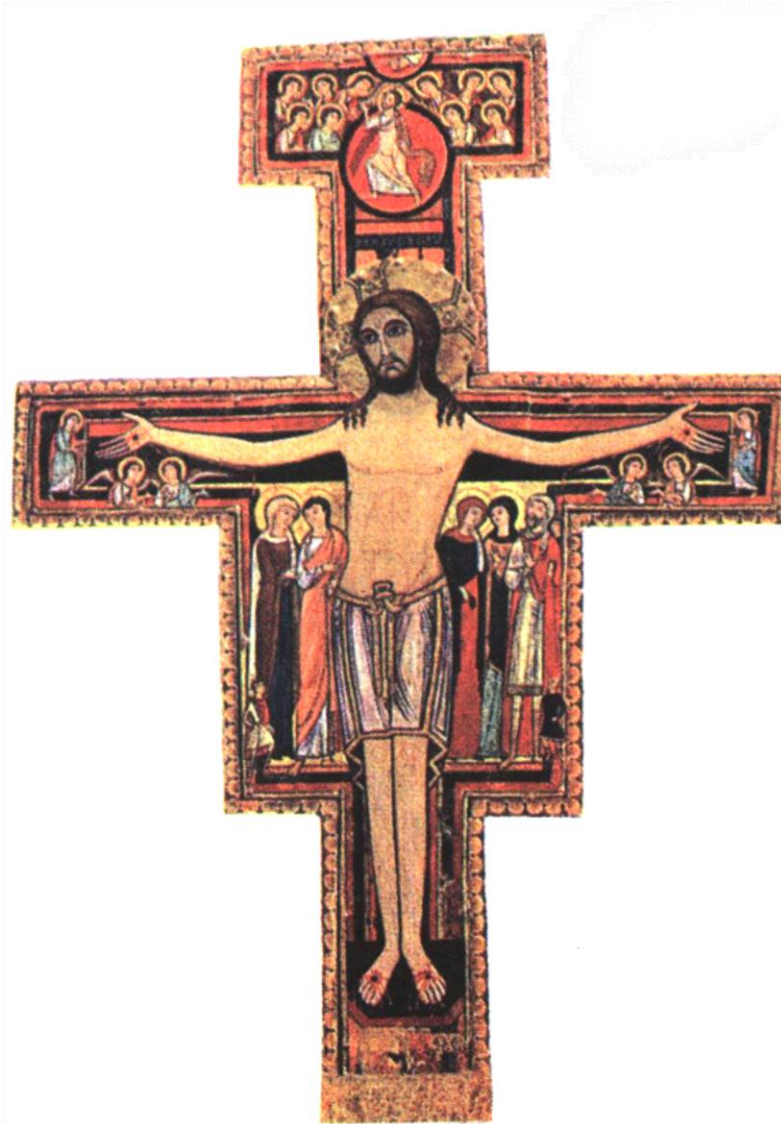


# **St. Francis of Assisi Catholic Church**



**Faith Formation Handbook  
2010 – 2011**

**Director of Religious Education  
Nancy Gerrety (336) 751-2973**



# Faith Formation General Policies

## Welcome

Welcome to St. Francis of Assisi's Faith Formation Program! We applaud your sincere desire to pass on the faith to your children and we are happy to join you as partners in that effort. This little handbook is designed to convey basic information regarding our policies and procedures. In addition, we have included an overview of our curriculum. To comply with the policy of the Diocese, parents are asked to read the handbook, sign and return the signature card found in the back of the handbook. Should you have any questions or concerns, please do not hesitate to call the Faith Formation Office.

## Admission Policy

St. Francis of Assisi's Faith Formation Program does not discriminate against anyone on the basis of race, sex, national origin or handicap conditions.

## Registration

Each child must be formally registered, each year, prior to participating in the Faith Formation Program. Registration and Health History forms are available from the Faith Formation Office. Fees are \$45.00 per child or \$100.00 per family of three or more. For anyone with a financial need, payment plans or a one time only scholarship may be available – see **Scholarships** in this booklet. Fees are due at the time of registration – NO EXCEPTIONS! Final payment plans are due within 2 months of the start of school. Failure to pay fees means your student will not be permitted in the classroom and will be viewed as a voluntary withdrawal. There will be no refunds on students who withdraw from Faith Formation.

