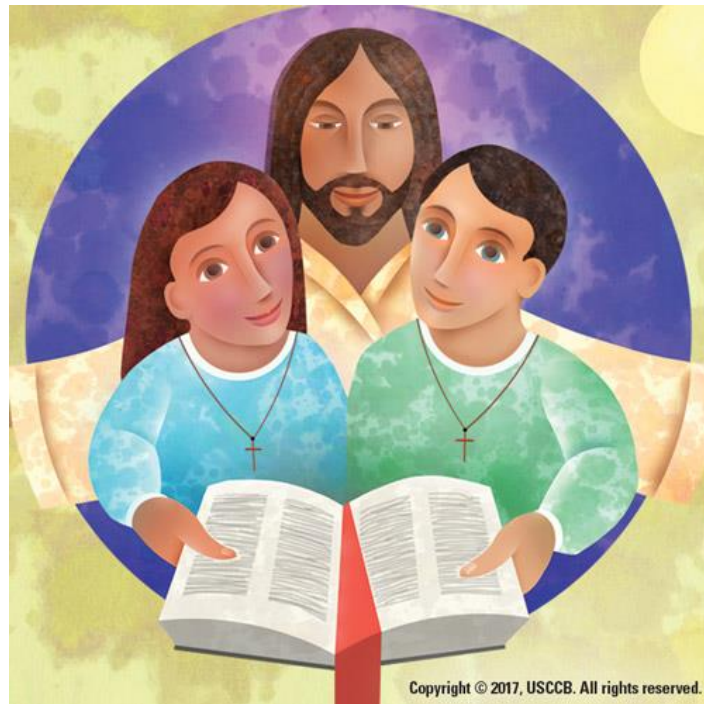


FAITH FORMATION FAMILY HANDBOOK 2017-2018



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WELCOME to the Immaculate Conception Catholic Parish Faith Formation program! We strive to offer a quality Faith Formation program that provides religious education for your children as well as the opportunity to pray together and form community with the other members of our program. We look forward to meeting you and working together with you to ensure a great experience for your family.

GENERAL INFORMATION

FAITH FORMATION is what we do each Wednesday afternoon/evening with our young parishioners in order to assist the faith formation that parents/families do at home.

This parish activity is about forming our young parishioners into good citizens of God's Kingdom. This involves more than learning facts about our faith, but being able to put our faith into action.

Many people refer to this as "Religious Education" which offers the facts of our faith, while Faith Formation helps us to believe and to act as people of God.

CLASS TIMES

Faith Formation classes for Preschool-12th grades meet on Wednesdays from September through April. Class times are as followed:

- Grades Preschool-4th will be held from **4:00-5:00** p.m.
- Grades 5th-8th will be held from **7:00-8:10** p.m.
- CICC 9th-12th will be held every 2nd and 4th Wednesday of the month from 7:00-8:10 p.m.

Attendance is required by all.

CLASSROOM BEHAVIOR EXPECTATIONS

Faith Formation General Rules

1. Everyone is to be treated courteously and with respect. This includes other children, catechists, assistants, volunteers, staff and parents.
2. Students will come to class prepared to learn and willing to participate in activities in their class. No student will be allowed to interfere with the learning and participation of other students.
3. There is to be no loud talking, yelling, or running in the building.
4. No gum, pop, or candy is to be brought into the building.
5. Respect for the authority of the catechists and staff is expected.
6. Respect for all property and sharing in the care of the classroom is expected.

Faith Formation General Rules for Students:

1. Attendance at Mass as a family each Sunday and every Holy Day of Obligation is expected.
2. Recognize the importance of Faith Formation at every grade level [pre-school to 12th and beyond].
3. Priority is to be given to attendance at weekly Faith Formation classes.
4. Director of Faith Formation is to be informed of any special needs or circumstances that may affect their child in Faith Formation class including health and/or learning issues (i.e. ADD, allergies, reading difficulties, etc.)

POLICIES AND PROCEDURES

ON FAITH FORMATION [RELIGIOUS EDUCATION]

1. All students are required to participate in two years of formal preparation [religious education, faith formation] before the celebration of First Reconciliation, First Eucharist, and Confirmation.
2. Catechists receive free tuition for their children but are required to pay a material's fee.
3. Absences shall be defined as excused or unexcused.
 - a. Excused absences are for illness, family tragedy, or for participation in a unique activity or event. The parish office is to be notified by a Parent/Guardian ahead of class session for the absence to be classified as excused.
 - b. Unexcused absences are for failure to attend a class session, the office is not notified ahead of time, or the absence is for an event not classified as excused.
 - c. Determination of the type of absence will be made by the DRE with all final decisions resting with the pastor.

