

Confirmation Register Entries

Policy No. 817

Policy Statement: Complete information for each Confirmation is to be legibly entered in the hardbound Confirmation Register.

Intent of Policy: To ensure correct and complete entry of information.

Procedure: Entries into the Confirmation Register must be **clearly printed** using a permanent ink pen.

Confirmation is recorded in the register of the church where the Confirmation takes place, even if the person belongs to and was prepared at another parish.

The Confirmation Register is one page. To take advantage of the register layout, please divide each year into three sections:

- 1) Confirmations with bishop/priest designate
- 2) Confirmations at Easter Vigil
- 3) Confirmations during the year.

After the top has been used for an entry, the page may be divided with a horizontal line to allow you to indicate a different date and bishop or priest for each additional Confirmation.

▶ _____

Date: 17/NOV/2010

Bishop/Priest: [Name]

Information required at the top of each page:

CONFIRMATION DATE (d/m/y)

- Date of Confirmation Day / Month / Year ▶ 20 APR 2010

PARISH

- Name of church / City or town ▶ Sacred Heart, Red Deer

BISHOP/PRIEST

- Archbishop/Bishop ▶ Archbishop [Name] / Bishop [Name]
- Priest ▶ [Name]

Information required for each column:

Column 1 NO. (Number)

- List the entries chronologically:
No. / Year ▶ 1/2010, 2/2010, 3/2010 ...
- When a copy of a Confirmation Certificate is issued, it is strongly recommended to use this column for writing the date, purpose and initials of the person issuing the copy.



Column 2 CANDIDATE (Surname/Maiden name, First names)

- Name of the person confirmed exactly as it appears on their Baptism Certificate and/or Birth Certificate ▶ Williams, Mary Jane
- If the person is female, her maiden name must be used. For cross-reference purposes ‘*Married name: NAME*’ may be entered below.

Column 3 AGE & GENDER (M of F)

- List age and gender ▶ 11, F

Column 4 PARENTS (Father’s Surname & Mother’s Maiden Name, First Names)

- The name of the parents entered exactly as they appear on the Baptism Certificate and/or Birth Certificate. If a legal name change or adoption has taken place since Baptism, legal documentation should be sent to the church of Baptism to make the appropriate changes in their Baptism Register and to issue an updated Baptism Certificate to the church of Confirmation. This information is to be sent to the Office of Canonical Services to update our files.
- Father’s surname, first name(s) ▶ Parker, Henry Adam
- Mother’s maiden name, first name(s) ▶ Adams, Helen Eva

Column 5 BAPTISM or PROFESSION OF FAITH

Date (d/m/y), Church, Place

- If baptized Catholic, indicate the date of Baptism Day/Month/Year, church name, and place
▶ 03 FEB 2009, St. Martha Parish, Kimberly, BC
- If validly baptized and making a P of F, two entries are required:
 - 1) In Baptism Register (See Policy No. 811 – Baptism and Profession of Faith Entries)
 - 2) In Confirmation Register
- Indicate if the P of F will take place prior to the date of Confirmation or on the same day as Confirmation. If on the same day, include the original Baptism information (name of church, denomination, date, place)
▶ P of F 03 APR 2010, Baptism 27 MAR 2009, Holy Spirit Lutheran, Calgary, AB

Column 6 SPONSOR (Surname/maiden name, First names)

- Legal name of the sponsor ▶ Hogan, Ellen Susanna



Column 7 NOTIFICATION SENT Date (d/m/y)

- Notification of Confirmation must be sent to Parish of Baptism at the earliest convenience after the Confirmation celebration. Date sent ▶ 25 April 2010

Also refer to Policy:

- No. 811 Baptism and Profession of Faith Entries
- No. 819 Confirmation Notification to Parish of Baptism

Also refer to Appendix:

- 819A Confirmation Notification Form

