



DIOCESE OF
FORT WAYNE-SOUTH BEND
YOUTH MINISTRY

November 2023

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 two Diocesan Confirmation Retreat in the 2023-2024 school year. Our hope is to provide a quality single-day retreat experience for 8th-grade students from our Diocese.

RETREAT DAY INFO

- **Location:** Bishop Dwenger High School, Fort Wayne
Date: Saturday, March 9, 2024
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 *2024 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 Spring 2024)

- **Registration deadline is Friday, March 1, 2024**
(Safe environment information is due no later than Monday, February 26, 2024).
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 at jmartin@diocesefwsb.org

Direct: (260) 399-1411



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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 training on the basics of small group leadership.

Thursday, February 29, 2024, 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.

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

- **Location:** Bishop Dwenger High School, Fort Wayne
Date: Saturday, March 9, 2024
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 **Monday, February 26, 2024**. 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 Monday, February 26, 2024.

- 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.



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Spring 2024 Confirmation Retreat Registration Checklist

- Chaperone Safe Environment Completion Dates List
 - **Must be received no later than Monday, February 26, 2024.**
(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 Monday, February 26, 2024.**
- Summary Sheets
 - **Must be received by Friday, March 1, 2024**
(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 Wednesday, March 6, 2024.**
 - 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 Wednesday, March 6, 2024**
- Mail complete packet of information to arrive by **Wednesday, March 6, 2024,** deadline unless other arrangements have been made with Janice Martin WP to:

Janice Martin, WP
Confirmation Retreat
P.O. Box 390
Fort Wayne IN 46801
- Make copies of registration forms, summary sheets, 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)