

Monroe Catholic Faith Formation

2016 – 2017

St. John ~ St. Mary ~ St. Michael



Parent Handbook

Revised June 22, 2016

Overview of How Our Program Works

1. Our goal is to offer your child the best religious education and faith formation opportunities as possible. We want your child to understand the Catholic faith and to foster a close, loving relationship with Jesus Christ. We will do this through prayer, study, song, service, liturgical practices, and hands-on activities.
2. We are one collaborative program working together with three parishes: St. John, St. Mary and St. Michael in Monroe. Our faith formation & religious education program offers classes for children in pre-school through the 8th grade. We offer three separate times at two different sites. Because of the school collaboration offering pre-school only at St. Michael, there are no sufficient size desks and chairs for our elementary students to use at St. Michael's school. St. Mary's Parish offer levels 1 – 3 of the Catechesis of the Good Shepherd atriums and St. John Parish offer level 2 atrium, so we can allow more children have the opportunity to experience this special process of faith development.
3. All of our catechists have had background checks and attended Protecting God's children. All of our catechists are certified through the Arch Diocese of Detroit or are in the process of being certified. Every catechist is a volunteer who has a passion to share the message of Jesus to children. They give their time to prepare and share their faith with our children every week.
4. Children meet weekly in classrooms with their catechists for study and each class include prayer time. Catechists offer classroom activities and/or class service projects as well. Sometimes, homework may be asked of the children.
5. Throughout the calendar year, we will offer some family events. This means a parent must attend with their child for class that day. We will also offer mass, a reconciliation service, and other liturgical celebrations that fit into the year. Please see your calendar for more details and dates.
6. Parents have the opportunity to get a discounted rate on their tuition if they agree to volunteer in our program as a catechist, a catechist aide, a door monitor or a substitute catechist. In this handbook there is a page of volunteer opportunities. Please talk to your DRE for more information.
7. Attendance is *very* important, especially during a sacrament year, and we keep attendance each week for all students. Any child who has more than 4 unexcused absences per year, must meet with the DRE for an evaluation. If your child has to miss a class, please contact the DRE or your child's catechist so we can get them any make up work.

8. During the year, it is extremely important that your child understands the connection of why going to mass and being part of a faith community is directly connected to their faith formation classes. Therefore, *all children are expected to attend mass on a regular basis.*
9. During a sacramental preparation year, your child will be involved in extra formation sessions. A separate calendar will be given to you at the beginning of the year at a parent meeting with all of the requirements. You will be notified of those meeting through your catechist.
10. Tuition is necessary to run our programs. Included with tuition are teacher texts, student texts, classrooms supplies, catechisms, bibles, and a T-Shirt (one per child). Parents who struggle with financial difficulty should never choose not to send their child to our program due to financial constraints. We offer monthly payment options and tuition assistance. Please contact your Director for more information. All financial information is strictly private and confidential. Parents can also reduce their tuition by volunteering in our programs. **Please see the page with volunteer options for more information.**

11. Office Information:

Mary K. Quick
Director of Faith Formation
734-241-8910 x115
mquick@stjohnmonroe.com

Office Hours:

*St. Mary Office
Mon, Tue, & Thu
9am - Noon

*St. John Office
Mon, Tue, & Thu
Noon - 4pm

*St. Michael Office
Wednesdays
9am - 3pm

Heidi Pizzo
Administrative Assistant
734-241-6097
faithformation@stmarymonroe.org

Office Hours:

*St. Mary Office
Mon - Thu
9am - Noon
Mon.
6 - 7:30pm

On The Calendar

- Mass Before Class** Once a month, the faith formation students will be asked to attend mass together, but sitting with their family. Each month a grade will be asked to assist with special parts of the mass, such as being greeters, bringing up the gifts, and helping the ushers. You will be notified by your child's catechist when it is their class turn. This is part of their faith formation program and attendance will be noted. Be sure to double check your calendar for dates and times of Mass Before Class for your parish.
- Family Events** Our family events are part of our calendar and attendance will be taken. A parent must attend with their child for the entire event. See below for what is needed:
- Pumpkin Carving:** Each child should bring a pumpkin that has been cleaned out but not carved. You may bring carving tools - NO KNIVES, PLEASE.
- Basket Swap:** Each family should bring 1 empty Easter basket per family. We will be exchanging with other families, so please do not bring one that has sentimental value.
- Reconciliation** Every family from all three sites are invited to attend the reconciliation service at St. Michael, listed on the calendar. All three priests will be there to hear confessions. For children in grades 1 & 2, they will use the atrium at St. Michael that evening. Attendance will be taken.
- May Crowning** Every family from all three sites are invited to attend the May Crowning in the St. Mary Garden at the school. Attendance will be taken. Second graders are encouraged to wear their first communion outfits.
- Year End Mass** Every family from all three sites are invited to attend our closing mass. All three priests will be there. It will be followed by an ice cream sundae party hosted by our newly confirmed. Registration forms for next year will be available at that time.

Choosing the Right Class

R.C.I.A. (Rite of Christian Initiation of Adults)

This class is for children over the age of 7 who have not been baptized.

It is *also* for children over the age of 7 who have been baptized, but have not received the sacrament of first Eucharist. These students will meet weekly, during regular class time, with a catechist who has a background in sacramental preparation and concentrate on the initiation sacraments of baptism, confirmation and Eucharist. At the completion of the year, those who have not been baptized will be received into the Church with all three initiation sacraments at the Easter Vigil. Those who have been baptized, will receive first communion during the Easter Season. You must meet with your DRE prior to registering for this class.

