



# Faith Formation Family Handbook 2019-2020

FAITH FORMATION OFFICE

PHONE NUMBER: 515-440-1030

**Director of Faith Formation:**

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**Youth Faith Formation Assistant Director and EDGE Coordinator:**

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**Youth Faith Formation Coordinator:**

Chris Van Kirk; ext. 154; [cvankirk@saintfrancischurch.org](mailto:cvankirk@saintfrancischurch.org)

**Early Childhood Faith Formation Coordinator:**

Jill Klubek Alonzo; ext. 158; [jalonzo@saintfrancischurch.org](mailto:jalonzo@saintfrancischurch.org)

**Special Needs Ministry Coordinator:**

Vacant at this time, contact Christen Cota as needed

**High School Faith Formation Coordinator:**

Christy Peletz; ext. 103; [cpeletz@saintfrancischurch.org](mailto:cpeletz@saintfrancischurch.org)

## Welcome

We welcome your children to participate in the parish Youth and High School Faith Formation programs! We strive to offer quality programs that provide faith formation for your children as well as the opportunity to pray together and form community with the other members of our parish. Assistance is offered for students with special needs.

## Goal

The mission of St. Francis of Assisi Parish Youth and High School Faith Formation programs is to consistently and constantly extend Jesus' invitation to discipleship and to provide students with age-appropriate catechesis guided by biblical faith, the teachings of the Church, and a clear vision of the Gospel. This is accomplished by building upon students' life experiences, fostering family involvement, developing spirituality and involvement in liturgical prayer, encouraging moral development and challenging students to experience faith in a spirit of joy.

## We Support You - the Domestic Church

While goals are important, they become meaningless without our working together. Parents' involvement at home, teaching and living the faith, supports and reinforces what we are teaching in class. The Catechism of the Catholic Church states that "the role of parents in education is of such importance that it is almost impossible to provide an adequate substitute", and further..."the right and duty of parents to educate their children are primordial and inalienable".

## **YOUTH AND HIGH SCHOOL FAITH FORMATION POLICIES AND PROCEDURES**

### **ACCIDENT/ILLNESS**

If your child becomes ill or has an accident during Youth or High School Faith Formation programs, the parent/guardian or emergency contact will be notified. Basic First Aid will be given and an accident report will be filed.

### **ATTENDANCE**

To receive the maximum benefit from the Youth and High School Faith Formation programs and Confirmation Preparation sessions, students are asked to arrive promptly and to attend all sessions. If your child will be absent, please call the office to inform the staff (**515-440-1030 ext. 154**).

#### **Attendance Policy**

It shall be the policy of the St. Francis of Assisi Faith Formation Council that Youth & High School Faith Formation participants and Confirmation Preparation Students attend all sessions to receive the maximum benefit from the programs. Excessive absenteeism will result in a conference with the Director of Faith Formation and/or the Pastor.

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### **ARRIVAL/DISMISSAL**

**Sunday School:** Please bring your child to the classroom each week. Do not leave your child unless a catechist or assistant is present. Pick up your child at the classroom. Do not knock on the door to ask that your child be dismissed early. Wait for the catechist to open the door to signal that class is over.

**Youth/High School/Confirmation Prep:** students will not be allowed in the classroom before class begins. They are asked to remain in the main hallways until directed to go to their classrooms. Children/Youth will be dismissed from their classrooms except **for kindergarten and first grade students who must be picked up at their classrooms by a parent or older sibling**. Please arrange a designated meeting site with your children/youth after Faith Formation sessions.

### **BLOODBORNE DISEASES**

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

### **CANCELLATION OF CLASSES**

If classes need to be cancelled due to weather or emergencies it will be posted on the parish website ([www.saintfrancischurch.org](http://www.saintfrancischurch.org)) and you will receive communication via:

- An automated phone message through OmniNotifier sent through the Faith Formation office. Please listen to the message and do not call the Faith Formation office.
- Email sent from the Faith Formation Office
- Text Message from the Faith Formation Office

### **CELL PHONES/IPADS/TOYS/LASER POINTERS, ETC.**

Cell phones, Ipads (& other items like these), laser pointers, toys, and CD players are not to be brought to Youth and High School Faith Formation or Confirmation Preparation sessions by

students. These items and/or other distractions from the classroom environment may be confiscated by the catechists or Faith Formation staff. St. Francis of Assisi is not responsible for the safety of such items.

