



July 2022

Dear Coordinators of Confirmation Preparation,

Thank you for all you do to prepare our young people for the Sacrament of Confirmation. In response to suggestions from parishes, we are going to be offering one Diocesan Confirmation Retreat in the 2022-2023 school year. Our hope is to provide a quality single-day retreat experience for 8th-grade students from our Diocese. Additionally, a missionary team from Damascus will help to lead the Diocesan Confirmation Retreat.

RETREAT DAY INFO

- **Location:** Saint Joseph High School, South Bend
Date: October 22, 2022
Time: Check-in: 8:00 a.m. -8:30 a.m. || Dismissal: 3:20 p.m.-3:40 p.m.
- Please arrive as a group. We ask that no youth be dropped off / picked up apart from your group.

SAFE ENVIRONMENT POLICIES

- All chaperones and adult volunteers (over age 17) must complete the Diocesan Safe Environment Program requirements prior to registration. Please work with your parish/school Safe Environment Coordinator to ensure that all chaperones have completed the following:
 - 1) Volunteer application 2) Criminal background check 3) safe environment training
- Please have an appropriate student-to-chaperone ratio (8:1 – 10:1 is reasonable, although ministry just works better the more adult leaders are present). Please record small groups on the *2022 Summary Sheet*. Chaperones must remain with their students throughout the day.
- Chaperones will help lead small group discussions during the day. It is up to the parish/school if they would like separate boy/girl groups or if they will be co-ed.
- Keep copies (for volunteer drivers) of photo ID, insurance, and Driver Information Sheets.

REGISTRATION AND PAPERWORK (Dates for fall 2022)

- **Registration deadline is October 7th (Safe environment information is due no later than September 30th).** Find all forms at <https://diocesefwsb.org/confirmation-retreat/>
- All registrations (students and chaperones) must be signed by the chaperone or student attending (and parent/guardian) on both sides. Please make copies before mailing. **Copies of Emergency Medical Care Information should be brought to the retreat with the Parish Waiver Form.**

Mailing address:

Janice Martin WP

Confirmation Retreat

P.O. Box 390

Fort Wayne, IN 46801

Questions? Contact Janice Martin WP jmartin@diocesefwsb.org

Direct: (260) 399-1411



DIOCESE OF
FORT WAYNE-SOUTH BEND
YOUTH MINISTRY

Dear Chaperone,

Thank you for volunteering to assist your parish at this year's Diocesan Confirmation Retreat. Not only do you play a pivotal role in keeping all our students safe while on retreat, but, more importantly, you provide the witness of a faith-filled adult and mentor to help our young Confirmation candidates encounter Christ while on retreat.

We have requested the Confirmation Retreat coordinator for your parish or school to assign a group of students to each chaperone. These students will be under your care and leadership within your larger group throughout the day.

To help prepare you for the day, we would like to provide brief trainings on the basics of small group leadership. Please attend both of these trainings.

1. **Tuesday, October 11th from 7:00 p.m. – 7:30 p.m.** we will provide online training on the basics of small group leadership and help prepare you for the Diocesan Confirmation Retreat.
2. **Saturday, October 22nd** (day of retreat) we will provide a brief in-person training on small group leadership from 7:50 a.m. – 8:15 a.m.

To help with the practical aspects of the day, please familiarize yourself with the following details:

- **Location:** Saint Joseph High School, South Bend
Date: October 22, 2022
Time: Check-in: 8:00 a.m. -8:30 a.m. || Dismissal: 3:20 p.m.-3:40 p.m.
- We ask that your parish arrives as a group and that no youth be dropped off / picked up apart from your group. Please have your Group Leader check-in your parish or school before allowing students to enter.
- All chaperones and adult volunteers (over age 17) must complete the Diocesan Safe Environment Program requirements prior to registration. Please be sure you have registered for the event and been cleared by our safe environment staff no later than September 30th. Safe environment checklist:
 - Volunteer application
 - Criminal background check
 - Safe environment training

No adult and/or chaperone will be allowed to attend without having completed all the required Diocesan Safe Environment screenings and training by October 8, 2022.

- Chaperones will help lead small group discussions during the day. It is up to the parish/school if they would like separate boy/girl groups or if they will be co-ed.
- Youth cell phone use is prohibited. If we see a phone, we keep it safe until the end of the retreat.

We are excited to welcome a missionary team from Damascus to assist with the Diocesan Confirmation Retreat. Thank you for your ministry that makes this retreat possible. Please be sure to pray for those who will be attending the retreat, asking the Holy Spirit to bless them in incredible ways.



Fall 2022 Confirmation Retreat Registration Checklist

- Chaperone Safe Environment Completion Dates List
 - **Must be received no later than September 30, 2022**
(can email to jmartin@diocesefwsb.org);
 - List of chaperones must be signed and dated by the parish or school Safe Environment Coordinator prior to being submitted to be valid;
 - **All trainings and screenings must be completed by October 8, 2022.**

- Summary Sheets
 - **Must be received by October 8, 2022** (can email to jmartin@diocesefwsb.org);
 - Top Summary Sheet with Coordinator and Main Contact for the day listed;
 - We will not be using t-shirts this year to focus our financial resources toward providing improved content;
 - Medical needs for students and chaperones listed.

- Registration form for each Student and Chaperone
 - **Must be received by October 8, 2022;**
 - Parent signature on both sides of the registration form for the student;
 - Students must also sign on the front page;
 - Chaperone signature on both sides of the chaperone registration form.

- One check from your parish/school payable to the “Diocese of Fort Wayne-South Bend”
 - **Due no later than October 18, 2022.**

- Mail complete packet of information to arrive by the October 18th deadline to:

Janice Martin, WP
Confirmation Retreat
P.O. Box 390
Fort Wayne IN 46801

- Make copies of registration forms, summary sheet, and verification form
 - To be kept at parish or school before mailing;
 - Bring copies of Emergency Medical Care Information to retreat.

- Have all participants fill out the Parish Waiver Form (for transportation to and from retreat)
 - Bring to retreat with a copy of the reverse side of the registration form (Emergency Medical Care Information)