


The Church of the Holy Spirit



***Religious Education
2009-2010***

Parent / Student Handbook

The Church of the Holy Spirit
18218 W. Highway 54
Goddard, KS 67052

The Church } *of the Holy Spirit*

Dear Parents:

Welcome to another year of Religious Education for your children.

Our catechetical team is striving to make faith formation a vital part of your child's life. We are blessed to have such a quality group of catechists, aides and volunteers to make that happen. However, we cannot accomplish our goals and desires without the visible support of parents as well. You are the first and most influential catechists of your children. We can only work with what you give us. If our children learn by your faith and dedication to the Church, then we can have even more to build upon from the beginning. Therefore, please make every effort to attend and participate in Mass weekly, along with the Holy Days of Obligation. In addition, I would ask that you review the materials your children are learning in class, attend classes and Mass with them on Wednesday evenings as your schedule permits, and be supportive of their efforts by encouraging them to understand the seriousness of faith formation.

Finally, I ask that you share a vision of quality Religious Education with me; namely, that together we see and believe that Religious Education is truly important to the Church and to our children by our daily example.

In Christ,

Rev. Michael Nolan

TABLE OF CONTENTS

TOPIC	PAGE
LETTER OF WELCOME	1
TABLE OF CONTENTS	2
RELIGIOUS EDUCATION CLASS SCHEDULE	3
ABOUT THE RELIGIOUS EDUCATION PROGRAM	4
COPY OF RELIGIOUS EDUCATION AGREEMENT	5
GENERAL GUIDELINES	6
Class Times	6
Class Participation	6
Classroom Experience	6
Respect and Appreciation	6
Parental Involvement	6
SAFETY CONCERNS	7
Fire/Tornado	7
Injury/Illness/Medication	7
Weather Cancellations	7
Suspected Abuse of Children Policy	7
ATTENDANCE POLICY	7
Class Attendance	7
DISCIPLINE POLICY	8
Communication	8
GUIDELINES	8
Evaluations	8
Prayers	8
Field Trips	8
SACRAMENTAL PREPARATION GUIDELINES	9
First Reconciliation	9
First Communion	9
PRAYERS OF THE CHURCH	10

2009-2010 Religious Education

ALL CLASSES START AT 6:30PM ON WEDNESDAY EVENINGS

September

02 Catechist In-Service
 09 Class/Mass
 16 Class/ Parish Mission
 23 Class
 30 Class

October

7 Class
 14 Class
 21 Class
 28 No Class

November

4 Class/Mass
 11 Class/Prayer Service 7:15
 18 Class
 25 No Class - Thanksgiving Break

December

02 Class/Mass
 06 1st Reconciliation, 6:30pm*
 09 Class
 16 Class/Mass
 24 No Class-Christmas Break

January

6 Classes Resume/Mass
 13 Class
 20 Class
 27 Class

February

03 Class
 10 Class
 17 Class/Mass/Ash Wed. Sr. Ursula Visit
 24 No Class

March

03 Class/Prayer Service 7:15
 10 Class
 17 No Class - Spring Break
 24 Class/Mass
 31 Class

April

07 Class
 10 1st Communion Retreat 9:00am
 14 Class
 18 1st Communion, 10:00am Mass*
 21 Class/Mass
 28 Final Class

May

05 Ice Cream Social
 Freshman/Parent Competition

*Celebration of 1st Reconciliation

Sunday, December 6, 2009
 6:30pm in the Church

* First Communion Retreat:

Saturday April 10, 2010
 9:00 - 12:00pm in the Church

*Celebration of 1st Communion

Sunday April 18, 2010
 10:00am Mass

ABOUT THE RELIGIOUS EDUCATION PROGRAM

RELIGIOUS EDUCATION AGREEMENT

This agreement spells out the responsibility of the parish to provide a quality religious education program for its students as well as to support and train qualified catechists. This agreement also spells out what is expected of the parents by way of support, not only support of the R.E. Program but also support of the parish in general.

STEWARDSHIP WAY OF LIFE

One of the family requirements needed for those who utilize the Religious Education Program as outlined in the Parish Agreement, is the return of the Time/Talent form and Treasure form. Since 1985 the Wichita Diocese has embraced the concept of stewardship as the means for parishioners to take ownership in their parish by giving of their time, talent and treasure. Each fall, families have the opportunity to renew their commitments in these areas: What kind of time can I commit to various organizations and activities? What talents do I possess that can be shared for the good of the parish? How much can I financially commit to God and to the Church?

CATECHIST TRAINING/CERTIFICATION

Beginning in the fall of 1995, Bishop Eugene Gerber announced that all persons who serve in the ministry of catechist must have completed or be in one of two kinds of certification programs being offered in the Diocese. This mandate by Bishop Gerber speaks of the importance being placed on the QUALITY (not quantity) of religious education our children are receiving. To date, several members of the Religious Education staff have already completed their certification requirements while others are in the midst of the process.