## **Baptismal Certificates**

Every student **MUST** have a Baptismal Certificate on file to be eligible for classes. If your child has not yet been Baptized, you need to contact the Parish Office as soon as possible and make arrangements for your child to receive this Sacrament. A copy of your child's Baptismal certificate must be turned in at the time of initial registration. If a copy is already on file in the Faith Formation Office, another one is not necessary. If you are unable to present a copy of the Baptismal Certificate to the church, you will be required to sign a contract of intent with a deadline. If you are unable to fulfill this requirement within the time allotted, your student will be viewed as a temporary withdrawal until this issue is remedied. Faith Formation fees are non-refundable for non-compliance with Faith Formation policies.

## **Scholarships**

You may apply for a "One-Time Only Scholarship" – only one child per family per year. Scholarships are limited, so apply early. The Pastor will make the final decisions on all scholarships awarded. Once a scholarship is granted, that student is no longer eligible for scholarship funds at any other time.

## **Transfers**

Transfer information is available and records will be forwarded only when a "Release of Information" is received from the parent or guardian. There is no charge for this service.

## **Attendance and Punctuality**

Attendance at all classes is expected, although we realize that sometimes conflicts will arise. Because we care about your child, we will be contacting you if your child misses two

consecutive classes. We realize how difficult it is these days to juggle the family schedule, and we thank you for making an effort to insure that your child arrives promptly. Latecomers can be disruptive to the class.

## **Textbooks and Supplies**

All textbooks, pencils, crayons, paper, scissors, glue sticks, and any additional materials will be provided by the parish. Occasionally, parents may be asked to contribute something for a special project.

## **Dropping Off and Dismissal of Students**

Kindergarten – First Grades (Rectory): Please escort children to class. Let the catechist know your child is present and make sure he or she is settled before you leave the classroom. Please pick up your child personally after class. Children will be released only to their parents unless prior notice has been given to the catechist.

Third (Rectory) – Fourth Grades (Parish Hall): Students may be dropped off and picked up in the parking lot.

Fifth – Eighth Grade Classes (Church): Students may be dropped off and picked up in parking lot.

High School Class (Parish Hall): Students may be dropped off and picked up in the parking lot.

### **\*\*NOTE\*\***

All students will be released to the custodial parent unless the Director of Religious Education is notified of rights of the non-custodial parent as they pertain to the child's participation in and dismissal from the program.

If your child needs to be dismissed early, a written request should be given to the Director of Religious Education prior to the scheduled class. This request should include  
\* the name of the person picking up the child

- \* the designated date and time
- \* the reason
- \* the signature of the parent

## **Inclement Weather Policy**

First through Fourth Grades (Wednesday evening) will be cancelled whenever the Davie County Schools are closed or dismissed early for snow or ice. Cancellations for all classes will be announced on WXII Channel 12 as well as their website [www.wxii12.com](http://www.wxii12.com) whenever possible.

## **Permission Slips**

Permission slips may be necessary for a student to participate in some activities sponsored by St. Francis of Assisi Faith Formation Program. Only adult drivers are allowed to transport students to and from an activity sponsored by St. Francis of Assisi.

## **Discipline**

Students are expected to follow the rules developed by the catechists and their classmates at the beginning of the year. Courtesy, cooperation, and respect are always expected. Parents will be notified if a student behaves in such a way that continually disrupts the class.

## **Family Involvement**

Our Faith Formation program offers many opportunities for parents and interested adults to become involved and to share their gifts and talents. As parents, it is important for your children to know that you care about their faith development as well as your own. Please take the time to ask your children about their classes and to review any material sent home. Time set aside to pray and read Scripture as a family is also essential to the faith life of your child, as is family

participation at Sunday Mass.

## **Volunteers**

We are very grateful to our catechists, assistants, and all who so generously give of their time and talents to minister to the children and youth of our parish. Our catechists are required to participate in workshops and seminars leading to Diocesan certification. In addition to their weekly commitment they spend many hours preparing for their classes. We ask you to support them, pray for them and express your appreciation whenever possible. We invite you to join our team of volunteers. Please call the Parish Office or the Faith Formation Office at 336-751-2973.



