



# Memo

**Date:** January 7, 2019  
**To:** Pastors, Deacons, Religious Education Directors and Parish Secretaries  
**From:** Mardessa Smith, Sr. Executive Assistant, Archbishop's Office  
**Re:** Fall 2019 Confirmations

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The scheduling of Confirmations taking place between **August 2019 and December 2019** has begun. Please complete and submit the attached request form by mail or email (**one submission only**). If you choose to submit the request form by email, be sure to attach the completed form to the email.

Request forms are handled on a first come, first served basis for the calendars of Archbishop Gregory, Bishop Konzen and Bishop Shlesinger. Parishes will be notified via email with a letter confirming the date, time and respective bishop no later than February 1, 2019.

If you have any questions about scheduling a Confirmation, please contact me by phone at (404) 920-7303 or email [mwsmith@archatl.com](mailto:mwsmith@archatl.com).

## **POINTS TO CONSIDER:**

- Fridays, Saturdays and Sundays are the most requested days for Confirmation. For parishes located within the perimeter, please choose a weeknight for your Confirmation if possible.
- The bishops are **not** available on the following dates:
  - September 9 – September 11, 2019
  - September 16 – September 20, 2019
  - November 9 – November 14, 2019
- If the number of Confirmation candidates is fewer than ten, consider joining with a neighboring parish or celebrate the Sacrament of Confirmation every two years. If the number of candidates is larger than 80, consider having two liturgies.

# REQUEST FOR CONFIRMATION ARCHDIOCESE OF ATLANTA

NAME OF PARISH: \_\_\_\_\_ Phone # \_\_\_\_\_  
[PLEASE PRINT]

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

1<sup>ST</sup> PREFERENCE \_\_\_\_\_  
Month and Date Year Day of the Week Time

2<sup>ND</sup> PREFERENCE \_\_\_\_\_  
Month and Date Year Day of the Week Time

3<sup>RD</sup> PREFERENCE \_\_\_\_\_  
Month and Date Year Day of the Week Time

LUNCH/OR  
DINNER: Yes \_\_\_ Time \_\_\_\_\_ No \_\_\_ PARISH RECEPTION: Yes \_\_\_ No \_\_\_

APPROXIMATE NUMBER OF CANDIDATES \_\_\_\_\_ APPROXIMATE AGE OF CANDIDATES \_\_\_\_\_

PLEASE INDICATE IF A LANGUAGE OTHER THAN ENGLISH IS NECESSARY FOR THE LITURGY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NOTE: ONLY INCLUDE CONTACT PERSON RESPONSIBLE FOR EVENT.**

DATE \_\_\_\_\_

[PLEASE PRINT]

**PLEASE COMPLETE THIS CONFIRMATION REQUEST AND RETURN TO**

Mardessa Smith  
2401 Lake Park Drive  
Smyrna, GA 30080-8862  
or  
CONFIRM@ARCHATL.COM