**PARISH FAMILY AGREEMENT
FOR RELIGIOUS EDUCATION PROGRAM STUDENTS AND PARENTS OF
THE CHURCH OF THE HOLY SPIRIT PARISH**

PARISH

It would cost several hundred dollars per year for each Religious Education student if not for the stewardship of dedicated men and women who give of their time and talent.

The parish provides the Religious Education program for elementary and high school students through training and support of the Pastor and volunteer catechists.

The parish budget provides for the supplies, utilities and materials for the program. Our parish community now asks for a personal commitment from each student and parent involved in the Religious Education program.

PARENTS

1. We will accept a lifetime commitment to the stewardship way of life as practiced in The Church of the Holy Spirit. We agree to update **EACH YEAR** the following documents: Time and Talent form, Treasure form and the Parish Agreement form.
2. We will pledge our full cooperation with the Religious Education Program and the parish in the effort to prepare our son/daughter for an adult life in service of the Catholic Church.
3. We will make every effort to supervise effectively the commitment our son/daughter has made, as well as the commitment we have made.

STUDENT

1. I will attend and participate regularly at Sunday and Holy Day Masses and will try to live in a way that is consistent with the teachings of the Catholic Church.
2. I will come to Religious Education classes regularly and give my best effort to participate in a positive way including the completion of assignments and proper behavior in class.
3. I will take part in the parish stewardship program (for example, Parish Work Days, Parish Picnic, Altar Server or other service projects of the parish). If I have a job or receive an allowance, I will practice stewardship with my money as well.

Student Name _____ Grade ____ Signature _____

Student Name _____ Grade ____ Signature _____

Parents Name _____ Signature _____

Pastor's Signature _____ Date _____

GENERAL GUIDELINES

CLASS TIMES

Classes begin at 6:30 p.m. and end at 8:00 p.m. on Wednesday evenings. Classes will be held in the school building. Please do not drop your children off before 6:15 p.m. Please make every effort to get your children to class on time.

SPECIAL NEEDS - Please notify the parish office if your child has any disability or special need of assistance. Every effort will be made to attend to these needs so that your child can participate as fully as possible in the program.

(If your child has not been baptized or has not received the sacraments in accordance with his or her age level, please inform the office so these needs can be met.)

ENCOURAGE CLASS PARTICIPATION

Lesson plans are an important part of the class time, but without participation from the students the lesson can be a failure. Encourage your child to share in classroom discussions and activities, to answer questions and to complete any class assignments. A good teacher and a good lesson plan are of no value if students are unwilling to participate.

ENCOURAGE YOUR CHILD TO SHARE THEIR CLASSROOM EXPERIENCE WITH YOU

Take time to discuss with your children what they did in Religious Education class. A typical answer is “nothing”. Try hard to draw your child’s answer past “nothing” and talk about “something” that happened. Ask them to share with you one thing they learned in class that they didn’t know before. Share your religious education with your children.

ENCOURAGE RESPECT AND APPRECIATION

Religious Education catechists and staff are volunteers. Let them know how much they are appreciated. Respect for adults, students and property is expected. The respect and appreciation from parents is the best example.

PARENTAL INVOLVEMENT

At registration there will be a sign up sheet for parents to schedule a time to sit in on one or more of their child’s classes. This will be an excellent opportunity for the parents to get to know their child’s teacher on a more personal level, experience what really goes on in the classroom and most importantly will show your child that you care enough about his or her religious education to take an active part in it. It is a proven fact that children excel and show interest in school when parents get involved. It is no different with Religious Education. We encourage each and every parent to take advantage of this opportunity. It’s a great way to say, “I CARE!”

SAFETY CONCERNS

FIRE / TORNADO

At the beginning of the year the students will be informed of the fire escape route from their classroom. One fire drill each semester will be conducted. The students will also be informed of the place for shelter in the event of a tornado warning being issued during the time students are at R.E. classes. If this should happen, students will not be dismissed until an “All Clear” has been issued by the weather service.

INJURY / ILLNESS / MEDICATION

A First Aid Kit will be kept on the premises. For a more serious and emergency type of situation, we will call you (and 911 if necessary).

If your child becomes ill during their time in class, we will call you to come pick them up. **THIS IS THE REASON WE ASK FOR AN EMERGENCY NUMBER ON YOUR REGISTRATION FORM – PLEASE PROVIDE SUCH A NUMBER.**

We cannot administer any type of medication to children.

WEATHER CANCELLATIONS

Should it become necessary to cancel Religious Education classes due to weather conditions, watch KSN-Channel 3, or listen to KNSS-1240 AM or KFDI-101.3 FM for cancellations.