4. Students need to demonstrate the ability to understand the materials and content before progressing to the next grade level.
5. Any new student coming into our program should be able to show comprehension of materials and content comparable to the other members of the grade planning to enter.
6. Home Schooling: Upon the request of the parents, the parish shall provide any assistance available to parents who wish to home school. The signing of a Parish-Family Home Schooling Agreement is required.

Attendance Policy

1. It is the policy of Immaculate Conception Parish that Faith Formation students attend all classes to receive the maximum benefit from the program. Excessive absenteeism will result in a conference with the Director of Faith Formation and/or the Pastor.
2. To receive the maximum benefit from the Faith Formation program students are asked to arrive promptly and to attend all Faith Formation classes. If a child will be absent, parents are required to call the office to inform the staff.
3. Students will be allowed in the classroom before class begins to place coats and bags in closet. They are to return to the parish hall for snack and remain there until dismissed to their classrooms.
4. Parents are to arrange a designated meeting site with your children. The parking area can be crowded and dangerous for children. Parents with students in grades PS-4 are required to complete the **Pickup Permission for Child in PS-4** form at the time of registration.

Cancellation of Classes

In the event of severe weather, classes may be cancelled. If Woodbury Central School dismisses early OR cancels classes for the day, **due to weather**, Immaculate Conception Faith Formation classes will be automatically cancelled as well.

Cancellations will be announced on the parish website, www.westforkcatholiccommunity.org, parish Facebook page, and via e-mail or text notifications for those who have provided to the parish office with contact information and a request for such notification.

Discipline Policy

The Faith Formation Team and the Faith Formation staff of Immaculate Conception have the authority and responsibility to maintain good order and enforce expectations, identified earlier, in the classrooms and Parish. The children in the Faith Formation program are entitled to learn and develop in a setting which

promotes respect for self, others, and property. It is essential that all students give the catechists their full cooperation. Notices of problematic behavior may be sent home as needed if discipline problems are considered to be continual or extremely disruptive.

Students creating a disruptive environment may be dismissed from the class temporarily or permanently and the parents contacted so that corrective action may be taken for the good of all persons involved.

Facility Use

We share the building with many other parish groups. Children will not be allowed in any room unsupervised. Children are expected to conduct themselves in a respectful manner. Each class is responsible for restoring the rooms to the proper order.

Picking A Child Up Early

If you pick up your child before Faith Formation classes are over, you must notify the Faith Formation staff and sign a sign out log at the office before your child may leave.

Visitors

It is our policy not to allow young people who are not registered students to visit the program during class time. Parents are invited to visit at any time. It is highly recommended parents who plan on attending more than once a month be in compliance with the "Safe Environment Program."

Parental Involvement

It is the responsibility of parents to be the first and foremost teachers of their children in the matters of faith. Your example, prayer life, and participation in the Mass and other sacraments speak volumes to your children. There are many ways to be formally involved in the Faith Formation program. Parents are needed as catechists, assistants, etc. Please contact the office if you are interested.

Your assistance is requested to help your children learn their prayers and about their faith.

Grievance Procedure Guidelines

It is our policy to foster open communication between all parties. Through this we strive to create an environment that allows our children the best opportunity to grow and achieve academically and spiritually.

Grievance Procedure for Parents

If an occasion arises that a parent feels a problem has occurred at Faith Formation, the parent is asked to follow these steps:

1. Contact the Catechist to discuss the problem.
2. Contact the Director of Faith Formation if a meeting with the Catechist is not satisfactory. The parent may be asked to attend a meeting with the catechist, Director of Faith Formation and/or pastor to reach a solution.
3. If step 2 fails to reach consensus, the Pastor makes the final decision.

Volunteer Screening

All volunteers who have contact with children on a regular basis must be compliance with the Diocesan “Safe Environment Program” which includes a background check and continuing formation. This screening is for the safety and well-being of our children and the protection of the parish and volunteer. Our volunteers also take part in Virtus Sessions to protect your child and themselves.

Bloodborne Pathogens

Blood and other bodily fluids will be considered infectious. Reasonable precautions (rubber gloves, disinfecting with bleach) will be used.

Accidents and Illness

If your child becomes ill or has an accident during Faith Formation classes, the parent or guardian or emergency reference will be notified. An accident report will be filed and basic first aid applied.

Health Information

Please inform the office regarding any health concerns (allergies, special diet needs, etc.) that may affect your child during Faith Formation classes. This information will be shared with your child’s catechist.

