration
- Instruct the Ignorant:** -Assist with a CCD class
-Help a younger sibling with homework
-Help a younger sibling learn prayers
- Counsel the Doubtful:** -Lend encouragement to someone who is "down"
- Comfort the Sorrowing:** -Make a Card for someone who is ill or has lost a loved one
- Bear wrongs patiently:** -Discuss an occasion where you "turned the other cheek"
- Forgive all Injuries:** -Make peace with those you struggle with
- Pray for the Living
And the Dead:** -Pray regularly as a family
-Offer prayers for the souls in Purgatory
-Attend a Holy Hour; Eucharistic Adoration

Works of Mercy Project – Sample Sheet

Your Works of Mercy Project must consist of activities relating to both the Corporal and Spiritual Works of Mercy. Below is a sample of what a full report on the different Works of Mercy you perform might look like. A summary like this would be acceptable for the completion of your Works of Mercy Project.

Corporal Works

1. Feed the Hungry – I helped with the Knight of Columbus Lenten Supper at St. Timothy's on a Friday during Lent. I prepared bread on plates for people to eat. I also helped serve salad to people. This activity helped me understand what it is like to serve others. The people who prepare these suppers put a lot of effort into it. They do this during Lent to remind us of Jesus, when he fasted 40 days in the desert. The small sacrifice of not eating meat on Fridays during Lent reminds us of Jesus' sacrifice on the cross.

OR

I helped with the Confirmation or First Holy Communion receptions at St. Timothy's CCD program. I helped to set up the tables and put food on plates for people to eat. I helped serve fruit punch for people to drink and I also helped to clean up after the reception. This activity helped me understand what it is like to serve others. The people who prepare these receptions put a lot of effort into it. They do this to celebrate the receiving of the Sacraments and to show how much Jesus loves us. The small sacrifice of serving others reminds us what Jesus said in the Bible: He came to serve and not to be served.

2. Visit the Sick - I did two things relating to this. First, my family visited my Grandparents in New Jersey. My grandma always tells us what is wrong with her. We listen to her and try to cheer her up. We have to move a little slower with my grandpa because he is blind in one eye. I take time to listen to both of them. Second, my mom and I went to Fairfax Hospital once. We visited some children there. We brought pinwheels for them to play with. Some of the children have trouble with their lungs, and blowing on the pinwheels helps strengthen them. It's also fun too. Doing this helped me understand Jesus better, because out of love, He visited those who were sick too.

3. Bury the Dead – On Christmas Eve, we visited the graves of my grandparents in Maryland. It was a very emotional event for my dad. He cried because they were his parents. When it was time to go, we had to help him walk away from their graves. While we were there we said prayers for them. After we left, I helped comfort my dad. This helped me understand how much you can really care about another person, even after they have died. Also, it shows how you can still keep in touch with them through prayer.
