



*Holy Innocents-St. Barnabas
Faith Formation
Parent/Student Handbook*

MISSION STATEMENT

The Faith Formation Office serves to minister to the people of all ages and abilities at Holy Innocents/St. Barnabas by providing sound catechesis, spiritual support, and the resources to help people deepen their intimate relationship with Jesus Christ, to grow in their understanding of the Catholic Faith, and to help them participate more fully and consciously in the life of the Church. All this is done in cooperation with the Archdiocese of Detroit.

OFFICE LOCATION

St. Barnabas Catholic Church
24800 Phlox Street Phone: 586-775-4650
Eastpointe, Michigan 48021 Fax: 586-775-6933

Office Hours:

Monday: 10:00 a.m. - 6:30 p.m.
Tuesday: 10:00 a.m. – 8:30 p.m.
Wednesday: 10:00 a.m. – 12:00 p.m.
Thursday & Friday: Closed

STAFF

Pastor: Rev. Robert Schuster
Director: Angela Laesch
R.C.I.A.: James Nowak

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SCHEDULE OF CLASSES

Sunday:	Kindergarten:	10:00 a.m. – End of Mass
Monday:	Grades 1 st – 5 th :	4:30 p.m. – 6:00 p.m.
Tuesday:	Grades 1 st -5 th :	4:30 p.m. – 6:00 p.m.
	Grades 6 th – 8 th :	6:30 p.m. – 8:00 p.m.
	R.C.I.A.:	7:30 p.m. – 9:00 p.m.

TUITION RATES

TUITION AND FEES

Kindergarten	\$10.00	Textbooks	\$30.00
One child 1 st – 8 th	\$70.00	Communion Workshop Fee	\$10.00
Two or more children 1 st -8 th	\$105.00	Confirmation Retreat Fee	\$35.00

Book fees are due at time of registration. One half of the tuition rate is due in October. Final tuition payment is due in February. First Communion workshop fee is due in March. The Confirmation retreat fee is due in November.

FACULTY/STAFF

The catechists (teachers) and assistants wish to be a companion on your child's faith journey. They participate in the various areas of formation because they are convinced of its importance. They give freely of their time and talent to support you in the lifelong mission of forming your children in the image and likeness of Christ. They deserve your utmost respect, consideration, and support at all times. If you have any questions, please feel free to contact the Director of Faith Formation at (586) 775-4650.

CHILD ABUSE

Child abuse is a serious concern. Our faculty/staff has a moral and legal responsibility to comply with the law to ensure the welfare of a child. If a member of the formation faculty/staff believes there is a suspected abuse, or if someone communicates to a member of the Faith Formation faculty/staff a suspected abuse, that person will inform the Director of Faith Formation who will then notify the Pastor and state authorities of the concern. Pursuant to state law and diocesan policy, the office is required to report suspected child abuse.

GUESTS

Students bringing guests to the classroom is left entirely to the discretion of the catechist. If a visitor is allowed in the classroom, her/his name and phone number should be registered in the office. If a guest attends more than three times, it is expected he/she will register into the program.

CODE OF CONDUCT FOR STUDENTS

1. All people will be treated with respect at all times.
2. Vulgarity in any form will result in student being sent home.
3. Students will follow the dress code published in the Parent/Student Handbook.
4. Students are expected to be in their classroom at the time their session begins.
5. Students may not bring personal items to class unless prior agreement from the catechist has been received.
6. Property not belonging to the student shall be treated with respect. Vandalism will result in parents being held responsible.
7. Students are expected to complete and return all assigned work given to them.
8. Physical violence will not be tolerated.
9. Running and jumping are not permitted in the hallways.
10. Students are prohibited from bringing weapons of any kind (e.g. gun, knife, etc.) on the parish premises.

DISCIPLINE

The emphasis on discipline should always be placed on the development of individual responsibility. If a student is causing a serious problem that is preventing a learning situation for both the individual/or the class, the catechist will have a discussion with the student. After unsuccessful discussions with the student, and if the situation does not improve, the catechist is to bring the matter to the attention of the Director of Faith Formation.

No service is rendered to the student, the parents, the class or the program to let serious disruption continue for weeks into the year. If a resolution to continual disruption cannot be found, the family will be offered alternative arrangements.

PROCEDURES / POLICIES

Absence: We need an accounting of *every* absence. Phone in *each* time a child is absent. (586) 775-4650.

