



**Confirmation Preparation Program  
Family Handbook  
2011-2012**

**ST. BEDE THE VENERABLE**  
A Catholic Community ~ Here to Worship, Called to Serve

# ST. BEDE THE VENERABLE

## CONFIRMATION PREPARATION PROGRAM

A Catholic Community ~ Here to Worship, Called to Serve  
215 Foothill Boulevard La Cañada, CA 91011 Fax 818-790-0699 www.bede.org

### CONFIRMATION / TEEN MINISTRY STAFF

**Msgr. Antonio Cacciapuoti - Pastor**  
msgr@bede.org / 818-949-4300

**Moira Arjani - Director of Religious Education**  
moira@bede.org / 818-949-4323

**Diane Cwik - Confirmation Coordinator**  
diane@bede.org / 818-949-4324

**Joshua Godson - Teen Spirituality Coordinator**  
josh@bede.org / 818-949-4325

**Scarlette Chapman - Religious Education Administrative Assistant**  
scarlette@bede.org / 818-949-4322

Contact Information

September, 2011

Dear Families,

Welcome to the Confirmation preparation process for high school teens at St. Bede the Venerable. On behalf of the Confirmation team, I am excited to journey with your family and your teen towards the Sacrament of Confirmation. In this handbook, you will read about the Confirmation Program. This is truly a special time of spiritual formation for your teen, one that I hope will strengthen the faith life of your entire family.

As you know, you are the primary teachers of your child. During this special period of discernment in the faith life of your teen, we ask you to be especially faithful in attending Mass on Sundays, praying and sharing faith stories together as a family.

In addition to worshipping with the St. Bede the Venerable community, your family has the opportunity to give your time, talent and treasure to the many ministries this faith community has to offer. Opportunities to participate are not restricted to Confirmation. Please see the 2011-2012 Service Opportunities for more details. It is your example that will have the greatest impact on the faith formation of your teen.

If you have any questions, please feel free to contact me [diane@bede.org](mailto:diane@bede.org) or (818) 949-4324.

Peace of Christ,

Diane Cwik  
Confirmation Coordinator  
St. Bede the Venerable

A Catholic Community  
~ Here to Worship, Called to Serve ~



Welcome

# Confirmation Program Overview

“Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and a more lively familiarity with the Holy Spirit – his actions, his gifts, and his biddings – in order to be more capable of assuming the apostolic responsibilities of Christian life. To this end, catechesis for Confirmation should strive to awaken a sense of belonging to the Church of Jesus Christ, the universal Church as well as the parish community. The latter bears special responsibility for the preparation of confirmands.” (Catechism of the Catholic Church #1309)

**The Goal of St. Bede’s Confirmation Preparation Program is to form disciples by leading teens to:**

- ◆ Develop a personal relationship with **Jesus Christ**,
- ◆ Experience the power of the **Holy Spirit**,
- ◆ Awaken a sense of belonging to the **Church**.
- ◆ Encourage a sense of belonging by developing fellowship among the **Youth** of the parish.

## **Effective Confirmation Preparation**

- ◆ **Emphasizes what God is doing in our lives**
- ◆ **Focuses on preparation for celebrating the sacrament**  
(NOT as a place for all of the needed adolescent catechesis)
- ◆ **Involves the community of faith**  
(NOT anonymous preparation program)
- ◆ **Works in partnership with parents and sponsors**  
(NOT in competition for family time/attention)
- ◆ **Launches youth toward full participation and active discipleship**  
(NOT as an end but a beginning)

# Program Requirements

## **Parent Participation**

Parent support and participation in the Confirmation process are essential. It is our goal to involve families more fully and actively in the catechetical process and through a partnership with you, provide the support and resources you need to nurture and sustain our faith in your family.

We ask that parents help with the Confirmation program/Teen Ministry by making it a priority to get your child to classes on time, providing occasional snacks for classes or other activities, and supporting your teen in their faith journey.

## **Registration**

Candidate is between the ages of 14-16 upon entrance (first year), and has already received the sacraments of Baptism and First Communion. All required registration paperwork need to be submitted by September 25th, 2011 at the first confirmation class in order to participate in the program.

## **Selecting a Confirmation sponsor and name**

Each Year 1 candidate needs to select a sponsor who meets the sponsor requirements by November 6, 2011.

Each Year 2 candidate needs to submit a written assignment on selecting a Confirmation name by December 1, 2011.

He/she may keep his/her Baptismal name or choose a known patron saint's name.