## FACILITY USE

We share the building with many other parish groups including the day school. Youth will not be allowed in any room unsupervised and are expected to conduct themselves in a respectful manner.

## FOOD

Please do not bring any food or craft items made from food products into the building including but not limited to gum, nuts, candy, pop, and other snack items.

## HEALTH INFORMATION

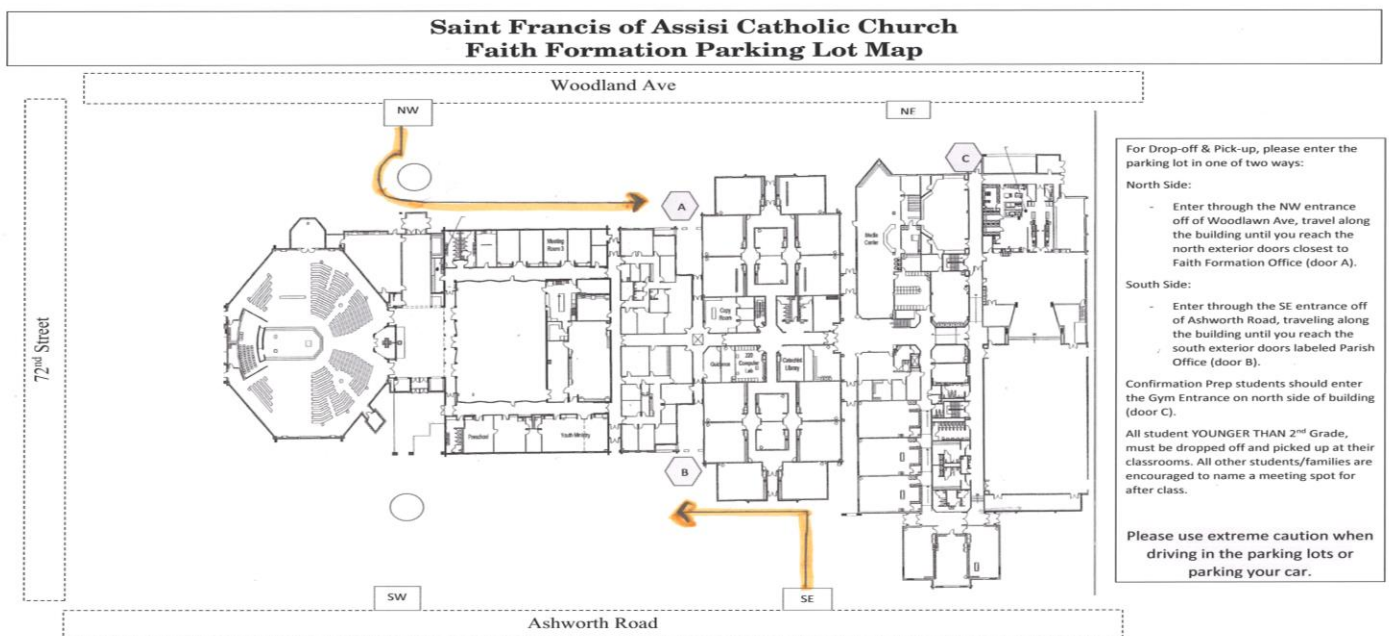
Please inform the office regarding any health concerns that may affect your child during Faith Formation sessions. This information will be shared with your child's catechist as needed.

## PARENTAL INVOLVEMENT

The Church recognizes the supreme responsibility of parents as the first and foremost teachers of their children in matters of faith. Your example, prayer life and participation in the weekly Sunday liturgy and other sacraments speak volumes to your children. There are many ways to be formally involved in the Youth and High School Faith Formation programs. Parents are needed as catechists, assistants, substitutes, hall monitors, core team members, small group leaders, nursery workers, etc. A full list of volunteer opportunities for parents can be found on the parish website. Please contact the Faith Formation Office if you are able to help. Training and all tools needed for these volunteer positions are provided.