SACRAMENTAL PROGRAMS

Preparation for the sacraments of **Reconciliation** and **Eucharist** is offered during the second grade year. In preparation for these sacraments parents are required to attend parent meetings and learning stations in preparation for the Sacraments of Reconciliation and First Eucharist. The Reconciliation parent meeting will be held at St. Michael in Kingsley and the Eucharist parent meeting will be at Immaculate Conception in Moville.

Reconciliation and First Eucharist Dress Code

Reconciliation- Sunday dress attire

Eucharist- Girls wear a white dress, a veil is encouraged.

Boys wear a white shirt, black pants, black shoes, and tie.

Confirmation program is a two year program. All parents of children preparing to celebrate the sacrament are expected to participate in all parent meetings, family experiences, and the celebration of the Sacrament. Spring of 2018, students in grades 6th and 7th will receive the Sacrament of Confirmation.

Confirmation Student and Sponsor Dress Code

This is an important religious ceremony and appropriate clothing is required.

1. No jeans, tennis shoes, or flip-flops allowed.
2. Gentlemen are to wear dress pants, dress shirt, a tie (if possible), dress socks, and shoes. Shirts are to be tucked in. Sweaters or jackets are optional. Please wear a belt if you need one.
3. Ladies are to dress modestly in a dress or in a skirt or dress pants or slacks with blouse or top. Hemlines of dresses and skirts must be knee length or longer. Dress or blouse should have sleeves and must cover chest. A jacket or sweater should be worn if need to cover sleeveless dresses or blouses, or to cover chest, back, or shoulders. No undergarments, midriff, or cleavage shall be visible.
4. If you have a question about something you want to wear, please call the WFCC office at (712) 873-3644 or email icmerville@wiatel.net or contact Bishop Nickless.

Enrollment for Special Circumstances

It is the policy of the Immaculate Conception Parish that there be an evaluation of any students entering grades two through eight who was not associated with a Faith Formation program or Catholic school in prior years. It shall be the responsibility of the Director of Faith Formation to conduct the evaluation of each applicant to determine the student's level of preparation and determine and implement any steps necessary to bring the individual to the level of the expected class.

Rite of Christian Initiation of Children (RCIC)

Rite of Christian Initiation of Children (RCIC) is a program for children who are age seven [7] or above that have not yet celebrated the sacrament of Baptism. Separate preparation classes will be held so they may celebrate the sacrament when they are ready. Please contact the Pastor or Director of Faith Formation for more information.

Communal Reconciliation

Students will have the opportunity to celebrate the sacrament of Reconciliation at two communal services during the year. These celebrations will occur during class time. Parents are strongly encouraged to work closely with their children to prepare them for Reconciliation.

TEXTBOOKS

We use a variety of dynamic materials for our Faith Formation program.

PROGRESS REPORTS

Progress reports will be sent home twice a year, so parents are aware of how their child's performing at Faith Formation.

COMMUNICATION

Parish Bulletin

The Sunday parish bulletin includes upcoming calendar information on Faith Formation events as well as other parish related information.

Parish Faith Formation Team

Volunteers from the parish comprise this Team which meets on a regular basis to monitor, plan, and discuss general matters related to our Faith Formation program including: PS-12th grade, sacramental preparation, RCIA, RCIC, and adult faith formation. The chair of this Team is a member of the Parish Pastoral Council.

Parish Pastoral Council

The Parish Pastoral Council is a channel through which the insights and concerns of the total parish community are brought before clergy and laity alike. The Council is the vehicle through which the parish as a whole can involve itself in the secular and religious realities of the community. The Parish Council is composed of nine representatives including the chairperson of the Parish Faith Formation Team.

REGISTRATION AND TUTION

All students must be registered prior to attending class. Registration forms are available in the Parish Office. Please call the Parish Office, 712-873-3644, for more information.

Program Tuition

- \$25 per child, with a cap of \$75 per family
- \$10 material's fee per child with no cap, CICC students do not have a material's fee
- If a child joins after registration night tuition will be prorated
- Catechists receive free tuition for their children but must pay a material's fee.

All of the tuition is due with registration.

No one is ever denied Faith Formation due to financial hardship. Please contact the Director of Faith Formation or pastor to discuss options.

