

OFFICE OF THE BISHOP

DIOCESE OF BRIDGEPORT

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To: All Pastors, Parochial Administrators and Priest Moderators
All Directors of Religious Education
All High School Chaplains

From: Most Reverend Frank J. Caggiano

Re: Confirmations, Spring 2023

Date: Monday, August 29, 2022

As my Office begins preparations to schedule Confirmations for the Spring of 2023, I have concluded that the process used to request a date for my visit to celebrate the sacrament needs to be clarified. Given the fact that I am the only ordinary celebrant of Confirmation, it is important that the process be as efficient, comprehensive and fair as possible.

As a result, I wish to inform you of the following changes in procedures:

Request for Confirmation:

1. Submission of the request form that accompanies this memo is the only acceptable manner to request the celebration of Confirmation. It must be emailed to Carlos Mesquita at Carlos.Mesquita@diobpt.org.
2. The deadline for submission of all requests will now be strictly enforced. More specifically, all requests for the celebration of Confirmation from January 15 through June 30, 2023 must be submitted **no later than September 30, 2022**.
3. Receipt of your request will be sent to you pending the actual date being established.

Date for Confirmation

1. You will continue to have the opportunity to suggest three dates for the celebration of Confirmation. However, please be mindful that many parishes request the same favored weekends, making it impossible to honor all such requests
2. Once all requests have been received by Carlos, Debbie and I will review them together and assign each parish either one of its requested dates or an alternative date. You will be informed of the date for my visit by mid-October at the latest.

Appeal of the proposed date:

1. If there are extenuating circumstances that prevent the celebration of Confirmation on the date that you have been assigned, **the pastor is asked to submit to me in writing** a request for a new date, explaining the circumstances that are prompting the requested change.
2. Every effort will be made to honor the requested dates submitted by parishes. However, you will need to anticipate that you may receive a date that is not of your original choosing.

I hope that this clarifies the process so that we can organize the Confirmations in the Spring of 2023 in a prompt fashion.

I look forward to seeing you at the **Religious Education Summit to be held on Tuesday, September 20 at 11:00 AM at Holy Spirit Parish in Stamford**. Until then, please be assured of my thanks and prayers for your service to the people entrusted to your care.



Calendar Request Form for Confirmation Ceremony

Spring, 2023

General Information

Parish Name	
Town	
Contact Person	
Telephone	
Email	
Expected Number of Candidates	
How many Ceremonies are required?	
Will you be combining with another parish?	Name:
Additional Information	

Date and Time Selections

	Date	Day of Week	Time	Special Occasion
1.				
2.				
3.				

Kindly return the form before September 30, 2022 to carlos.mesquita@diobpt.org

**Confirmation Planning Sheet
2022-23**

Parish: _____

Will another parish join you? Name: _____

Date: _____ Time: _____

Confirmation Contact Name: _____

Phone: _____ Email: _____

I. General Information:

A. Sessions	Time	Number of Confirmandi
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a. Session #1:	_____	_____
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b. Session #2	_____	_____
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B. Total Number of Confirmandi: _____

Where will the bishop vest? _____

II. Liturgical Considerations:

1. Scripture Selection:

First Reading: _____

Second Reading: _____

Gospel: _____

2. Presentation of Candidates: As a group _____ Individually _____

3. Will a collection be taken up during the celebration? No Yes

4. Closing Remarks : Pastor _____ Other _____

Please fax or email the completed form to Carlos Mesquita at Carlos.Mesquita@diobpt.org.