As a parent, you are welcome to visit your child's classroom. Please check in with the Faith Formation Office. Also, please help your children learn their prayers and review any papers or materials they may bring home.

## PARKING LOT PROCEDURE



For Drop-off & Pick-up, please enter the parking lot in one of two ways:

North Side:

- Enter through the NW entrance off of Woodlawn Ave, travel along the building until you reach the north exterior doors closest to Faith Formation Office (door A).

South Side:

- Enter through the SE entrance off of Ashworth Road, traveling along the building until you reach the south exterior doors labeled Parish Office (door B).

Confirmation Prep students should enter the Gym Entrance on north side of building (door C). All student YOUNGER THAN 2<sup>nd</sup> Grade, must be dropped off and picked up at their classrooms. All other students/families are encouraged to name a meeting spot for after class.

**Please use extreme caution when driving in the parking lots or parking your car.**

### **PICKING UP A CHILD EARLY**

If you pick up your child before Youth Faith Formation sessions are over, you must notify the Faith Formation staff before your child may leave. The hall monitor by the Faith Formation Office will assist you.

### **VISITORS**

Please contact the Faith Formation Office for approval before bringing a visitor to class. Visitors need to check in at the Faith Formation office before going to class. Visitors are expected to follow all program guidelines as well as the rules of the catechist. Youth Faith Formation students should not bring visitors for more than one evening.

### **VOLUNTEER SCREENING**

All volunteers who have contact with children must complete a background screening form and Virtus training. This screening is for the safety and wellbeing of our children and the protection of the parish and volunteer.

**SKATEBOARDS/SHOES WITH WHEELS—Not allowed on premises.**

## **SECURITY**

The safety and security of all students is important to the staff of St. Francis of Assisi. For this reason all exterior doors of the building will be locked except the following for the drop-off and pick-up period. Please plan accordingly:

Wednesday Night YFF Early Session: North & South doors by Parish Offices

Drop off between 4:20 – 4:35 pm Class starts at 4:30 pm

Pick-up between 5:35 – 5:50 pm Class ends at 5:45 pm

Wednesday Night YFF Late Session: North & South doors by Parish Offices

Drop off between 6:05 – 6:20 pm Class starts at 6:15 pm

Pick-up between 7:20 – 7:35 pm Class ends at 7:30 pm

Wednesday Night Confirmation Session:

Enter into the building through the Gym entrance on the north side of the building closest to the large playground. Program starts at 7:15 pm, doors remain open for entrance until 7:30 pm.

Wednesday Night FISH Session: North & South doors by Parish Offices

Enter into the building using the North & South doors by Parish Office. Session starts at 6:30 pm.

Sunday School: North & South doors by Parish Offices

Drop off: 9:20 – 9:35 am Class starts at 9:30 am

Pick-up: 10:30 – 10:45 a.m. (or immediately after the 9:30 a.m. mass)

## **Sacramental Programs**

The Church recognizes parents as the primary educators of their children as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form them in the Catholic faith. All parents of children preparing to celebrate sacraments are expected to participate in all parent meetings, family experiences and the celebrations of the sacraments.

### **FIRST RECONCILIATION & FIRST COMMUNION**

Preparation for the celebration of the sacraments of First Reconciliation and First Communion is offered during the second grade year.

### **COME TO THE TABLE**

Come to the Table is a series of classes designed to prepare youth in 3rd - 8th grade for the sacraments of Reconciliation and Communion. In this preparation course, youth and their parents will learn about sacraments, forgiveness, grace, the mass, Eucharist, the life and teachings of Jesus Christ, and much more.

Come to the Table Classes are offered in the Spring each year. To register, please find more information on the parish website.