Catechesis of the Good Shepherd PRE-SCHOOL

This very unique and special program will be offered only at the St. Mary and now at St. Michael site on Sunday mornings. This program is for children aged 3, 4, & 5 years old and is offered earlier than the elementary faith formation programs. We always need catechists for this program. If you are interested, contact any catechist or DRE. We help to provide the financial support so you can take the classes.

Elementary Faith Formation

Parents have the option of signing their children up for one of these three options:

<i>Sunday mornings at 11:00am at St. Mary School</i>	<i>Grades 1 - 8</i>
<i>Sunday mornings at 11:15am at St. John School</i>	<i>Grades 1 - 8</i>
<i>Monday evenings at 6:00pm at St. Mary School</i>	<i>Grades 1 - 8</i>

*Due to some extremely small class sizes, all grades may not be available at all three sites. Please check with your DRE for exact class availability.

Sacramental Preparation

FIRST EUCHARIST: There will be a parent information meeting on the following days: one for each parish. If you cannot attend the date for your parish, contact the faith formation office to let us know you will attend one of the other meetings:

St. John Parish	Sunday, Oct. 9 @ 11:30am	School Cafeteria
St. Mary Parish	Sunday, Oct. 16 @ 11:15am	St. Mary PLC
St. Michael Parish	Monday, Oct. 17 @ 6:15pm	St. Mary PLC

***Please bring a copy of your child's baptismal certificate & \$25 fee.**

CONFIRMATION: All candidates MUST meet with their DRE BEFORE September 1. At that meeting the candidate will receive all paperwork, calendars, and workbook. Call the Faith Formation Office to set up an appointment. At the meeting, please bring:

- *a copy of your child's baptismal certificate & \$25 fee.
- *a parent must attend with the candidate

WEATHER CANCELLATION POLICY

If we need to cancel class due to weather, we will be using the **REMIND** program. In order to get information sent to you by text or email, you will need to register by doing the following:

1. To receive messages via text, choose the program your kids are attending and use that code:

a. ***St. John Program*** to: **81010**
Message: **@hbbgh**

*You can opt-out of messages anytime by replying, "**unsubscribe@hbbgh**"

b. ***St. Mary Program*** to: **81010**
Message: **@6fgb4**

*You can opt-out of messages anytime by replying, "**unsubscribe@6fgb4**"

c. ***St. Michael Program*** to: **81010**
Message: **@ebk7**

*You can opt-out of messages anytime by replying, "**unsubscribe@ebk7**"

2. To receive messages via email, choose the program your kids are attending and use that code:

a. ***St. John Program*** email to: **hbbgh@mail.remind.com**
To unsubscribe, reply with 'unsubscribe' in the subject line.

b. ***St. Mary Program*** email to: **6fgb4@mail.remind.com**
To unsubscribe, reply with 'unsubscribe' in the subject line.

d. ***St. Michael Program*** email to: **ebk7@mail.remind.com**
To unsubscribe, reply with 'unsubscribe' in the subject line.

If you have any questions about this program, please contact us at the faith formation office.

Textbooks

Catechesis of the Good Shepherd: This class takes place in an atrium with stations set up with many hands-on activities. There are no extra books needed for this unit.

	<u>Publisher</u>	<u>Series Title</u>
Second Grade	RCL/Benzinger	"We Celebrate the Eucharist"
	St. Mary Press	"A Child's First Missal" Catholic Children's Bible
Grades 3 - 6:	Loyola Press St. Mary Press	"Christ Our Life" Catholic Bible
Grade 7:	Loyola Press St. Mary Press	"Called to be Catholic" Catholic Youth Bible
Grade 8:	Ascension Press Ignatius Press St. Mary Press	"Chosen" "You Cat" Catechism Catholic Youth Bible

NOTE: Each student will receive and keep a Children's Bible, a missal and a workbook in the second grade and that bible will be used through the 6th grade. (We have some middle school bibles in the office some children may use, too) Each student will receive a Youth Bible and a youth Catechism in the seventh grade that they will use through confirmation. They will be able to keep these after confirmation.

Monroe Catholic Faith Formation Volunteer Form

Name: _____

Phone: _____

Email: _____

- I have had a background check within the last 6 years
- I have attended *Protecting God's Children*
- I am willing to have a background check and attend *Protecting God's Children*

I am willing to volunteer in the following ways:

- Catechist Aide Weekly
- Catechist Weekly & willing to take certification classes
(at no cost to you)
- Catechesis of the
 Good Shepherd Weekly and willing to take certification classes
 Catechist (at no cost to you)
- Door Monitor On a regular schedule during classes
- Room Parent On a schedule that you sign up for
- Education
 Commission Quarterly meetings to oversee budget,
 curriculum and programing for all programs
- Site Coordinator Weekly to unlock & relock building & classrooms
 and to be available for catechist/parent
 assistance
- Events Asst. Help catechists and DRE during family events,
 class masses, and prayer services.
- 1st Eucharist Team Assist at 1st Eucharist retreat & masses
- Confirmation Team Assist at Confirmation events, retreat, &
 masses, etc.

*Sign-ups are available at registration breakfast or in the faith formation office during the week.