**St. Francis of Assisi Parish  
Faith Formation Program**

**NOTE:** A copy of Baptismal Certificate must be on file prior to the beginning of Classes.

**Wednesday Evening Program (Grades 1 – 4)**

Grades 1 – 4 meet on Wednesday evenings from 6:15pm to 7:45pm. The curriculum used is the Faith & Life Series by Ignatius Press. The following is an overview of the themes and prayers covered in each grade:

**1<sup>ST</sup> GRADE (Rectory – 1<sup>st</sup> Floor)**

Themes: Our Heavenly Father

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection (how & why)

**2<sup>ND</sup> GRADE (FIRST COMMUNION)  
(Church Classroom)**

Themes: Jesus Our Life

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection (how & why), An Act of Contrition

**3<sup>RD</sup> GRADE (Rectory – 1<sup>st</sup> Floor)**

Themes: Our Life With Jesus

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection (how & why), An Act of Contrition, The Apostle's Creed, How to Say the Rosary

## **4<sup>TH</sup> GRADE (Parish Hall Classroom)**

Themes: Jesus Our Guide

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection (how & why), An Act of Contrition, The Apostle's Creed, How to Say the Rosary

### **Sunday Morning Program**

#### **(Kindergarten & 5<sup>th</sup> Grade – High School)**

Kindergarten and Grades 5 – 12 meet on Sunday mornings. Kindergarten class is from 9:15am to 10:15am and Grades 6 – 12 meet from 9:00am to 10:15am. The curriculum used for Kindergarten and Confirmation is the Faith & Life Series by Ignatius Press. The High School curriculum used is *The Beginning Apologetics*. The following is an overview of the themes and prayers covered in each grade:

#### **KINDERGARTEN (Rectory – 1st Floor)**

Themes: Who Am I

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection (how & why)

#### **5<sup>TH</sup> GRADE (Church Classroom)**

Themes: Credo

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection, An Act of Contrition, An Act of Faith, An Act of Hope, An Act of Charity, The Apostle's Creed, How to Say the Rosary

## **6<sup>TH</sup> GRADE (Church Classroom)**

Themes: Following Christ

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection, An Act of Contrition, An Act of Faith, An Act of Hope, An Act of Charity, The Apostle's Creed, How to Say the Rosary, the Memorare, The Ten Commandments

## **7<sup>TH</sup> GRADE (1<sup>st</sup> Year CONFIRMATION)**

### **(Church Classroom)**

Themes: Our Life In Church

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection, An Act of Contrition, An Act of Faith, An Act of Hope, An Act of Charity, The Apostle's Creed, How to Say the Rosary, the Memorare, The Ten Commandments, Profession of Faith, Precepts of the Church, Corporal Works of Mercy, Spiritual Works of Mercy, Gifts of the Holy Spirit, Fruits of the Holy Spirit

## **8<sup>TH</sup> GRADE (2<sup>nd</sup> Year CONFIRMATION)**

### **(Church Classroom)**

Themes: Our Life In Church

Formal Prayers: The Sign of the Cross, The Our Father, Hail Mary, Glory Be, Grace before meals, Genuflection, An Act of Contrition, An Act of Faith, An Act of Hope, An Act of Charity, The Apostle's Creed, How to Say the Rosary, the Memorare, The Ten Commandments, Profession of Faith, Precepts of the Church, Corporal Works of Mercy, Spiritual Works of Mercy, Gifts of the Holy Spirit, Fruits of the Holy Spirit

## **9<sup>TH</sup> – 12<sup>TH</sup> GRADES**

### **(Parish Hall Classroom)**

The curriculum used is *The Beginning Apologetics*.

