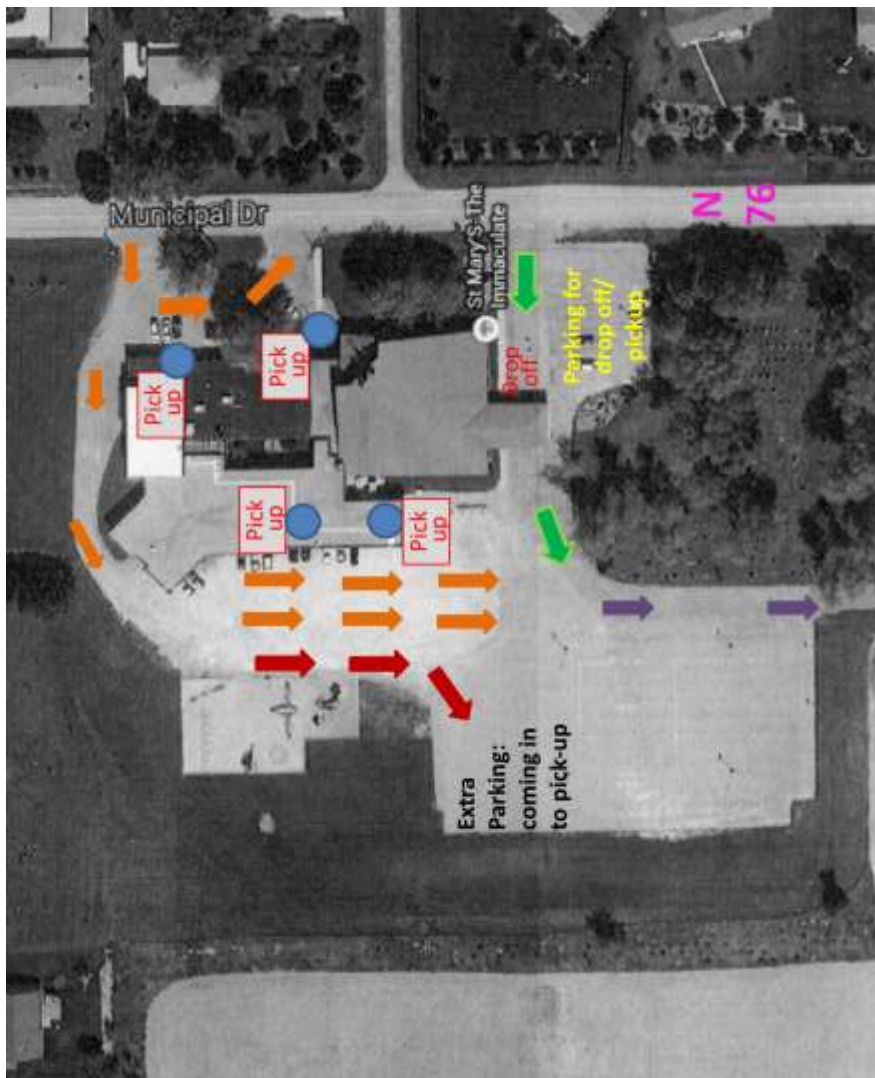


Faith Formation Parent Handbook 2017-2018



St. Mary of the Immaculate Conception
N2385 Municipal Drive
Greenville, WI 54942
(920)757-6555
lgietman@stmarygreenville.org

Drop-off and Pick-up locations



April 2017

Dear Parents and Guardians,

Praise be to Jesus Christ! Welcome to St. Mary's Faith Formation. For those of you who are new, welcome to our program. For those veterans to the program, welcome back. We are glad to be your partners in the spiritual and religious formation of our youth.

The purpose of this handbook is to serve as a guide to the general operations and expectations of those in the program. Hopefully, it will answer some of your questions. Please read and discuss this handbook as a family and keep it as a reference during the year.

This program is centered upon the teachings of Jesus Christ and His Church. Along with this program regular Mass attendance is required. Faith formation is a supplement to help children and families grow in faith, but it is not meant nor can it replace being involved in the sacramental life of the Church.

The purpose of this program is to assist parents in educating their children in the faith. It is not meant to take the place of parents handing on the faith to their children. Parents have the duty of teaching the Christian life in word and action on a day to day basis. Families are encouraged to share what they have learned and to pray together. We thank each of you for being good stewards, for your prayers and the services you render to Faith Formation and the parish as a whole.

Please make sure your children make every class and that **they are here promptly. We can't help you teach your children if they aren't here.**

In Christ,

Luke Gietman

Faith Formation Personnel

Temp. Administrator: Fr. Dane Radecki O. Praem

E-mail:

**Director of Religious Education.....Luke Gietman
Middle School, High School, and Confirmation ...**

757-6555 ext. 207

E-mail: lgietman@stmarygreenville.org

Faith Formation Coordinator.....Barbara Tate

Elementary

757-6555 ext. 237

E-mail: btate@stmarygreenville.org

Faith Formation Secretary**Sue Brockman**

757-6555 ext. 208

E-mail: sbrockman@stmarygreenville.org

Parish website: stmarygreenville.org

Please check out the Faith Formation page on the Parish website for FF schedule, pictures, upcoming events and cancellations.