## **Letter to the pastor and bishop**

Each Year 2 candidate will be asked to write a letter to the pastor explaining why he/she wants to be confirmed.

## **Retreats**

Confirmation retreats offer heightened spiritual and transformative experiences for candidates. Confirmation preparation would be spiritually incomplete if a candidate does not get to experience the climatic weekend retreat in the spring of the second year (shortly before the Confirmation Rite). Any candidate who missed a St. Bede Confirmation retreat must attend a make-up retreat by attending a Confirmation retreat at another local parish. After completing a make-up retreat, a candidate needs to request the Confirmation coordinator sends a letter or email to Diane Cwik, confirming his/her attendance at the make-up retreat. If a candidate knows in advance that he/she cannot attend a St. Bede Confirmation retreat, he/she needs to contact Diane Cwik as soon as possible.

Y1 – all-day retreat at St. Bede's- Sunday, December 4, 2011, 9:00 am - 6:30 pm (includes Mass)

Y2 – weekend retreat - Friday, April 20-22, at Buckhorn Camp, Idyllwild, California.

## Confirmation Program Requirements 2011-2012

### Catechetical sessions (nine per year)

In the course of the two-year process, candidates need to attend a total of eighteen catechetical sessions focusing on the faith themes given by the Los Angeles Archdiocese Office of Religious Education. Youth Day attendance will excuse one missed confirmation class. A confirmation calendar is included in the Confirmation Handbook.

### Candidate/Sponsor Sessions and Rituals

Besides showing up at the Confirmation celebration and cultivating relationships with candidates, chosen sponsors need to attend two sessions with candidates each year. This year, the dates of candidate/sponsor sessions are as follows:

#### Y1 Sponsors:

- ◆ November 6, 2011, 3:30 - 5:30 pm in parish hall, followed by a "Ritual of Promise" at 530 Mass
- ◆ February 5, 2012, 3:30 - 5:30 pm in parish hall, followed by 5:30 Mass

#### Y2 Sponsors:

- ◆ October 9, 2011, 3:30 - 5:30 pm in parish hall, followed by a "Commitment to the Journey" ritual at Mass
- ◆ Confirmation rehearsal (Spring 2012 - date to be announced in Fall '11)
- ◆ Confirmation Rite (Spring 2012 - date to be announced in Fall '11)

If the sponsor is unable to attend any of the required events, then a parent or trusted adult needs to be his/her proxy (except for the Confirmation Rite, in which case another trusted adult or a Confirmation adult team member will be the proxy).

### Sunday Mass

The Mass is the source and summit of our Catholic faith. All Candidates and their families are expected to attend Mass every Sunday (or Saturday vigil) and on Holy Days of obligation. The Youth Mass on Sundays at 5:30 p.m. is specifically designed to meet the spiritual needs of all junior high and high school youth in the parish. Its upbeat music and homilies aim to speak to the heart of young people, making the mass more interesting and relevant to their daily realities. It also promotes and supports youth participation in all liturgical ministries as candidates observe that there are youth lectors, ushers and musicians serving at this Mass. Attendance at the Youth Mass is expected as part of the monthly catechetical sessions.

## Youth Day

**Youth Day** is an annual youth ministry celebration for 15,000 Catholic high school youth in the archdiocese and beyond on the first day of the Religious Education Congress at the Anaheim Convention Center. It consists of great music, rallies, workshops and liturgy. Candidates are encouraged to attend at least one Youth Day during the two-year confirmation program. Youth Day attendance will count as one missed confirmation class. This year, Youth Day will be on Thursday, March 22, 2012. A copy of the Youth Day permission slip may be used to request to be excuse from school.

## Service (Three (3) Projects, approximately 10-20 hours/year total)

The call to service is an essential component of the Confirmation preparation experience. Each year, candidates are asked to perform three (3) service projects, approximately ten to twenty (10-20) hours of service. We want the candidates to chose projects that are meaningful to her/him and to see them through from beginning to end. Ideally, one of the projects will be service to the parish, and one of the projects will be service to the less fortunate.

**Serving the St. Bede parish community** - As members of the St. Bede parish community, candidates are expected to participate in parish life by offering service each year. The next two pages provide the dates and times of various parish service opportunities.