Preparation components and Requirements:

- Registered member of St. Francis of Assisi Catholic Church
- Sunday Mass attendance
- Catechetical formation through St. Francis of Assisi Youth Faith Formation or St. Francis of Assisi Catholic School.
- Attendance at all five Come to the Table classes.

### **SACRAMENT OF RECONCILIATION**

All students will have the opportunity to celebrate the sacrament of Reconciliation at a communal service during the year. These celebrations will occur during class time. Schedule of Reconciliation times can be found in the Youth Faith Formation calendar.

### **CONFIRMATION**

The sacrament of Confirmation is conferred during the sophomore year of high school. Preparation for the sacrament will take place during the freshman and sophomore years. The Confirmation process is organized by High School Faith Formation Coordinatr. For more information about this sacrament, please contact the High School Faith Formation Office at 515-440-1030 ext. 103.

### **ENROLLMENT FOR SPECIAL CIRCUMSTANCES**

It shall be the policy of the St. Francis of Assisi Faith Formation Council that there be an evaluation of any students entering grades two through eight who was not associated with a Youth Faith Formation programs 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 faith formation and explain the process for completion of the sacramental preparation.

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## Special Needs Ministry Resources for Youth Faith Formation

- Individualized Religious Education Plans
  - Confidential, Student-Specific Plan
  - Identify Long-Term and Short-Term Goals
  - Identify Learner Needs and Accommodations, etc.
- Support for Integration into Classes
  - 1:1 or Small Group Student Assistants Available
  - Curriculum Modifications/Accommodations
  - Adapted Materials Available
  - Ongoing learning for Catechists
- Religious Education for All Children (REACH) Classroom
  - Self-Contained Classroom with Trained and Professional Catechists
  - Specialized Curriculum Adapted to Meet Unique Learning Needs
  - Multi-Age
  - Hands-On, Music, Movement, Art, Sensory
- Adaptive Sacramental Preparation

For more information, please contact:

Special Needs Ministry Coordinator

Office: # (515) 440-1030

Email: ccota@saintfrancischurch.org

## Curriculum

### **SUNDAY SCHOOL – Preschool (Age 3) & Pre-K (Age 4)**

The Sunday School program is for Preschool (Age 3) & Pre-K (Age 4) and uses the Allelu program, published by Our Sunday Visitor Religion Publishing Company.

### **RELIGIOUS EDUCATION - Grades K-5**

The students in grades K-5 use the Finding God series published by Loyola Press. The title, “Finding God: Our Response to God’s Gifts”, reflects the inspiration of St. Ignatius of Loyola and is designed to help students to recognize the presence of God in their lives and to know God in a personal way. The series weaves together experiences in prayer, Scripture, Catholic Social Teaching and liturgy. The themes of the children’s program are: God, Jesus, The Church, The Sacraments and Morality and these themes are incorporated in each grade level.

### **RELIGIOUS EDUCATION - Grade 6**

The students in grade 6 use the EDGE Curriculum, adapted to the classroom. Two of the major themes of the year are the Bible (Old Testament) and the teaching on Mary and the Rosary. As young adolescents are beginning to explore and ask questions about their faith in new ways, it is our goal by using the EDGE curriculum adapted to the classroom to bridge the year between Religious Education (K-5) and EDGE (7<sup>th</sup> & 8<sup>th</sup>) with a curriculum which promotes discussion and prayer.



## **CATECHESIS OF THE GOOD SHEPHERD**

Another option for Youth Faith Formation at St. Francis of Assisi is Catechesis of the Good Shepherd (CGS). CGS is an approach to faith formation with children (ages 3-12) that began in Rome over 50 years ago. In 1954, Sofia Cavalletti, a Biblical scholar, and her co-worker, Gianna Gobbi, a trained Montessorian, began to develop this approach to the religious formation of children. It is rooted in the Bible, the liturgy of the Church, and the educational principles of Maria Montessori. Maria Montessori was a devout Catholic who believed faith formation has an essential role in the development of the child.