Board of Catholic Education

The Board is responsible for the Faith Formation Program and the Catholic School, as well as the facilities these programs use. It oversees budgets, creates policies, sets long range plans and guides personnel. Meetings are held the second Tuesday of each month.

Parental Involvement

Faith Formation

We recognize that parents and families are the primary teachers of our faith to their children. We appreciate the opportunity to provide formal classroom instruction and offer various ways for parents and families to be involved in the program:

- Catechist: Support parents in faith formation by helping youth make connections between life and faith. They teach classes, encourage and lead service projects and assist with worship, prayer, faith experiences and retreats.
- Catechist Helper: Support the catechist with hospitality, activities, discussion, attendance and assignments.
- Help during sessions (hall monitor, phone calls, selling Scrip, etc.)
- Donate refreshments for special events
- Chaperone for youth events
- **Childcare for catechist's children during classes**
- Participate in special Liturgies
- Assist with service opportunities for youth

Thank you for all you do!

Modeling Faith

Your children will learn by following your example. Their commitment to faith will be strengthened by your lead in attending weekly Mass, by your stewardship (prayer, ministry, and finance), and by **helping those in need. “Inspired by the example and family prayer of their parents, children, and in fact everyone living under the family roof, will more easily set out upon the path of a truly human training, of salvation and of holiness” (Vatican II).**

Prayer

- Pray together as a family, especially at mealtime and bedtime, and encourage individual prayer.
- Read and talk about the Sunday Gospel.
- Celebrate sacraments and observe holy days and church seasons.
- Pray memorized prayers and pray spontaneously.

Parent Orientation

We appreciate your attendance at parent orientation sessions and end of year meetings. It ensures good communication and helps you stay informed about our offerings and new developments.

Drop-off / Pick-Up of Children

Our first concern is the safety of children entering and exiting the building. You may only use the main church (south) entrance to drop your children off. Please do not park under the overhang to wait for children as this can create dangerous congestion in that area. Parents are encouraged to come into building and pick up children. Parents of K-3 must pick up children in Church. Children can exit the building using the school exit on the (south) side as well as other school exits. Your cooperation and vigilance, especially in winter with slippery pavement and darkness, will contribute to a safer environment. SEE THE MAP ON THE INSIDE COVER.

Communications

Please check website for information about Faith Formation including any announcements, or cancellation of classes. www.stmarygreenville.org under Faith Formation.

When communicating your concerns or feedback about the St. Mary Faith Formation Program, please do the following:

- Bring your concern to either the Coordinator or the Director of Faith Formation.
- If you wish to bring your concern to the Board of Catholic Education or the Parish Pastoral Council, we ask that you contact the 2017-2018 Board Chairperson or the 2017-2018 Council Chairperson, at least two weeks before the meetings. To budget time, issues must be on the agenda or they cannot be addressed during that meeting.

Christian Conduct and Community Building

Each student should:

- be in the classroom on time.
- bring all needed materials.
- remove hats-no hats to be worn in the building.
- refrain from eating, drinking, and gum chewing in classrooms unless organized by the catechist.
- refrain from using gym between class sessions.
- be respectful and cooperative.
- listen and share one at a time.
- refrain from going into lockers, school desks or cupboards.
- complete assigned work or makeup work before the next session, as directed by catechists and parents.

One important purpose of the program is to build Christian community among its students and catechists. Children and youth are expected to conduct themselves in a Christian manner. Non-constructive behavior will be addressed immediately to preserve a Christian atmosphere in the classroom.

Such behavior will be addressed in the following manner:

1) Catechist will warn child and take appropriate measures to correct the behavior;

2) If the child's misbehavior continues, he or she will meet with the Director and the catechist. Parents may be contacted as necessary.

3) The Director will meet with parents and students as necessary and appropriate. He will work with catechists, parents and students to make behavioral plans for students and to maintain a Christian atmosphere in classes. The Director reserves the right to dismiss students from the program for part or all of the school year if necessary.

Drugs, Alcohol, Tobacco and Weapons

Possession, sale or use of drugs, alcohol, tobacco products or **weapons by students at St. Mary's is strictly prohibited.**

Students who violate this regulation may be subject to dismissal from the program. Students involved with drugs, alcohol or weapons may be referred to the proper legal authorities and parents contacted immediately

Vandalism

Willful damage or destruction of school and or parish property, or damage or destruction of retreat facilities by students, is cause for disciplinary action and possible dismissal from the program. The program requires that restitution be made by student(s) according to the terms determined by the Director.

