

## SAMPLE LETTER TO THE ARCHBISHOP

*Dear Sponsor or Godparent,*

*Since the Archbishop accepts catechumens, in the name of the church, founded on the election by God, your statement, although brief, is very important. He also affirms the desire of fellow Christians who wish to be received into full communion with the church. It is important for the Archbishop to know of their growth and commitment.*

*The following is offered as a guide for the letter you are asked to write. Please feel free to adapt it.*

### **ADDRESS THE LETTER:**

Dear Archbishop Rozanski,

### **BEGIN:**

I would like to recommend (*name the person for whom you are godparent or sponsor*) of (*name of their parish*) for the Sacraments of Initiation [*or for full reception into the Catholic Church or for completing her/his Christian Initiation*]. (Ask your coordinator what the difference is if you do not know.)

### **THEN, IN YOUR OWN WORDS:**

1. Tell how long you have known the catechumen or candidate for whom you are a godparent or sponsor.
2. Give some statement about the faith and sincerity of the person, some examples that show that she/he is living a life as a faithful Christian.
3. Name or describe gifts or qualities that you believe this person will bring to our church community.
4. Include any other statements you would like to make about the person's faith.

### **CLOSING:**

Sign your name

Add the word "Godparent", if the person is a catechumen, or "Sponsor", if the person is being received into full communion, after your signature.

### **FINALLY:**

Please give your letter to your parish coordinator. The letters should be mailed together from your parish by February 6, so that they can be read prior to the *Rite of Election & Call to Continuing Conversion* on February 25 and February 26.

### **The envelope should be addressed:**

Rite of Election  
Office of Christian Initiation  
20 Archbishop May Dr.  
St. Louis, MO 63119