

STS. JOSEPH & PAUL CATHOLIC CHURCH

We give our hearts to God, and our talents to his people

**FAITH
FORMATION
HANDBOOK**

The mission of the Office of Religious Education is to assist all people in learning and living the mystery of Jesus Christ.

To serve this mission, through the help of God's grace, we offer formal and informal instruction and formation whereby each individual may embrace a personal relationship with Jesus Christ and live as His followers to the advancement of the Kingdom of God.

Sincere cooperation between parish team and member families is necessary to bring about the formation of children and youth. Such formation includes:

- Growth in understanding and acceptance of Catholic Doctrine;
- Awareness of, and active participation in, Catholic liturgical and sacramental life;
- Embracing the fundamental principles of Catholic morality;
- Exercising the life of Catholic prayer.

RIGHT TO AMEND

This handbook is meant to provide the parent/guardian with helpful information. It is not meant to cover every situation that may occur. Sts. Joseph & Paul reserves the right to amend this Handbook as necessary. Parents will be notified in writing if substantial changes are made to any procedure or information contained as deemed necessary.

Welcome!

On behalf of Sts. Joseph & Paul, I welcome you to our Faith Formation program. We look forward to joining our students and families in getting to know more about Jesus AND nurturing our relationships with Him. It's going to be a great year!

May God richly bless us in our journey together.

If you need anything, please feel free to drop me a text or email, call, or come and visit. I'm here to serve you and am happy to help. I keep regular office hours on Monday and Wednesday, and may be available at other times by appointment.

In Christ,

Laura Shoulders

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PARTH TEAM AND FAMILY

The term catechist is used in a broad sense to designate one who, directed by the parish team, participates in formal and informal religious education ministry. All members of a community of believers are called to share in this ministry of witnessing to the faith.

Recognizing that parents are the primary catechists of their children, the parish team understands that the family, as the domestic church, is the place where faith is planted and nurtured. We are committed to assist you in the cultivation of the on-going development of faith already begun in your home. We encourage each individual, adult and child, to develop his or her personal gifts and to grow, as Jesus did, in wisdom and grace.

We wish to offer children opportunities to strengthen their relationship with Jesus Christ by hearing and experiencing His words within the witnessing parish community. To this end, the parish team and volunteers strive to:

- Provide an environment where Gospel values are fostered;
- Provide opportunities for prayer, reflection and liturgical celebrations to stimulate each one's relationship with Christ;
- Provide intellectual challenges appropriate for each level;
- Invite and encourage parish catechists, as witnesses of the Good News, to participate in opportunities to update and deepen their faith;

- Challenge our students to bring the teachings of Jesus into their lives and, by service to others, into their families and the larger community.

These goals are best met in parish community life. Together as a Christian faith team of parish team members and family, we, by reason of our Baptism, can profess and bring to fulfillment the values and promises of the Kingdom of God.

PATRON SAINTS

We have consecrated any student of Faith Formation at Sts. Joseph & Paul to Our Lady of Guadalupe. Likewise, catechists, aides and helpers of Faith Formation are consecrated to St. Joseph and St. Paul.

Our Lady of Guadalupe is responsible for the conversion of 9 million people in 7 short years. May she continue to aide in the conversion of hearts to her son, Jesus.

St. Joseph is the patron saint of the family and the universal Church. May he protect us and inspire us to grow strong in unity.

St. Paul, the great evangelist, ensured that the various communities of the early church held true to the teachings of Christ by preaching the gospel, and writing his letters, even in the face of adversity. May he inspire us to always know and spread the truth of Christ with boldness and zeal.

FUNDAMENTALS OF FAITH

The Fundamentals of our faith should be taught to every child. Sts. Joseph & Paul Faith Formation is held each Wednesday evening weekly throughout the school year from 6:00 – 7:30pm. This is not a sufficient time to teach everything our children need to know. We acknowledge that the parents are the first teachers of their children. We sincerely hope that the whole family will be involved, especially with the younger children, learning these fundamentals. All students of the Diocese of Owensboro are expected to learn the prayers/concepts for their present school grade, as well as the items listed for all previous grade levels. (This comes from the Diocesan Handbook. If you would like a copy of this, we're happy to provide one for you.) To review the prayers, please see: <http://www.loyolapress.com/our-catholic-faith/prayer/traditional-catholic-prayers>. To review the concepts, please see: <http://www.loyolapress.com/our-catholic-faith/scripture-andtradition/catholic-basics>.