**Serving our brothers/sisters in need** - Corporal Works of Mercy. "The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities." (Catechism of the Catholic Church #2447) These seven "works of mercy" reference the commands of Jesus in Matthew 25. They are: to feed the hungry; to give drink to the thirsty; to clothe the naked; to shelter the homeless; to visit the sick; to visit those in prison; and to bury the dead. Candidates may serve through St. Bede's Brothers' Helpers (Mondays, 2:30 - 6:30 pm), Skidettes (Saturdays, 8:00 - 9:30 am) at the parish hall, or through other community organizations.

A "Service Completion Form" needs to be submitted to the PREP Office by April 30, 2012.

# Service Opportunities 2011-2012

## Parish Participation/Service

**All Confirmation candidates need to complete three (3) service projects.**

An example of one service project would include 2 of the following:

- Saturday, October 1, 2011: Help set up for the Parish Birthday (Time TBA)
- Sunday, October 2, 2010: Help out during the Parish Birthday Celebration (Time TBA)
- Sunday, October 30, 2010: Help out with Trunk or Treat (Time TBA): setting up, cleaning up, building our haunted house, staffing our haunted house, or setting up and running our pumpkin carving contest.

Examples of Other Service Projects:

- Babysit at one of our Parent's Night Out
- Help set up prior to confirmation classes five times (2:30 PM)
- Help with BBQ after the 5:30 mass three times
- Help in choosing gifts, wrapping, baking, and delivering gifts at Christmas for "Adopt a Family"
- Work at Brother's Helpers or Skidettes four times

**Any candidate who commits to one of the following roles will fulfill two of their three service projects for the year:**

- Be a PREP teacher on Sunday mornings or Wednesday afternoons (need prior approval by Moira Arjani, DRE)
- Become a lector at the 5:30 pm Youth Mass

## Monthly Parish Service Schedule

### October

- 1 Help set up for Parish Birthday (1:00-3:00 pm)
- 2 Help Work at the Parish Birthday (Prep 2:00-4:00 pm, Help in game booths 4:00-8:00 pm, or Clean Up 8:00-9:00 pm )
- 22 Help Babysit for our Parent's Night Out (6:00 pm-10:00 pm)
- 30 Help with Trunk-or-Treat Celebration (Set up: afternoon - 6:00 pm, event: 6:30 - 8:00 pm, clean up: 8:00—9:00 pm)

### November

- 26 Decorating the Parish Hall for Christmas (9:00 am - 12:00 pm)

Service Opportunities

## December

- 10 Help Babysit for our Parent's Night Out (6:00 pm - 10:00 pm)
- 17 Help decorate the Church for Christmas (10:00 am - 3:00 pm)
- 18 Help decorate the Church for Christmas (After 5:30 pm Mass- 8:00 pm)
- 20 Help with our Parish "Journey to the Crèche" (6:30 pm - 9:00 pm)

## January

- 14 Removal of Christmas Decorations from the Church (10:00 am - 3:00 pm)
- 28 Help with the First Reconciliation Retreat (9:00 am - 12:00 pm)

## February

- 11 Help Babysit for our Parent's Night Out (6:00 pm - 10:00 pm)

## April

- 1 Be a reader at Palm Sunday 5:30pm Mass (4:00 pm - After Mass)
- 7 Help prepare the Church for Easter Vigil Mass (Time TBA)
- 8 Help blow up balloons and pass out Easter eggs to children (8:30 am - 11:00 am)

## May

- 10 Help babysit during AGAPE (7:00 pm - 8:30 pm)
- 19 Help babysit during first communion (9:30 am - 12 noon)

There will also be other Service Projects which are not listed and will be announced at your sessions.

To sign up for any Service Project, please contact either:

Diane Cwik at (818) 949-4324 or [diane@bede.org](mailto:diane@bede.org)

Or Scarlett Chapman at (818) 949-4322 or [scarlette@bede.org](mailto:scarlette@bede.org)

## Other Service Opportunities

- ◆ **Brother's Helpers - Contact Roberta Peters at (818) 438-7413** (Under 18 years old, must bring an adult to supervise.)
  - St. Bede's parish hall on Mondays, 1:30 - 6:30 pm (can just show up to serve)
  - Holy Redeemer Parish on Tuesdays, 3:00 - 6:30 pm (can just show up to serve)
  - La Canada Presbyterian Church (LCPC) on Wednesdays, 2:30 - 6:30 pm (can just show up to serve)
  - St. James Parish on Thursdays, 3:00 - 6:30 pm (can just show up to serve)
- ◆ **Skidettes - Contact MaryAnn Fell at (818) 247-3104**
  - St. Bede's parish hall on Saturdays, 8:00—9:30 am (can just show up to serve)

## Program Policies

### Absences

Attendance is recorded at sessions. Regular and consistent attendance is very important to ensure that candidates get the most out of this sacramental preparation process. Parents will be contacted by the Confirmation Coordinator should there be an attendance concern with their teen. If a candidate will be missing a session or event, please contact Diane Cwik in advance at [diane@bede.org](mailto:diane@bede.org) or call (818) 949-4324 to notify her.