SUSPECTED ABUSE OF CHILDREN POLICY

In 1992, the Diocese of Wichita implemented a policy of the Suspected Abuse of Children. ANY adult volunteers who are in contact with children in any capacity within the parish (e.g. Scout leaders, coaches, catechists, teachers, youth ministers, drivers for field trips or carpool drivers, etc.) must read through the policy, sign and turn in a questionnaire attesting whether they have ever had civil or criminal charges of physical abuse of children brought against them. This information, of course, is highly confidential and remains locked in the Parish Office.

One facet of this policy is to help protect children from being put into a vulnerable situation. Another facet of this policy is to alert adults who work with children to be aware of any “signs” that a child may be being abused by an adult. If injury has occurred and proper suspicion exists, the adult working with the child is mandated to report that suspicion first to a local authority (Pastor, DRE or Principal); they in turn must report it to the SRS and to the Bishop of the Diocese.

ATTENDANCE POLICY

CLASS ATTENDANCE

Attendance records will be kept on each student. If your child is sick or you have a family emergency, please call the school after 6:15 p.m. at **794-8139** before class that evening. You may also call the Church office and leave a message with Mrs. Workman at 794-3496 before 3:00pm. If we haven't been notified and a student is absent, a call will be made to the parents that evening. If students are tardy several times, a call will also be made to see if there is some difficulty.

The lesson plans build upon the previous weeks' material, making attendance important for your child's understanding of the concepts presented for the year. Regular attendance is especially imperative for those students preparing for the reception of sacraments.

DISCIPLINE POLICY

The religious education classroom setting should be treated as any other place of learning. Respect for property, each other and the adults in charge are expected at all times. Disrespect, bad language and physical violence will not be tolerated.

Catechists are encouraged to use methods of positive discipline rather than negative ones. If disciplinary problems become chronic and action is necessary, parents will be notified and appropriate action taken.

“PRINCIPLE OF SUBSIDIARITY- problems are taken care of at the lowest possible level.” I ask the catechists to be the ones to contact the parent first if there seems to be an escalating problem with behavior, after all they are the ones who have been present and witnessed the behavior. If difficulties continue, then the student and parents will be asked to meet with Father Nolan before returning to class.

COMMUNICATION

You are encouraged to call your child’s catechist should any problems arise or if you have any questions or concerns. The catechists, likewise, are encouraged to call upon you for assistance. Please be open to communication... it is the best way to prevent small problems from becoming big problems. You are welcome to sit in on your child’s class at any time.

Many times throughout the year, communication for upcoming activities and reminders are sent in the form of notes to each child. Please check with your child each week to see if a note was sent home.

GUIDELINES

PRAYERS

Your child will be encouraged to learn the prayers of the Church that are appropriate to their age level. Reciting the prayers with your child each night before they go to bed is an excellent way to help them learn.

FIELD TRIPS

Some classes will be going on a field trip this year. Any field trip is intended to directly support and enhance the classroom instruction. Appropriate permission forms will be sent home at the time of the field trip. If you can drive, please let us know. Cell phone use is discouraged while transporting students on a field trip.

SACRAMENTAL PREPARATION GUIDELINES 2009-2010

All students who will be preparing to receive the Sacrament of Reconciliation and the Sacrament of Eucharist must be baptized in the Catholic Church (or have made a profession of faith to the Catholic Church). **WE MUST HAVE A RECORD OF THE DATE OF BAPTISM, NAME OF CHURCH, CITY AND STATE** on file.

Also in preparation of your children receiving these sacraments, parents are expected to attend parent meetings to aid in your understanding of each sacrament so that you can discuss or answer your child's questions. These Parent Meetings will be held on the following days:

CELEBRATION OF FIRST RECONCILIATION:

**Sunday, December 6, 2009
6:30 p.m. in the Church**

F FIRST COMMUNION RETREAT:

**Saturday, April 10, 2010
9:00-12:00pm in the Church**

CELEBRATION OF FIRST COMMUNION:

**Sunday, April 18, 2010
10:00 a.m. Mass**

PRAYERS OF THE CHURCH

SIGN OF THE CROSS

In the name of the Father, and of the Son, and of the Holy Spirit. Amen. (Said at the beginning and end of prayers)

OUR FATHER

Our Father, who art in heaven, hallowed be thy name, thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us; and lead us not into temptation but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

GLORY BE

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen.

GRACE BEFORE MEALS

Bless us, O Lord, and these thy gifts which we are about to receive from thy bounty, through Christ, our Lord. Amen.

ACT OF CONTRITION

O my God, I am sorry for my sins. In choosing to sin, and failing to do good, I have sinned against You and Your Church. I firmly intend, with the help of Your Son, to do penance and to sin no more. Amen.

APOSTLE'S CREED

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; the third day he rose again from the dead; He ascended into heaven and sits at the right hand of God the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.