Kindergarten: Sign of the Cross, Prayer Before Meals, Prayer After Meals, Hail Mary

First Grade: The Lord's Prayer, Glory Be, Morning Offering, Guardian Angel Prayer, (Plus Kindergarten)

Second Grade: Act of Contrition (Act of Sorrow), Preparation for First Penance, Preparation for First Communion, Responses at Mass (Plus K & Grade 1)

Third Grade: Seven Sacraments, Ten Commandments (Plus K, Grades 1 and 2)

Fourth Grade: Apostles Creed, Act of Faith, Act of Hope, Act of Love (Plus K, Grades 1, 2 and 3)

Fifth Grade: Beatitudes, Holy Days of Obligation (Plus K, Grades 1,2,3 and 4)

Sixth Grade: Hail Holy Queen, Rosary (How to pray), Mysteries of the Rosary (Plus K, Grades 1, 2, 3, 4 and 5)

Seventh Grade: Corporal Works of Mercy, Spiritual Works of Mercy (Plus K, Grades 1, 2, 3, 4, 5 and 6)

Eighth Grade: Precepts of the Church, Gifts of the Holy Spirit, Fruits of the Holy Spirit, Prayer to the Holy Spirit (Plus K, Grades 1, 2, 3, 4, 5, 6 and 7)

GRADE ASSIGNMENTS

If a child has been absent from Faith Formation for several years, remedial instruction may be needed. This can be done in a number of ways, including: testing for placement, being put in lower grade, home schooling, tutoring or RCIC.

Students will be assigned to the grade they are in school or possibly an earlier grade if they need to make up for missed years.

Each case will be looked at individually so as to best meet the needs of the child and family.

SACRAMENTAL PREP

With a focus on meeting the on-going spiritual needs of our young church in an ever-challenging secular world, we are transitioning into **2-year sacramental prep** programs. This means that our children who are home-schooled or public-schooled would need to be enrolled in Faith Formation in both the sacramental year and the year prior. This is important to ensure a full understanding of the sacrament to be received.

In the Diocese of Owensboro, First Reconciliation and First Communion are traditionally made in grade 2 and Confirmation in grade 8. **This does not mean that those who did not attend Faith Formation last year will be ineligible to receive their sacrament this year;** it just means that we may have some catching up to do.

We are committed to working together with parents and caregivers to make this happen! Each case will be looked at independently to develop the most appropriate and functional plan.

If you are a home-schooling family with faith formation as part of your curriculum, this will be addressed independently as well. Thank you all for your cooperation.

PARENT RESPONSIBILITY

Parents are the primary educators responsible for the spiritual growth of their children. The goal of the parish team is to assist you in this awesome responsibility. We expect parents to be examples of the faith by celebrating Mass every week as a family, participating in the Sacraments, being involved in the parish life, teaching their children the prayers and fundamentals of the Catholic faith, seeing that their child(ren) come to Faith Formation classes weekly, attending meetings and retreats regarding Faith Formation especially Family Faith Nights, and setting an example of Christianity in their household.

2019-2020 Family Faith Nights:

9/18/19	6:45 p.m.	Opening Mass
10/23/19	7:00 p.m.	Rosary w/ luminaries in GS
2/26/20	5:30 p.m.	Ash Wednesday Mass
3/18/20	7:00 p.m.	Stations of the Cross
4/22/20	7:00 p.m.	Divine Mercy Chaplet in GS

Grades of Sacramental Prep require attendance for parents and students at additional meetings and retreats. Please see schedule for specific dates/times.

REGISTRATION

All children are welcomed to the Faith Formation Program at Sts. Joseph & Paul. In order to maintain accurate and up-to-date information for both Parish and Faith Formation records, we ask you to complete ALL forms thoroughly. All the information on the registration form is important for the catechist and the Director of Faith Formation.

Each family needs the following: 1) Checklist; 2) Family Information sheet; 3) D-5 (Non-Supervisory Adult Code of Conduct). **Each student needs the following:** 1) Form A (Emergency Medical Release); 2) Code of Conduct (D-1, D-2 or D-3, depending on grade); 3) About Me form. **These must be filled out and on file to attend Faith Formation classes.**

FEES

There is a flat fee of \$50.00 per child, due at registration. Online registration is available to those who wish to pay by credit/debit. Checks are to be made payable to Sts. Joseph & Paul. If needed, payment plan options are available. Scholarships are available based upon need. Contact Ashley Wilkerson at 270-683-5641 for an appointment.

WITHDRAWAL

Families who withdraw children from the program will not receive a refund once classes officially begin. To withdraw

a child from Faith Formation, please send a Statement of Withdrawal to Laura Shoulders at laurasjpc@gmail.com.

CALENDAR

We have a calendar set at the beginning of the year (which is subject to change). Any changes to the calendar will be sent home with your child and published in the bulletin. The calendar can be found at the end of this handbook.

CLASS TIMES

Sessions are on Wednesday evenings from 6:00 p.m. to 7:30 p.m. during the school year.

