

You are writing a letter to our Pastor Father Jason Malave asking him to present you to Bishop Daniel Turley who will be asked to confirm you. **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 Jason** or **Estimado Padre Jason,**

- **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 Jason pretty well already**, share a memory you have of him or thank him for what you know he does in our parish, Queen of Apostles.
 - **If you DO NOT know Father Jason and he may not know you**, introduce and describe yourself. Tell something about your family and your interests.
- **Paragraph 2** – Request that he present you to the bishop at the Confirmation Mass. Give several reasons why you would like to be confirmed. Tell what Confirmation and being a disciple of Jesus mean 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 and how they lived as a disciple of Jesus.
- **Paragraph 4** – Explain how you have grown in discipleship with Jesus and 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, 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 discipleship and 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	confirmado	(the) priest	(el) sacerdote
to confirm	confirmar	(the) Pastor	(el) Párroco
Jesus, Christ	Jesús, Cristo (Jesucristo)	to anoint	ungir
Confirmation Name	Nombre de Confirmación	(the) Mass	(la) Misa
God (the Father)	Dios (el Padre)	holy	santo, -a
(the) Holy Spirit	(el) Espíritu Santo	(the) disciple	(el) discípulo
(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)
godmother, godfather	madrina, padrino	sacrament	sacramento
Christian service	servicio Cristiano	Sponsor(s)	Padrino(s)
Queen of Apostles	Reina de los Apóstoles	to pray	rezar, orar
Saint Matthias	San Matías	(the) prayer	(la) oración
Queen of Angels	Reina de los Ángeles	Saint (m/f)	Santo/Santa

Confirmation Name Reflection

*** SEE GOLD PAPER FOR DETAILS ***

Assigned as a homework project in late October (multiple steps); in mid-December

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 or single-spaced).

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 in December; due after we come back in January

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 WiFi internet connection will not be available.*)

If students need extra time to finish the letter at home or miss class that week, the letter can also be typed and submitted online, **using the instructions below.**

The letter is due after Christmas break, on **Thursday, January 8, 2026**, 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 from CPS or SMS, or personal):

- Write the letter (or Confirmation Name Reflection) in Google Docs or upload to your Google Drive account. If attending SMS, make sure Mr. Howell receives it also for your Religion grade
- Share the file with **qa.svdp.youth@gmail.com**. **Be sure to email a link to show you are ready to submit the reflection!** This is the old Youth Ministry account for the parish. Ms. Hohner's regular parish email account is not a Google account and does not have easy 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 school-issued account), sharing a file with an unfamiliar Google account from outside of your school may not work.

If you have a Queen of Angels School Microsoft365 Account (school-issued):

- Write the letter (or Confirmation Name reflection) in Word online, or write off-line and upload to your OneDrive. Make sure Mr. Rosales receives it also for your Religion grade.
- Use your school account to share the file with **Rachel Hohner (rhohner@qofachicago.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@qofachicago.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-issued account), sending a message to an unfamiliar address from outside of your school may not work.