## **EDGE - 7th & 8th Grade Youth Ministry Program**

Saint Francis of Assisi EDGE, is our parish's youth ministry program for all 7<sup>th</sup> & 8<sup>th</sup> grade youth of our parish who attend public, private, and home schools. This is a program where our youth can learn about their faith, find a Catholic community, and experience Jesus all while having fun and serving others. As young adolescents are moving from a child-like spirituality, it is our goal with EDGE to help them develop an adult faith commitment to Jesus Christ and the Catholic Community.

### **EDGE Program Areas**

1. **Faith Formation:** These EDGE nights will help our youth learn and grow in their Catholic faith. The themes of the nights will be catechetical, issue, or social nights. EDGE nights will take place every Wednesday based on the Youth Faith Formation Calendar. Registration is required through Youth Faith Formation for the school year.
2. **Social Events:** These events will be offered to create a community for our youth. These will be on-site at Saint Francis or off-site and offered throughout the year. Registration and permission slip is required for each event.
3. **Service Opportunities:** These opportunities will be held throughout the year to help our youth put their faith into action. Space may be limited depending on the opportunity. Registration is required for each opportunity.
4. **Spiritual Activities:** These activities will give our youth the opportunity to deepen and learn more about their Catholic faith throughout the year. Registration and permission slip is required for each activity.

## **SACRAMENT OF CONFIRMATION PREPARATION - typically Grade 9-10**

Students receive the Sacrament of Confirmation during the fall of their sophomore year. Formation takes place during their freshman year.

- Ninth-grade students attend six small group preparation sessions designed to help the students strengthen their own faith lives. The small groups use Y Disciple curriculum and resources from Formed.org to facilitate their discussion.
- Small groups meet on the first Wednesday during the months of September, October, November, February, March, and April.
- Before attending their first session, students are asked to complete their Faith HABITS worksheet which help the students to make a plan for their prayer life, stewardship, and practicing the sacraments.

## **FELLOWSHIP IN SPIRIT WITH HIM (FISH) – Grades 9-12**

Saint Francis of Assisi FISH, is our parish's youth ministry program for all 9-12 grade high school students of our parish who attend public, private, and home schools. This is a program where high school students can learn about their faith, find a Catholic community, and experience Jesus all while having fun and serving others. The focus of FISH is for the students to explore their Christian mission as disciples in a safe and faith building community. The Life Teen and Y-Disciple curriculums are used in FISH.

## **ST. FRANCIS OF ASSISI FAITH FORMATION COUNCIL**

The Faith Formation Council plans, promotes, and advocates for the lifelong formation in faith of all members of the Catholic community. The Council also advises and assists other existing councils, committees and ministries regarding formation needs, concerns and best practices. The Council is composed of the pastor and parishioners who go through a discerning process and serve three-year terms. Also in attendance is a Parish Council liaison as well as the faith formation program administrators. Copies of the Council minutes are posted on the parish website. They meet the third Thursday at 6:30 p.m.

## **GRIEVANCE PROCEDURE FOR PARENTS**

It shall be the policy of St. Francis of Assisi Faith Formation Council that if an occasion arises that a parent feels a problem has occurred at Youth or High School Faith Formation, the parent will use the following procedure:

1. Contact the Director of Faith Formation. The parent may be asked to attend a meeting with the catechist, Director of Faith Formation and/or pastor to reach a solution.
2. If a parent does not feel an agreement has been reached, the problem may then be taken to the Faith Formation Council Chair.

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## **GREIVANCE PROCEDURE GUIDELINES**

It shall be the policy of St. Francis of Assisi Faith Formation Council that as a Catholic faith community, open communication between parents, students, teachers, staff and administrators is encouraged in all programs under the Board, including day school, preschool, Youth & High School Faith Formation. It is the intent of the St. Francis of Assisi Faith Formation Council that all such interaction shall be conducted in a respectful Christian manner, as we believe Christ has taught us "with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace."<sup>1</sup> In all such interactions, all parties involved shall strive to "be kind to one another, compassionate, forgiving one another as God has forgiven [us] in Christ."<sup>2</sup> We believe that in following Christ's example, we can create an environment in all our education programs that allows our children the best opportunity to grow and achieve academic, spiritual and social success.