### Tardies, Early Departures, Late Pick-Ups

Tardies and early departures should be kept to a minimum. As you can imagine, students entering a class late or leaving early can be very disruptive to the other students in the class. **If your teenager must leave early, please check in with Diane Cwik before signing out your teen. All candidates are expected to be inside the church by 5:30 p.m. for Mass. Minors will not be dismissed to wait for parents in the parking lot during Mass (between 5:30 and 6:30 p.m.)**

### Discipline

Students are expected to listen, show courtesy, and show respect. Disruptive behavior from students will not be tolerated. After a warning from the catechist, and if there is no improvement, students who are disruptive will be sent to the Confirmation Coordinator, and parents will be notified. If the behavior continues, a conference will be held between the Confirmation Coordinator, parents and student to determine the cause of the problem, possible solutions and appropriate action.

### Damage to Property and Facilities

Each student is responsible for respecting parish property and facilities. If damage occurs, parents/guardians will be held responsible.

### Emergencies

In the event of an earthquake or other emergency, the students will be evacuated to the north side of the parking lot. Earthquake supplies are available for the Confirmation program. Minors will only be released to a parent/guardian or persons indicated on the emergency-earthquake form filled out at the time of registration. If you would like to add additional people to the list of those who can pick up your teenager(s), please contact our office.

### Permission Slips Required for Off-Site Events

Any participation at off-site event(s) organized by the Confirmation Program/Teen Event (e.g. Youth Day, Retreat) will require signed permission slips. Permission slips will be found on the webpage <http://www.bede.org/confirmation.cfm>.

## Expectations

As a member of the St. Bede Confirmation Program, parents, students, catechists and teen leads are expected to participate in our program, both actively and fully.

By being involved in our program, parents have already indicated that lifelong faith formation is a priority in their family life.

We ask that our parents:

- attend and participate at Mass regularly;
- encourage their teens to keep an open mind and positive attitude;
- be respectful of others in the program;
- read, sign and comply with the guidelines set forth in this handbook and
- communicate with the Confirmation Coordinator should any concerns arise.

We ask that our Confirmation candidates:

- attend and participate at Mass regularly;
- attend and participate at sessions;
- keep an open mind and positive attitude;
- respect the adults and teen leaders in the program;
- read, sign and follow the guidelines set forth in this handbook and
- communicate with the Confirmation Coordinator should any concerns arise.

As catechists, our volunteers are to:

- attend Confirmation Specialization training provided by the Archdiocese of Los Angeles;
- be fingerprinted and submit to a background check by the Archdiocese of Los Angeles;
- attend the VIRTUS training for adults provided by the Archdiocese of Los Angeles;
- sign and comply with the Code of Conduct outlined on the “Acknowledgement of Adults Interacting with Minors” form;
- attend and participate at Mass regularly;
- be a Christian role model;
- be prepared for each session;
- provide a positive and faith-filled environment for the faith development of our teens and
- communicate with the Confirmation Coordinator should any concerns arise.

As teen leads, our youth volunteers are to:

- attend and participate at Mass regularly;
- attend “teen lead” trainings;
- read sign and comply with the Code of Conduct outlined on the “Acknowledgement of Minors Interacting with Minors” form;
- be a Christian peer role model ;
- be prepared and prompt for each session and
- communicate with the Confirmation Coordinator should any concerns arise.

This is to acknowledge that we have received the St. Bede the Venerable Confirmation Handbook. We understand and agree to cooperate with the Confirmation program requirements and polices set forth in the handbook.

We will contact the Confirmation Coordinator should we have any concerns or questions.

_____	_____	_____
Candidate's Name	Candidate's Signature	Date

_____	_____	_____
Candidate's Name	Candidate's Signature	Date

_____	_____	_____
Parent's/Guardian's Name	Parent's/Guardian's Signature	Date

_____	_____	_____
Parent's/Guardian's Name	Parent's/Guardian's Signature	Date

Please sign and return to Diane Cwik, Confirmation Coordinator at the September 25th Confirmation Class , or to the PREP Office by October 10th, 2011.

# Family Acknowledgment