

You are writing a letter to Father (or Monsignor) Jim Kaczorowski asking him to present you to Bishop Birmingham for Confirmation. **Write clearly and in complete sentences.** Below is a list of what needs to be included. Each paragraph should have 3 or 4 sentences. You may write your letter in English or in Spanish. Letters are signed at the end and do not need a heading like for schoolwork.

The letter should begin: **Dear Father Jim** or **Estimado Padre Jim,**

- **Paragraph 1** – Say who you are by name and give the name(s) of your parent(s), so he will know who is writing the letter before getting to your signature at the end. Share an interesting detail about yourself that he should ask you to talk about more during your interview.
 - **If you know Father Jim pretty well already**, share a memory you have of him or thank him for what you know he does in Queen of Apostles Parish.
 - **If you DO NOT know Father Jim and he may not know you**, introduce and describe yourself. Tell something about your family and your interests.
- **Paragraph 2** – Request that he will help you receive the Sacrament of Confirmation by presenting you to Bishop Birmingham at the Confirmation Mass. Give several reasons why you would like to be confirmed. Tell what Confirmation means to you. This will help Father Jim know how important this is to you.
- **Paragraph 3** – Identify your Sponsor(s) and your Confirmation Name. Tell about your reasons for choosing them. If you researched a saint, tell what you admire about that saint.
- **Paragraph 4** – Explain how you have prepared for the sacrament. Be specific and tell about: your prayer life, your celebration of other sacraments, how you are staying connected with the community of faith during the pandemic, your everyday service, and your service project(s) for the 5 hours of Christian service.
- **Paragraph 5** – Tell how you will continue to carry out your life of service to God and others through the power of the Spirit. Tell how you plan to keep your faith real and alive in the future beyond the day of your Confirmation and how you will participate in Queen of Apostles Parish.

Close the letter appropriately, using:

Sincerely, or **Sinceramente,** or **In faith,** or **En la fe,** or some similar closing.

Sign your letter with your full name. Check your letter for spelling, grammar and punctuation. See the list on the bottom of this sheet for the spelling of less familiar words you may need to use.

KEY VOCABULARY: Writing a Letter to the Pastor

English	Español	English	Español
Confirmation	Confirmación	Father	Padre
confirmed / to confirm	confirmado / confirmar	Father	Padre
Queen of Apostles	Reina de los Apóstoles	(the) priest	(el) sacerdote
Jesus, Christ	Jesús, Cristo (Jesucristo)	(the) Pastor	(el) Párroco
Confirmation Name	Nombre de Confirmación	to anoint	ungir
God (the Father)	Dios (el Padre)	(the) Mass	(la) Misa
(the) Holy Spirit	(el) Espíritu Santo	holy	santo, -a
(a) Christian	(un/a) Cristiano/a	(the) faith	(la) fe
(a) Catholic	(un/a) Católico/a	(the) holiness	(la) santidad
Parish / Church	Parroquia / Iglesia	catechist(s)	catequista(s)
Monsignor	(el) Monseñor	sacrament	sacramento
godmother, godfather	madrina, padrino	Sponsor(s)	Padrino(s)
Saint (m/f)	Santo/Santa	to pray	rezar, orar
Christian service	servicio Cristiano	(the) prayer	(la) oración
Queen of Angels	Reina de los Ángeles	Saint Matthias	San Matías

Confirmation Name Reflection

*** SEE YELLOW PAPER FOR DETAILS ***

Assigned as a homework project in early November (multiple steps) and due after Thanksgiving

The reflection can be **hand-written or typed** but must be in the student's own words and in the voice of the saint or holy person whose name has been chosen. Expected length is about 1-2 pages (double-spaced if typed). If typed, the letter can also be submitted online, using the instructions below.

Letter to the Pastor

*** SEE OTHER SIDE OF THIS PAGE FOR DETAILS ***

Assigned as classwork during our final class session in December

Ideally, this letter can be written during the time provided in class. (Track A Students can bring a device to use and type off-line, because internet connection will not be available.)

If students need extra time to finish the letter at home or are participating remotely that week, the letter can also be typed and submitted online, using the same instructions as for the Confirmation Name Reflection.

The letter is due after Christmas, on Wednesday, January 5 in Religion Class

How to Submit the Pastor Letter or Name Reflection Online

If you or your parents have a Google/GMail Account (school-issued or personal):

- Write the letter (or Confirmation Name Reflection) in Google Docs or upload to your Google Drive account.
- Share the file with **qa.svdpyouth@gmail.com**. **Be sure to email a link to show you are ready to submit the reflection!** This is the official youth ministry account for the parish. Ms. Hohner's regular email account does not have access to Google Docs or Google Drive.
- **Expect an acknowledgment back during daytime hours.** Depending on your account's security settings (especially if it is a CPS school account), sharing a file with an unfamiliar Google account may not work.

If you have a Queen of Angels School Office 365 Account (school-issued):

- Write the letter in Word online, or write off-line and upload to your OneDrive.
- Use your school account to share the file with **Rachel Hohner** (**rhohner@queenofangelschicago.org**). **Be sure to email a link to show you are ready to submit the reflection!**
- **Expect an acknowledgment back during daytime hours.** It is possible you will also get an automatic read-receipt when Ms. Hohner accesses the file.

If neither of those options will work for you:

- Email what you have written, as an attachment or in the body of the email, to **rhohner@queenofangelschicago.org**. You can send it from your personal account or a parent's account.

- **Expect an acknowledgment back during daytime hours.** Depending on your account's security settings (especially if it is a school email account), sending a message to an unfamiliar address may not work.