FAITH FORMATION STAFF

Msgr. Mark Duchaine	Administrator	msgr.markd@scdiocese.org
Mrs. Angie Duffy	DFF	icmovilledff@wiatel.net
Mrs. Connie Brockhaus	Pre-School	scbrock@wiatel.net
Mrs. Cindy Hesse	Kindergarten	cindyh@wiatel.net
Mrs. Melissa Nelson	First Grade	Melissa.Nelson@ifbf.org
Mrs. Heidi O'Mara	Second Grade	Homarahao@yahoo.com
Miss Kristin Hoelker	Third Grade	kristinhoelker@yahoo.com
Mrs. Jennifer Crew	Fourth Grade	jen0617@yahoo.com
Mr. Jason O'Mara	Fifth Grade	jason@kceengineer.com
Mrs. Carol Nelson	Sixth/Seventh	cpnelson@sabreindustries.com
Mrs. Angie Putze	Sixth/Seventh	angelarae522@gmail.com
Mr. Doug Glackin	Eighth Grade	cmglackin@wiatel.net
Mrs. Helen Saint Peters	Hospitality	

Mrs. Angie Duffy	CICC
Mr. Nick Hytrek	CICC
Mrs. Erin Hytrek	CICC
Mrs. JoAnne Jenness	CICC (Hospitality)

Parish Faith Formation/Youth Ministry Team

The Faith Formation Team oversees the Faith Formation program and meets on a regular basis to discuss and plan program components and to advise the Director of Faith Formation and the Pastor. The Team is composed of:

Rev. Msgr. Mark Duchaine, Pastor
Mrs. Angie Duffy, Director of Faith Formation
Mrs. Heidi O'Mara
Mrs. Carol Glackin
Mrs. Connie Brockhaus
Mrs. Karen Havlicek
Ms. Stephanie Havlicek
Mrs. Melissa Nelson
Mrs. Nicole Jenness

PRAYERS

The following prayers will be focused on at the assigned grade level. As students advance they should understand, have memorized and be able to recite the prayers instilled in the previous grades. If you are in need of a copy of any prayer/s please contact the Director of Faith Formation.

PRESCHOOL

Sign of the Cross
Genuflect

KINDERGARTEN

Glory Be
Angel of God
Before Meal Prayer

FIRST GRADE

Our Father
Hail Mary

SECOND GRADE

Act of Contrition
Morning Offering
10 Commandments

THIRD GRADE

Hail Holy Queen
Memorare

FOURTH GRADE

How to pray the Rosary
Mysteries of the Rosary

FIFTH GRADE

Apostles Creed
Seven Sacraments

SIXTH GRADE

Gifts of the Holy Spirit
Fruits of the Holy Spirit
Spiritual & Corporal Works of Mercy

SEVENTH GRADE

Prayer of St. Michael
Types of Prayer: Adoration,
Contrition, Thanksgiving,
Supplication

EIGHTH GRADE

The Beatitudes
Types of Prayer: Adoration,
Contrition, Thanksgiving,
Supplication

PARENT ACKNOWLEDGEMENT FORM

(Sign and return to the Director of Faith Formation)

This is to acknowledge that we have received the Immaculate Conception Faith Formation Handbook. **We understand and agree to cooperate with the parish policies set forth in the handbook.**

Print Child's Name

Grade

Print Child's Name

Grade

Print Child's Name

Grade

Print Child's Name

Grade

Print Child's Name

Grade

Photo Release

Throughout the year, video and photographs may be taken, and possibly used for publication in the Church Bulletin, bulletin boards, local papers, and on the parish website including Facebook.

 Yes No: I give consent for my child(ren) named above to be photographed during Faith Formation classes and events during the 201–2018 school year.

_____ Parent/Guardian Signature

_____ Print Parent/Guardian Name

First Catechist Agreement

As parents, you are the primary teachers of your child. The parish Faith Formation Program is available to assist you with the task of teaching your child about our Catholic faith. However, the parish program cannot and should not take the place of parents in passing on the faith. All parents are expected to help their child learn the prayers and lessons appropriate to their grade level. Parents are responsible for bringing their child to Mass each weekend and Holy Day and participating in the sacraments. Parents are expected to assist in the classrooms of their child when asked to do so.

I have read the above statement and understand my role as the first teacher of the Catholic faith and I take responsibility to assist in my child's faith formation.

_____/_____/_____
Signature of the Parent/Legal Guardian

Please complete both sides of form

Parent Gift Program

So the children may experience the best possible program, **every parent's involvement is necessary.** Initial to indicate where each parent is willing to volunteer*. We will contact you when needed.

Support during class time:

- Baby sit for training classes for catechists
- Substitute teach grades _____
- Substitute as an aide for grades _____
- Teach one class for those becoming Catholic (RCIA/RCIC)
- Aide in distributing treats for Faith Formation classes

Teams (committees):

- Faith Formation/Youth Ministry Team
- Adult Faith Formation Team

*contact with youth on a regular basis [weekly] will require compliance with the Safe Environment Program.

