

Letter Requirements

Please follow this rubric when preparing your letter to Fr. Mike/Archbishop John Wester asking to be considered for the Sacrament of Confirmation.

- 12 Point Font- Ariel
- 1" Margins
- Single spacing
- Length: One full page (not over or under)
- No "text language" or slang, refrain from conversational writing Ex. My Aunt is basically my best friend and she treats me like so good.
- Numbers equal or smaller than 10 are spelled out. Anything larger than 10 is written in numerals. Unless the number begins a sentence
- Avoid run-ons

Things that are always capitalized:

Adoration

Adoration of the Blessed Sacrament

Advent

Beatitudes

Bible

Cardinal Virtues

Catholic (when referring to the Roman Catholic Church or "I am Catholic")

Christian (when referring to religion)

Communion

Communion of Saints

Confession

Earth (when referring to the planet)

Holy Spirit

Incarnation

Kingdom of God

Life Night

Life Teen

Magisterium

Mass

Paschal Mystery

Passion

Purgatory

Sacrament (when referring to one of the seven)

Sacred Scripture

Scripture

Theological Virtues

Trinity

True Presence

Word (when referring to the Good News, the Bible, etc.)

Try to replace marriage with Matrimony (when talking about the Sacraments)

Pronouns referring to God the father or Jesus Christ

Ex. His might hand, rather He emptied Himself

Any Sacrament title including Confession and Reconciliation, Eucharist and Communion

Church is capitalized when it refers to the Church, the international body of Christ

Capitalize He, Him, and His when referring to God. This includes making changes in the Scripture references.

Any events in Mary's or Christ's life-the Transfiguration the Annunciation etc.

Death (only when referring within the terms of the Paschal Mystery)

Marks of the Church- One, Holy, Catholic, and Apostolic

Names of religions

Titles of prayers- Hail Mary, Our Father, Glory Be

Things that are never capitalized:

angel

apostolic

apostle (unless attached to a name. Ex. Paul the Apostle)

cross

diocese

divine

fall

heaven

hell

holy water

hypostatic union

original sin

rosary

saint (When not followed by a name. Ex. God wants us to all be saints)

transubstantiation

youth minister

liturgy (unless referring to Liturgy of the Word etc.)

pronouns referring to the Church (Ex. The Church is clear, she desires no man to be outside her walls.)

Church is NOT capitalized when it refers to the church building or a particular parish

Numbers equal or smaller than 10 are spelled out. Anything larger than 10 is written in numerals, unless the number begins a sentence.

- There should be one space after "...". For example: "Hi there... how are you?"

Catechism references

- • CCC 1231, not CCC #1231

Saints:

- St. Paul not Saint Paul. Only time to write out "Saint Paul" is if it starts off a sentence.

Books of the Bible

- Never abbreviate the books of the Bible. However, Acts of the Apostles can be referred to as Acts.
Ex. Romans 12:1

Listing Things:

- In a list, there is always a comma before the last element in the list. Ex. Lent is a time of prayer, fasting, and almsgiving.

Percentages:

- Percent is always written out, the symbol % is never used.
- In Reference to a year:

80s not 80's. 1950s not 1950's.

Commonly misused:

- It is ensure not insure. Only use insure when it refers directly to insurance. Ex. I regret not having my car insured.
- Effect vs. Affect. Affect is a verb; effect is a noun.
Ex. The rain affected my hairdo. The worst effect of the rain was my frizzy hair.
Periods, commas, question marks, and quotes:

- Periods and commas ALWAYS go INSIDE quotation marks, even if they are not part of the original punctuation of the quoted material.

Ex. They began the morning with, "God come to my assistance."

Question marks and exclamation points should only go inside quotations if they were part of the original quoted material.

Ex. Jesus said to Judas, "Do you betray me with a kiss?" How are we sure that "God is love"?

Sentence Spacing

- Final printed pieces should have single spacing between sentences.