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## **BEHAVIORAL EXPECTATIONS**

### **Youth and High School Faith Formation General Rules for Students:**

- Everyone is to be treated courteously and with respect. This includes other children, catechists, assistants, volunteers, staff and parents.

<sup>1</sup> Ephesians 4:2-3

<sup>2</sup> Ephesians 4:32



- 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.
- No loud talking, yelling or running in the building.
- No food (including gum, pop, or candy) brought into the building.
- Respect the authority of the catechists and staff.
- Respect all property and share in the care of your classroom.

### **Youth and High School Faith Formation Parental Responsibilities:**

- Attend Mass as a family each Sunday and on Holy Days of Obligation.
- Recognize the importance of faith formation at every grade level.
- Give priority to attendance at weekly Youth and High School Faith Formation and Confirmation Prep sessions.
- Inform the Director of Faith Formation of any special needs or circumstances that may affect their child in Youth Faith Formation sessions including health and/or learning issues (i.e. ADD, allergies, reading difficulties, etc.)
- Participate in sacramental events for Reconciliation, Communion and Confirmation.
- Model a Catholic Christian way of life at home.

### **DISCIPLINE POLICY**

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The Faith Formation Council and the Youth and High School Faith Formation staff of St. Francis of Assisi have the authority and responsibility to set discipline codes and maintain good order in the classrooms and church. The children in the Faith Formation programs are entitled to learn and develop in a setting which promotes respect for self, others, and property. Catechists, parents and students are charged with cooperating to develop mature, healthy and responsible individuals capable of self-control. It is essential that all students give the catechists their full cooperation.

**BREACH OF DISCIPLINE** is any conduct of students which interferes with the maintenance of school discipline.

Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students will not be tolerated. Examples of different classifications of breach of discipline are:

- A. Verbal outbursts which disrupt a class and/or loss of self control; this includes, but is not limited to, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the Youth and High School Faith Formation programs;
- B. Open defiance involving refusal to conform to the rules and regulations, such as refusal to comply with the request or direction of catechists, the Director of Faith Formation, other Faith Formation staff, or Faith Formation volunteers;
- C. Profane and obscene language, material, or obscene gestures;
- D. Chronic violation of Youth and High School Faith Formation rules;
- E. Personal misbehavior such as threats, harassments, intimidation, or extortion;
- F. Display of racial bigotry or intolerance;
- G. Willful destruction of parish/Faith Formation property or others' property;
- H. Setting fires or false alarms.
- I. Physical attack on others, threats of physical attack, physical violence or other threats;

- J. The use, possession, purchase or sale of alcoholic beverages, drugs or drug paraphernalia; or tobacco products;
- K. Possession of weapons such as guns, knives, fireworks, or other dangerous objects or lookalikes;
- L. Violation of the Criminal Code of Iowa.

### **PROCEDURE FOR DEALING WITH DISCIPLINE ISSUES**

The catechist will deal promptly with any inappropriate behavior. If the student chooses to continue the inappropriate behavior after sufficient warning, the following procedure will be implemented:

- The student will be removed from the classroom/session and given a choice to either return to class/session and cooperate or go to the Youth Faith Formation Office. If the student is sent to the office, parents will be contacted. A discipline report will be filed.
- If the behavior reoccurs, the student will be sent to the Youth Faith Formation Office. Parents will be contacted. A second discipline report will be filed.
- Recurrent misbehavior will result in a conference with the parents, the Director of Faith Formation and/or the Pastor.
- Actions such as fighting, danger to others, insubordination, or insolence will result in removal from the scene and an immediate parent conference.
- In the case of repeated failure to behave and/or gross violations of the discipline policy, the student may be suspended from the Faith Formation programs. Parents will be given materials and assume the responsibility for instructing their child for the remainder of the year. Re-admission to the Faith Formation programs will not take place until the Director of Faith Formation and the Pastor have met with the parents and child and are satisfied that the behavior problem is under control.

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