Attendance

Students are expected to attend all sessions, including Liturgies. If a student must be absent, parents need to call the Faith Formation Office at 757-6555, ext.208 or email: sbrockman@stmarygreenville.org as soon as you are aware of the absence or before class begins. Students in the grade/middle school program must attend 80% of all classes. If a student fails to attend enough classes, materials will be sent home and an exam administered. High School students are required to make at least 5 out of 6 classes per quarter. Failure to do so will result in not being credited for the class. If a serious illness or family emergency requires multiple absences, please call and arrangements will be made with the director to make up classes. Students are expected to arrive punctually and stay for the duration of the session unless there is a written parental permission to leave, or the student leaves accompanied by the parent.

Cancellations

Sessions will be canceled in the event that Hortonville Public Schools are canceled. If inclement weather develops later in the day, or for other instances, announcements will be made at the public schools and on the local TV stations. Check the Faith Formation page on the parish website: stmarygreenville.org

Textbooks

Textbooks are left here at school for all students to use. Occasionally, textbooks are sent home if a student needs to make up what was covered in class upon their absence.

Registration and Tuition

- **St. Mary's makes available** a 2017-2018 Faith Formation registration packet to all parish families with school-age children not enrolled in the Catholic School. It includes a Registration form, a Faith Formation Handbook, a Handbook Agreement Form, a Volunteer Form, Computer permission form, Medical- Liability/Field trip release form, and other relevant information. Registration forms must be accompanied by a non-refundable Registration fee of \$25.00 per child with a maximum of \$50.00 per family. This Registration fee will not be applied to tuition. Registration is not complete until we have received the Registration form, the Handbook Agreement form, Computer permission form, Medical- Liability/Field trip release form, Registration fee, and any outstanding tuition or family fundraising goal balances from the previous year by July 15, 2017.
- Families can request that their grade K-8 children be enrolled in either the Wednesday 4:30 PM session or the 6:00 PM session. This will allow families to place in the same session time all their grade K-8 children as space allows. Please indicate your request in the appropriate place on the Registration Form. We will accommodate requests on a first come, first served basis until classes are filled. All children are of course guaranteed a space in one of our classes, but we cannot guarantee space in a particular session if the classroom size limits in that session are reached. We will notify you if your request cannot be granted because of space reasons. High school classes are at 7:30 PM.
- 2017-2018 tuition is \$100.00 per child with a cap of \$275.00 per family for registered parish members. High school classes are \$25.00 per class plus registration fee if they are the only participant. Out of parish tuition is \$125 per child plus registration fee.
- If you need confidential fee assistance or wish to arrange an alternate payment plan, please contact the Director. We do not wish to turn away anyone for financial reasons.

- There is a Family Fundraising goal of \$100.00 for the 2017-2018 year. This can be achieved by buying Scrip or paid outright.
- 50% of any overage of the \$100.00 family fundraising goal can be applied to the balance of the 2017-2018 tuition.
- **St. Mary's Board of Education has a policy for tuition the aim** of which is to have 100% of all tuition paid in full by the end of the year, May 31. Delinquent payment and the subsequent registration of their child/children in the Faith Formation Program for the upcoming year may be denied. Exceptions are at the discretion of the Director. The Board wishes to address any tuition-related issues in a fair, consistent and equitable manner that fits the needs of the Parish and the family.

Junior Year Program

All juniors, Catholic school and Faith Formation students, should join our junior year discipleship program. This program focuses on developing a community while discussing aspects of the faith and how they impact the lives of teens. Confirmation will be done the fall of senior year.

Home Study

Occasionally, parents may wish to pursue Home Study for their **child(ren)'s faith formation. Please call the Faith Formation Office** for more information on our Home Study policy. Parents must receive permission from the Director for Home Study. There is a Registration fee of \$25.00 per child or \$50.00 per family. There is also a rental fee of \$50.00 for the use of books per child. Home school families also have a family fundraising goal of a \$100.00.

Sacramental Preparation

Information on the preparation for First Reconciliation, First Communion and Confirmation will come later in the year (there is a separate registration process.) Here at St. Mary, children in grade 2 prepare for First Reconciliation in the Fall and receive the sacrament prior to Lent. They then prepare for First Communion and receive the sacrament during the Easter Season. High school juniors in public and Catholic schools are strongly encouraged to join the junior year discipleship program on Wednesday nights on their path to Confirmation. Confirmation is celebrated in the fall of senior year.

Preparation for First Reconciliation and First Communion is briefly covered in the classroom (both in Formation and in the Catholic School), however the bulk of the preparation is done within the family. Through parent meetings you will receive resources to help guide you through the process. Retreats are also a part of the preparation process for all three sacraments mentioned above.

In accordance with parish policy, a child/teen does need to be enrolled in (and regularly attend) Faith Formation or Catholic School in preparation for the sacrament(s). For example, teens need to attend high school Faith Formation sessions or Catholic School in order to register for the Sacrament of Confirmation.

Statements and guidelines in this handbook are subject to amendment. The Faith Formation program will attempt to keep you informed of all changes as soon as is practical. however, some changes may be made immediately due to unforeseen circumstances. Thank you!