Promptness: All children should arrive between 15 and 5 minutes prior to the start of each session.

General Rules: Class time is limited, the main emphasis is on learning. Children are **NOT** to bring drinks, food, gum, candy, etc to Faith Formation class. *This includes birthday treats*. Parties are at the discretion of the catechist. Toys, games, CD players, cell phones, and all electronic devices are to be *left at home*. Heelies (shoes with wheels) are not permitted.

Dress Code: All children should dress appropriately for Faith Formation sessions. No clothing with inappropriate words or pictures permitted. No hats are to be worn during Faith Formation sessions. Girls must wear clothing which covers the midriff, no shorter than three inches above the knee, and does not reveal cleavage. Heelies (shoes with wheels) are not permitted.

Medical: Please dispense all medications prior to Faith Formation sessions. It is our policy not to distribute medicines during their brief time with us. If someone becomes ill, parents will be contacted. Should there be no response, we will call the emergency number you have given us.

Parking and Entrance: Children should enter the Parish building from the church parking lot. When picking up your child, come into the social hall. Children will not be permitted to stand outside the church. Parents, please do not park in the fire lane when dropping off or picking up. Your cooperation is appreciated!

Non-Custodial Parents: To assure safety of children and parental peace of mind, please alert the Faith Formation Office and your child's catechist concerning any individual to whom that child should not be released.

Parental Role: Parents have the first responsibility for faith formation of their children. As primary faith role models for children, parents are encouraged to:

- ✓ Worship together as a family, including regular attendance at weekend Mass
- ✓ Attend Orientation and Sacrament gatherings (Commitment Ceremony, Parent Sessions and Candidate/Parent Sessions, Family Retreat Day)
- ✓ Oversee Faith Formation Activities at Home

ATTENDANCE POLICY

Children need to be actively present for Faith Formation Classes at the St. Barnabas building on a consistent, regular basis. Students involved in extra curricular activities gain many worthwhile skills, however, developing a personal relationship with Christ, which includes an ever deepening prayer life and living out Christian values affect a person's eternal life. Therefore, it is recommended that parents of children unable to attend should enroll in a different sports/dance program which will not interfere with Faith Formation or search out a Faith Formation program having sessions at a different time.

If the above recommendation cannot be followed, the children may enroll at Holy Innocents-St. Barnabas for the same grade level the following year. Reception of a sacrament will be delayed for at least one year.

We have been advised by athletic directors and coaches that a child will not be penalized if he/she misses a practice or has to have an early dismissal due to religious education classes. Parents please speak with your child's coach.

A total of three (3) consecutive sessions missed due to non-medical reasons will result in a child not being allowed in class until a parent has a conference with the Director of Faith Formation.

Every absence and reason for the same must be phoned in to the Faith Formation Office at (586) 775-4650.

EARLY DISMISSAL POLICY

To ensure the safety of children during Faith Formation sessions on Mondays and Tuesdays (if an early dismissal is deemed necessary), the following steps are to be observed:

1. Parent sends a note (with time and reason stated)
 - ✓ Child shows note to Catechist
 - ✓ Child takes note to Faith Formation Office
2. Parent **MUST COME** to the Faith Formation office at designated early time to:
 - ✓ Sign child out
 - ✓ Meet child in Faith Formation Office

Absolutely **NO** child will be dismissed from the Faith Formation Session in the case of an Early Dismissal. Parents **MUST** meet child(ren) in the Faith Formation Office.

CANCELLATION OF CLASSES

As a general rule, if classes have been cancelled during the day or dismissed early at your child's school, due to severe weather, formation classes will automatically be cancelled for that day. If there is uncertainty, please feel free to call the Faith Formation Office 586-775-4650.

PROTECTING GOD'S CHILDREN

Protecting God's Children is a workshop that focuses on creating a safer environment for our children. All adults who are paid or who volunteer in the parish must participate. The workshop focuses on the signs of sexual abuse, the life-long impact of abuse on children and proactive actions to improve each child's safety. All catechists and staff have completed the workshop. Parents are urged to attend a workshop as well. See the weekly bulletin for dates and times.

FAMILY INVOLVEMENT

Parents are the primary teachers of their children. Your children learn what is important by seeing what is important to you. For this reason, we incorporate into our programming, opportunities for parents to become involved and celebrate with their children.