## **GUIDELINES FOR RECONCILIATION**

1. The second grade child shall be provided with appropriate catechesis for the Sacrament of Reconciliation distinct from catechesis for the reception of First Communion. Each sacrament is a special encounter with Christ. This simple catechesis should have full parental involvement.
2. The individual readiness of the child must be respected as a determining factor in the reception of the Sacrament of Reconciliation. Readiness factors include:
  - a. The child's ability to distinguish between accidental and deliberate wrong.
  - b. The child's awareness of the need for forgiveness and the child's trust in Jesus' forgiving love.
  - c. The child's ability to express wrong-doing and sorrow in his or her own words.
  - d. Free desire of the child to receive the sacrament.
  - e. The child's simple understanding that the priest and the Church have a special role in bringing us God's forgiveness.
  - f. Has completed a year of formal catechesis prior to entering classes for First Reconciliation.
3. The Sacrament of Reconciliation should normally be celebrated prior the reception of First Communion.
4. The celebration of Reconciliation should be separated from First Communion by a period of at least two months.



# **GUIDELINES FOR FIRST COMMUNION**

1. Children must be instructed in the Mass including the options and manner of receiving the Eucharist. These options are under one or both species; and the manner may be in the hand or on the tongue.
2. Children are to continue in the Faith Formation process after the reception of First Communion and attend weekly Mass.
3. The individual readiness of the child must be respected as a determining factor in the reception of the sacrament of First Communion. Readiness factors include:
  - a. The child has sufficient knowledge to understand the mystery of Christ according to his/her capacity.
  - b. The child is able to distinguish the Body and Blood of Christ from ordinary food.
  - c. The child has a desire to receive the Lord Jesus reverently in Holy Communion with faith and devotion.
  - d. The child has completed a year of formal catechesis prior to entering classes for First Communion.



## **GUIDELINES FOR CONFIRMATION**

Candidates for the sacrament of Confirmation must have been in attendance in a catechetical program for at least two years prior to enrollment in the Confirmation program, or in attendance at a Catholic school before enrollment in the Confirmation program. Confirmation is a two year program and those entering the process will take part in a spiritual and liturgical preparation with an appropriate level of Catechesis and faith development. Students are required to complete 20 hours of community service each year of the two-year course. The Confirmation Retreat is required as part of the Confirmation training and is expected to be attended at the site sponsored by this Parish.



# **Faith Formation 2010-2011 Calendar**

## August

28 – (Sat) Teacher In Service

## September

- 8 – First Classes (1<sup>st</sup> – 4<sup>th</sup>)
- 12 – First Classes (K, 5<sup>th</sup> – HS)
- 13 – First Classes (RCIA - youth)
- 15 – Class
- 19 – Class (Catechetical Sunday)
- 20 – Class
- 22 – Class
- 26 – Class (Rite of Enrollment for 2<sup>nd</sup> year Confirmation Class)
- 27 – Class
- 29 – Class

## October

- 3 – Class (Rosary, High School Class)
- 4 – Class (Rosary, RCIA)
- 6 – Class (Rosary, 2<sup>nd</sup> Grade)
- 10 – Class (Rosary, 2<sup>nd</sup> Year Confirmation Class)
- 11 – Class (Rosary, RCIA)
- 13 – Class (Rosary, 3<sup>rd</sup> Grade)
- 17 – Class (Rosary, 1<sup>st</sup> Year Confirmation Class)
- 18 – Class (Rosary, RCIA)
- 20 – Class (Rosary, 4<sup>th</sup> Grade)
- 24 – Class (Rosary, 6<sup>th</sup> Grade)
- 25 – Class (Rosary, RCIA)
- 27 – Class (Rosary, 1<sup>st</sup> Communion classes)
- 31 – Class (Rosary, 5<sup>th</sup> Grade)

## November

- 1 – Class, All Saint's Day
- 3 – Class
- 7 – Class
- 8 – Class
- 10 – Class
- 14 – Class
- 15 – Class
- 17 – Class

- 21 – Class
- 22 – Class
- 24 – No Classes – Thanksgiving Break
- 28 – No Classes – Thanksgiving Break
- 29 – No Classes – Thanksgiving Break