Help with projects:

- Class projects
- Advent program
- Chaperone youth events
- Youth Mass & Breakfast
- Creative help (signs, signing, ideas)
- Clean up after special events
- Help cook a meal for an event
- Provide food for an event
- Give a witness talk

Times I am typically available:

- after school
- evenings
- weekends

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is/are in good health, and I assume all responsibility for the health of my child.

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, we will use the emergency contact information.

Parent/Guardian _____ Date _____

CALENDAR GRADES PS-12

DATE	4:00-5:00 P.M.	7:00-8:10 P.M.	IMPORTANT EVENTS
9/6/2017	PS-4 th	5 th -8 th	Open House PS-12 Registration 6:30-8:00
9/13/2017	PS-4 th	5 th -8 th ; CICC	
9/20/2017	PS-4 th	5 th -8 th	7:00 p.m. Reconciliation 2 nd grade Parent Meeting (M)
9/27/2017	PS-4 th	5 th -8 th ; CICC	7:00 p.m. Guest Speaker Kevin Poss (5 th -12 th)
10/4/2017	PS-4 th	5 th -8 th	
10/11/2017	PS-4 th	5 th -8 th ; CICC	7:00 p.m. Guest Speaker Laura Anderson (5 th - 12 th)
10/18/2017	PS-4 th	5 th -8 th	
10/22/2017			Pumpkin Carving 4:00-6:30 p.m. (M)
10/25/2017	PS-4 th	5 th -8 th ; CICC	
10/29/2017	PS-4 th	5 th -8 th	Youth Mass and Breakfast Fundraiser
11/1/2017	PS-4 th	5 th -8 th	
11/8/2017	PS-4 th	5 th -8 th ; CICC	Steubenville Style Adoration and Benediction
11/15/2017	PS-4 th	5 th -8 th	
11/22/2017	PS-4 th	5 th -8 th ; CICC	NO CLASSES Thanksgiving
11/29/2017	PS-4 th	5 th -8 th	
12/6/2017	PS-4 th	5 th -8 th	
12/13/2017	PS-4 th	5 th -8 th ; CICC	4:00 p.m. Penance Service 5:45 p.m. Pot Luck 5th-12th grade families 7:00 p.m. Penance Service
12/20/2017	PS-4 th	5 th -8 th	4:00 Advent/Christmas Program & Cookie Decorating
12/27/2017	PS-4 th		NO CLASSES Christmas
1/3/2018	PS-4 th	5 th -8 th	CLASSES RESUME
1/10/2018	PS-4 th	5 th -8 th ; CICC	7:00 p.m. CICC only Guest speaker Fr. Shane Deman
1/11/2018	2 nd grade		6:30-8:00 Reconciliation Learning Stations (M)
1/14/2018	2 nd grade		4:00 p.m. First Reconciliation IC (M)
1/17/2018	PS-4 th	5 th -8 th	7:00 p.m. Eucharist 2 nd Grade Parent meeting (K)
1/24/2018	PS-4 th	5 th -8 th ; CICC	
1/31/2018	PS-4 th	5 th -8 th	7:00 p.m. Blessing of the throats
2/7/2018	PS-4 th	5 th -8 th	
2/14/2018	PS-4 th	5 th -8 th ; CICC	Ash Wednesday
2/21/2018	PS-4 th	5 th -8 th	
2/28/2018	PS-4 th	5 th -8 th ; CICC	4:00 p.m. Stations of the Cross & Adoration 5:45 p.m. Pot Luck 5th-12th grade 7:00 p.m. Stations of the Cross & Adoration
3/7/2018	PS-4 th	5 th -8 th	
3/14/2018	PS-4 th	5 th -8 th ; CICC	4:00 p.m. Penance 7:00 p.m. Penance
3/21/2018	PS-4 th	5 th -8 th	
3/28/2018	PS-4 th	5 th -8 th ; CICC	
4/4/2018	PS-4 th	5 th -8 th	
4/11/2018	PS-4 th	5 th -8 th ; CICC	
4/12/2018	2 nd grade		6:30-8:00 p.m. First Eucharist Learning Stations
4/18/2018	PS-4 th	5 th -8 th	7:00 p.m. First Eucharist Practice
4/22/2018	2 nd grade		8:00 a.m. First Eucharist Mass
4/25/2018	PS-4 th	5 th -8 th ; CICC	Last Day of Classes
4/29/2018			May Crowning Mass Youth Mass and Breakfast
5/6/2018			Baccalaureate Mass