It is expected that each family involved in the formation program is attending the weekend liturgies on a regular basis. They are as follows:

Thursday: 7:00 pm - St. Barnabas

Saturday: 4:30 p.m. November – April - St. Barnabas
4:30 p.m. May – October - Holy Innocents

Sunday: 8:00 a.m. - Holy Innocents
10:00 a.m. - St. Barnabas
12:00 p.m. - Holy Innocents

The sacrament of Reconciliation (Confession) is offered at 3:30 p.m. on Saturdays at the same location as the Saturday Mass, or by appointment.

CURRICULUM

At Holy Innocents/St. Barnabas ongoing and life long faith formation that leads to a living, conscious, active faith is the goal of our formation program. We realize that the entire body of Catholic doctrine is not conveyed in any single year, but builds upon those that promote systematic, and lectionary based catechesis. Along with these forms of formation, the memorization of Catholic truths, scripture, and prayers is also an important element of our parish programs.

SYSTEMATIC CATECHESIS

The young people in our early childhood and elementary program will spend one and a half hours of weekly formation in systematic age-level classroom catechesis. This year, these children are using Loyola Press (*Finding God*) series. This series integrates worship, mission, and vocation with home resources that bring the entire parish together with the children on their faith journey. Each week a family page is sent home and gives families activities to complete together.

The young people in 7th and 8th grade are preparing for the Sacrament of Confirmation. This 2 year program focuses on an awakening of the Holy Spirit in the lives of the individual candidates. The textbook used in 7th grade is *Following Jesus*. The 8th grade Confirmation textbooks used include *Celebrating the Church* and the *New American Catholic Youth Study Bible*.

LECTIONARY BASED CATECHESIS

At the beginning of every session, your child's catechist will focus on the upcoming Sunday readings. During this time the young people will read or listen to the Scripture readings, then discuss how it applies to them.

- PRE/K: Children should know how to make the Sign of the Cross, and be able to say the Angel of God, and Grace before and After Meals prayers.
- 1st: Children should know all of the above prayers PLUS the Our Father; Hail Mary, and Glory Be prayers.
- 2nd: Children should know all of the above prayers PLUS the Gloria; the Holy, Holy, Holy; and the Lamb of God, from Mass and the Act of Contrition.
- 3rd: Children should know all of the above prayers
- 4th: Children should know all of the above prayers PLUS the Apostles' Creed
- 5th-6th: Youth should know all of the above prayers PLUS the Nicene Creed
- 7th – 8th: Youth should know all of the above prayers PLUS the Mysteries of the Rosary, the Ten Commandments, and the Beatitudes.

HOME SCHOOLING IN FAITH FORMATION

On occasion a parent or guardian will ask about the possibility of home schooling a child. The requirements for home schooling are:

- ✓ Home schooling will be permitted when **serious** need is demonstrated.
- ✓ The family must be registered and participating members of the Holy Innocents-St. Barnabas Parish.*
- ✓ Home schooling will not be permitted in classes preparing for sacraments (second, eighth grade and Children's Adapted Rite of Christian Initiation).
- ✓ Textbook and material fees must be paid at the time of registration.
- ✓ The teaching parent and child must attend a monthly meeting with the DRE. One missed meeting without a sufficiently important reason could result in the termination of the home schooling process.
- ✓ In case of termination, the child will have to either attend the scheduled faith formation sessions or repeat the program the following year.
- ✓ All decisions by the DRE are **final**.

* A registered member of the parish is one who has filled out the necessary forms, participates in the life of the parish and attends weekend Mass. The Code of Canon Law #208, 209, 222.

EVALUATION

Twice a year the catechists will send home an evaluation of your child(ren)'s progress. The evaluations are intended to help you in fulfilling your prime responsibility for the moral and spiritual development of your child. Our evaluations look at such things as listening attentively, respecting others and property, sharing beliefs, learning prayers, etc.

COMMUNICATION

The continued success and growth of any formation program depends a great deal on feedback from parents and participants. Therefore, parents and participants comments and suggestions are encouraged and welcome. Any correspondence to this effect should be sent to the Office of Faith Formation or communicated directly via phone or in person.

SACRAMENTS

Infant Baptism: In the Sacrament of Baptism, Christians begin their life in Christ as members of the Church. As with all other sacraments, the proper and meaningful celebration of the sacrament depends on the intention and faith of those celebrating it. At Holy Innocents/St. Barnabas, infant baptism is celebrated throughout the year on scheduled Saturdays or Sundays. Preparation for infant baptism requires baptismal catechesis sessions for the parents and godparents prior to the celebration of the Sacrament.