We are excited to partner with Owensboro Catholic School Food Service to offer an opportunity for Dinner on Wednesday evenings before Faith Formation class. Students wishing to participate in this may check in at the Parish Hall **at 5:30 p.m. to eat. Supper will be served until 5:45 p.m.** Children will eat, clean up, use the restroom and then be released at 6:00 p.m. to transition to the Father Tucker Center for class. **Snacks will not be served during Faith Formation.**

FOOD/DRINK

No outside food/drinks other than bottled water is allowed in the Father Tucker Center or the Rectory. Please respect this.

ARRIVAL/DEPARTURE

Your child MAY NOT be dropped off before 5:55 p.m. if they are not participating in the Supper program.

All students, should be dropped off at the Parish Hall. Children participating in the Supper program can arrive at 5:30 p.m. Children not participating in the supper program can be dropped off at 5:55 p.m. Beginning at 6:00 p.m. we will transition by class over to the Father Tucker Center. **Any child arriving after 6:10 p.m. should be dropped off at the Father Tucker Center door that faces 4th Street if they are in grades K-8, or at the Rectory if they are in High School.**

Faith Formation for grades K-8 is held in the FTC; High School class is in the Rectory.

You MUST pick your K-8 child up **IN PERSON** at 7:30 p.m. **in their classrooms.** They will not be allowed to leave their classroom (or the building) alone. **Please enter through the doors on Clay Street for pick-up and exit with them using the 4th Street door** to facilitate flow and lessen confusion and congestion. If you come to the 4th Street door, you will be asked to walk around to the front of the building.

If you have a High School student in your family, please pick that student up at the Rectory first and then come to the FTC to pick up younger children.

CANCELLATION OF CLASSES

We follow the Daviess County Public School calendar. If Daviess County Schools are closed on a particular Wednesday because of inclement weather or scheduled break, there will be NO Faith Formation classes. In the event of a weather emergency after school hours but before 5:00 p.m., or other need to cancel, we will send out a One Call. Please make sure you have given your emergency number on the registration paperwork and are **able to receive One Calls. If you do not receive weekly, Saturday One Calls, please contact April Dickens at 270-683-5641.**

GUESTS

Peer guests are welcome to join a class ONLY if they have an Emergency Form signed by a parent or guardian on file and an age appropriate Code of Conduct form. This is for their protection as well as the integrity of the program.

FIELD TRIP

Advanced notice will be given whenever a class will be leaving the parish premises. The catechist will send home a permission slip indicating the date, time, and location of the planned trip, as well as details regarding transportation. This permission slip must be signed by the student's parent or legal guardian and returned to the

catechist before any child/ren will be permitted to go on the trip.

SAFE ENVIRONMENT PROGRAM

The Religious Education program at Sts. Joseph & Paul follows the directive of the Safe Environment Program of the Dioceses of Owensboro. All adult volunteers are subjected to a background check and trained in the Safe Environment Program as directed by the Dioceses of Owensboro. All minor children participating in Faith Formation classes will be required to complete training as required by the Diocese unless the parent or legal guardian specifically opts out.

PARENTAL INVOLVEMENT

As stated earlier, **you are the first and most important teacher in your children's lives.** As members of Sts. Joseph & Paul, we ask parents to share their time, talent, and treasure with **our** Faith Formation program. We ask each family to commit themselves to helping the program through prayer and action. Families will be put into teams and scheduled to contribute in the following capacities:

- Classroom Monitor: assist the catechist with monitoring and supervision of students
- Pray-er: listen to children's memorized prayers
- Arrival/Departure/Supper
- Hall Monitor: overall monitoring of hallways

CURRICULUM/TEXTBOOKS

All materials are approved by the United States Conference of Catholic Bishops and in compliance with the teachings of the Catholic Church.

Grades K-6 use a curriculum from Loyola Press called *Finding God*.

Grade 7 uses a curriculum from Loyola Press called *Called to be Catholic* and a Theology of the Body curriculum for Middle School from Ascension Press called *Discovering God's Plan for Love and Life*.

Grade 8 uses a curriculum from Ascension Press called *CHOSEN*.

High School uses two primary curriculums from Ascension Press. One is called *ALTARATION: THE MYSTERY OF THE MASS REVEALED*, and the other is called *YOU: LIFE, LOVE AND THEOLOGY OF THE BODY*. Other resources may also be used as time permits.

All students are provided with a textbook for their use during class time. For that reason, books are kept in class and pages may be detached from the book and sent home after the lesson is completed. There is a parental component to each of the Loyola programs, so your children will come home with papers for you. Please use these to supplement their understanding of the subject taught.

Confirmation and High School parents, you have a unique role in your child's journey. Special events will be

scheduled to include you in this important season of their lives.