### December

- 1 – Class (Reconciliation – 3<sup>rd</sup> – 4<sup>th</sup> Grades)
- 5 – Class
- 6 – Class
- 8 – Class
- 12 – Class (Reconciliation – 5<sup>th</sup> – HS)
- 13 – Class
- 15 – Class (First Reconciliation 6:00pm)
- 19 – Class
- 20 – Class
- 22 – No Classes – Winter Break
- 26 – No Classes – Winter Break
- 27 – No Classes – Winter Break
- 29 – No Classes – Winter Break



### January

- 2 – No Classes – Winter Break
- 3 – No Classes – Winter Break
- 5 – Class
- 9 – Class
- 10 – Class
- 12 – Class
- 16 – No Classes (MLK holiday)
- 17 – No Classes (MLK holiday)
- 19 – Class
- 23 – Class
- 24 – Class
- 26 – Class
- 30 – Class
- 31 – Class

### February

- 2 – Class
- 6 – Class
- 7 – Class

- 9 – Class
- 13 – Class
- 14 – Class
- 16 – Class
- 20 – Class
- 21 – Class
- 23 – Class
- 27 – Class
- 28 – Class

### March

- 2 – Class
- 6 – Class
- 7 – Class
- 9 – Class, (Ash Wednesday – All school service in Parish Hall)
- 13 – Class, Stations of the Cross: HS Class
- 14 – Class, Stations of the Cross
- 16 – Class, Stations of the Cross: 4<sup>th</sup> Grade
- 18-19 – Confirmation Retreat weekend
- 20 – Class, Stations of the Cross: 8<sup>th</sup> Grade
- 21 – Class, Stations of the Cross
- 23 – Class, Stations of the Cross: 3<sup>rd</sup> Grade Class
- 27 – Class, Stations of the Cross: 7<sup>th</sup> Grades
- 28 – Class, Stations of the Cross
- 30 – Class, Stations of the Cross: 2<sup>nd</sup> Grade Classes (Return Rice Bowls)

### April

- 3 – Stations of the Cross: 6<sup>th</sup> Grade Class (Return Rice Bowls)
- 4 – Class, Stations of the Cross (Return Rice Bowls)
- 6 – Class, Stations of the Cross: 1<sup>st</sup> Communion classes (Return Rice Bowls)
- 10 – Stations of the Cross: 5<sup>th</sup> Grade Class (Return Rice Bowls)
- 11 – Class, Stations of the Cross (Return Rice Bowls)
- 13 – Class, Stations of the Cross: 1<sup>st</sup> Grade (Return Rice Bowls)
- 17 – No Class (Holy Week)
- 18 – No Class (Holy Week)
- 20 – No Class (Holy Week)
- 23 – **EASTER VIGIL**
- 24 – No Class (**EASTER**)
- 25 – No Class (Spring Break)
- 27 – No Class (Spring Break)

## May

- 1 – Class, Rosary: High School Class
- 2 – Class, Rosary
- 4 – Class (May Crowning 6:30pm)
- 8 – No Class (Mother's Day)
- 9 – Class, Rosary
- 11 – Class, Rosary: 4<sup>th</sup> Grade
- 15 – Class, Rosary: 8<sup>th</sup> Grade
- 16 – Class, Rosary
- 18 – Class, Rosary: 3<sup>rd</sup> Grade
- 22 – Class, Rosary: 7<sup>th</sup> Grade
- 23 – Class, Rosary
- 25 – Class, Rosary: 2<sup>nd</sup> Grade & 1<sup>st</sup> Communion classes
- 28 – First Communion, 10:30am & 1pm Masses
- 29 – Class, Rosary: 6<sup>th</sup> Grade
- 30 – Class, Rosary

## June

- 1 – Class
- 5 – Class
- 6 – Class
- 8 – Faith Formation Picnic

## July

- 24 – 28 Vacation Bible School

**ACKNOWLEDGEMENT OF RECEIPT OF  
FAITH FORMATION HANDBOOK 2010 – 2011**

This will acknowledge that I have personally received a copy of the Faith Formation Handbook 2010-2011, and that I have read it or had it read to me. I understand the contents and agree to comply with them.

Please return to your oldest child's teacher.

_____	_____ St. Francis of Assisi
Family Name(s)	Parish
_____	_____
Signature	Date

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