First Eucharist: First Eucharist, a Sacrament of Initiation, is another important step in the faith journey of young Catholic Christians. Young people preparing for the sacrament must be baptized and be in Grade 2 of the program or older. Our family-centered catechesis on First Eucharist also involves a family interview with the Director, an enrollment ceremony, First Eucharist workshop, First Eucharist rehearsal and First Eucharist celebration.

First Reconciliation: Preparation for the Sacrament of Reconciliation is an important part of a child's growth in the Catholic Faith. A child must be baptized, should be in Grade 2 of the program or older. Families are asked to attend the First Reconciliation Workshop and First Reconciliation Service.

Confirmation: Confirmation is the final Sacrament of Initiation that focuses individual attention on the power of the Holy Spirit. We have a 2 year Junior High Formation Program. Requirements for receiving the sacrament are:

- ✓ Candidates have received the sacraments of Baptism and Eucharist
- ✓ Candidates are attending weekend Mass regularly
- ✓ Candidates actively participate in "Youth Masses"
- ✓ Candidates complete 2 hours of Christian Service, including a written report commenting on the service experience
- ✓ A brief letter to the pastor requesting the reception of Confirmation
- ✓ Complete a saint report and project
- ✓ Participate in Holy Week
- ✓ Participate in the Confirmation Retreat, Confirmation Quiz Bowl, Candidate-Sponsor Workshop
- ✓ Complete all class assignments. They must be neat, clean and returned by the due date.
- ✓ Show sincere desire for the sacrament and spiritual growth.
- ✓ Parent and Candidate interview with Director

R.C.I.A.

Rite of Christian Initiation for Adults is a period of preparation for adults who have never been baptized in any faith, or may have been baptized into another Christian church and who seek further instruction in order to receive Sacraments and become part of the Catholic Church or were baptized Roman Catholic but have little or no religious formation and want to receive the other Sacraments. Please call the Faith Formation Office for further information.

Qualifications of a godparent or sponsor are:

- ✓ Must be at least 16 years old
- ✓ Cannot be the child's parent
- ✓ Must be a member in good standing with the Catholic Church
- ✓ Have received all three sacraments of initiation: Baptism, Eucharist and Confirmation
- ✓ Is leading a life in harmony with the faith and the role to be undertaken

LIVING THE MISSION AND MINISTRY OF JESUS

As part of our responsibility to provide the young members of our parish with opportunities for full, conscious, active participation in the Church, our community offers the following for our young people to become more involved in the mission and ministry of the Church.

Altar Server: This ministry is open to all young members of our parish who are age 8 and up and has received their First Holy Communion. The altar servers are trained to assist the celebrant at weekend liturgies. It is asked that altar servers commit for at least one year, but it is hoped that they will return year after year. There is an altar server group for each building. For more information, contact Coordinators, Denise Wentland at 313-886-2930 or Cheryl Gawel at 586-219-6419 for the St. Barnabas site and Michelle Glandon at 586-215-3724 for the Holy Innocents site.

Lector: The young people in our parish who have completed their Confirmation can become a reader/lector during Mass. This ministry is a wonderful way for young members to continue serving their parish community.

Eucharistic Minister: After completing Confirmation, young people of the parish can become Eucharistic Ministers and serve communion to the congregation during Mass.

Youth Masses: Young people are invited to take an active part in our Youth Mass. They work as ushers, greeters, gift bearers and lectors. A brief rehearsal is required prior to Mass. The Mass schedule varies.

Vacation Bible School: Each year children from ages 5-12 are invited to participate in the Vacation Bible School. For one week during the summer, we explore the wonders of God's love.

Youth Ministry: Young people in 9th grade through 12th grade are encouraged to join this ministry. This group of young people joins together each week on Sunday to create new friendships and learn ways to be terrific Catholic Christians in our community. For more information contact Youth Coordinators, Bryan Laesch and Alysa Oullette hisbyouthgroup@yahoo.com.

PARENT/GUARDIAN ACCEPTANCE PAGE

I have received a copy of the Holy Innocents/St. Barnabas Parent/Student Handbook for 2009/2010. I agree to adhere to the policies, procedures and guidelines outlined in the Holy Innocents/St. Barnabas Parent/Student Handbook.

Printed Name of Parent Guardian

Student(s) Name(s)

Signature of Parent/Guardian

Date

Please **tear out** this page and return to the Faith Formation Office.