SUPPLIES

Sts. Joseph & Paul will provide all necessary materials for each child. We ask that **no toys, no electronic devices of any kind including lasers, game systems, iPads, or music players** be brought to Faith Formation classes. **Parental cooperation is necessary.**

CELL PHONES

Each class will have a cell phone basket. Cell phones should be dropped in the basket upon entrance in the class to be returned to the student at the end of class. Any violation of this will result in confiscation of the phone. Should the phone be confiscated, it will be returned to the parent at pick up. THERE WILL BE NO WARNINGS GIVEN. If a parent needs to communicate with a student, please call or send a text message to Laura Shoulders at 270-577-2717 with the student's name and the message to be given. The message will be transcribed and hand-delivered to the student. Laura or another staff person will be onsite throughout the duration of Faith Formation. **Parental cooperation is necessary.**

ATTENDANCE

The Faith Formation Program at Sts. Joseph & Paul provides every child who so desires an opportunity to learn and grow in faith. If a child will be absent, for any reason, parents should contact Laura Shoulders at *laurasjpc@gmail* or via text 270-577-2717 or call 270-683-5641 so arrangements can be made for your child to make up the missed work. In most cases, the work will be mailed to the house for the parent to go over with the child and return to the catechist the following week.

DISCIPLINE

Life as a Christian is a commitment to live by the example of Jesus Christ. This commitment includes the acceptance of students and their responsibility to respect the rights of others. The Diocese of Owensboro requires that every child read and discuss with parents the CODE OF CONDUCT for their age level and return it to their catechist. Students are expected to attend class regularly, participate in discussions and activities, and respect their teachers and other students. In instances of extreme behavior such as (but not limited to) abusive language, fighting, vandalism, and disrespect to the teacher or students, stealing, or leaving the premises without permission, a conference with student, parent, parish director of program and/or pastor may result. Dismissal from the program could result if issues are not resolved.

FAITH FORMATION SCHEDULE

- Sept. 11 Faith Formation Class
- Sept. 18 Faith Formation Class - **Opening Mass & Block Party collection - *FFN***
- Sept. 25 Faith Formation Class - **MANDATORY 1st Reconciliation Parent Mtg (7pm) PH**
- Oct. 2 Faith Formation Class
- Oct. 9 NO Faith Formation Class - **Fall Break**
- Oct. 16 Faith Formation Class
- Oct. 23 Faith Formation Class **Rosary - 7PM with luminaries in green space - *FFN***
- Oct. 30 Faith Formation Class
- Nov. 6 Faith Formation Class
- Nov. 13 NO Faith Formation Class - **Parish Mission**
- Nov. 20 Faith Formation Class - **bring canned goods - Reconciliation (3-HS)**
- Nov. 27 NO Faith Formation Class - **Thanksgiving**
- Dec. 4 Faith Formation Class
- ** Saturday, December 7, 1st Reconciliation Retreat & Reconciliation, 8 - noon PH/CH ****

Dec. 11 Faith Formation Class
Dec. 18 NO Faith Formation Class - **Christmas Break**
Dec. 25 NO Faith Formation Class - **Christmas Break**
Jan. 1 NO Faith Formation Class
Jan. 8 Faith Formation Class
Jan. 15 Faith Formation Class
Jan. 22 Faith Formation Class
Jan. 29 Faith Formation Class
Feb. 5 Faith Formation Class
Feb. 12 Faith Formation Class
Feb. 19 Faith Formation Class - **Reconciliation (2-HS)**
Feb. 27 NO Faith Formation Class - **Ash Wednesday**
Mar. 4 Faith Formation Class
**** March 6-8, YOUTH 2000 @ Brescia University is
MANDATORY Confirmation Retreat ****

Mar. 11 Faith Formation Class - **(First Communion
Interviews - 6:30 in PH)**
Mar. 18 Faith Formation Class - **Stations of the Cross
7PM in Church - *FFN***
Mar. 25 Faith Formation Class
Apr. 1 NO Faith Formation – **Spring Break**
Apr. 8 NO Faith Formation - **Holy Week**

Apr. 15 Faith Formation Class

**** Sunday, April 19, Confirmandi & Sponsor Practice,
3PM in Church****

Apr. 22 Faith Formation Class - **Divine Mercy**

Chaplet w luminaries 7PM in green space - *FFN*

**** Thursday, April 23, Confirmation and Reception; 6:30 -
9:30 p.m. - CH & PH ****

Apr. 29 Faith Formation Class

**** Saturday, May 2, First Communion Retreat
(communicants & parents) – 8-12, PH/CH****

**** Sunday, May 3, First Communion and Reception at
3:00-5:00 p.m. - CH & PH ****

May 6 Faith Formation Class

May 13 Faith Formation Closing Mass & Pizza Party

May 20 Catechist Appreciation Dinner