Dear Friends,

I am greatly looking forward to being with you for the Confirmation service. I know what a joy it is for a congregation to bring people to this important stage in their Christian journey and I am grateful to you for all that you have done in the Lord’s name to lead your candidates to faith in Jesus Christ.

**Order of Service**

I would be grateful if you could email to me a copy of the Order of Service at least **ten days before the Confirmation**. I attach a template order of service for you to use. If the practice of the Parish is to use the BCP, please let me know in good time.

In terms of readings, we will use those in the lectionary on Sundays and Feast days. On other days feel free to select some (or ask the candidates to help with this) making sure they are included in the Order of Service so that I know in advance what they are. There is no need to include a Penitential Rite or Intercessions in a Confirmation Liturgy.

I would normally expect to preside and preach and would hope that you would also robe and assist. If you can find a Chaplain, that would be helpful.

**Meeting the Candidates**

I will arrive about 45 minutes in advance of the Service and I would like to spend 25 minutes with the candidates prior to the Confirmation ideally in a room other than the Church – a hall or a side chapel will suffice. This will be a chance for me to get to know them and hear something of what Confirmation means to them. If this creates overwhelming logistical difficulties please do tell me. There is no need for you to be present at this time but if the group comprises solely children I hope you might arrange for at least one other adult to be with me.

There is no ‘minimum’ number of candidates, and especially if I am coming on a Sunday it will be a pleasure to worship with you even if there are very small numbers. However please get in touch as well in advance as possible if you fear that there are too few candidates for a midweek Service to feel viable.

**Questionnaire**

I attach a simple questionnaire which should be returned along with the Order of Service about ten days in advance. It is especially important that I know the age range of candidates so that I can address them appropriately. (Don’t forget that it is the policy of the Diocese that candidates for Confirmation should be in school Year 6 or above. If any are younger then I should be contacted in advance).

**Confirmation Return**

This is attached and should be handed to me after the Service. And don’t forget to complete the Confirmation Register and have that ready for me to sign.

**ACTION**

At least ten days before the Service please send me:

* **A draft Order of Service including hymns and readings**
* **The completed questionnaire**

Please do get in touch if you have other questions or queries.

Yours

