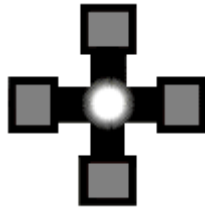


St. Francis Borgia Catholic Church



Parent Handbook

Christian Formation

Grades 3K - 10

<http://www.saintfrancisborgia.org>

Dear Parents,

Welcome to St. Francis Borgia Catholic Church Christian Formation Program (CF). This handbook is created to guide you in the details and guidelines of our programs. Classes are held at the Education & Activity Center (E&AC) aka the SFB School located at 1425 Covered Bridge Road, Cedarburg, the church hall & parish center classrooms.

FAMILY is the primary source of learning about God's love. Learning about Jesus Christ and our Catholic faith is a lifelong process. SFB Christian Formation gives our children and families the opportunity to grow in faith at each stage of life.

CATECHISTS (religion teachers) are called to "echo faith" ie., to proclaim the Good News of Jesus Christ. A catechist's role is to empower each person to deepen the faith which they received at Baptism and to encourage them into lifelong growth in this faith.

PARENTAL ASSISTANCE is needed at every level of formation. This is a particularly important aspect of our ministry together: catechist and parent, church and home. Please consider joining our ministry. Training and support are provided.

God's peace and Blessings,

The Christian Formation Staff

"Parents are the most influential agents of catechesis for their children. They have a unique responsibility for the education of their children; they are the first educators, or catechists. They catechize primarily by the witness of their Christian lives and by their love for the faith."

National Directory for Catechesis #727

"The fundamental tasks of catechesis are: promoting knowledge of the faith, liturgical education, moral formation, (and) teaching to pray. Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church."

General Directory for Catechesis # 85-86



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Christian Formation Contact Information

To report an absence:

Please call to report an absence from the evening sessions so that catechists may be notified. The parents of unexcused absent students *may be* called after attendance has been taken on the night of the session. For a planned absence, please notify the catechist in advance; make-up may be assigned, especially in Sacramental years.

Sunday	Grade K3-K5	not applicable
Wednesday	Grade 1-5	377-1070 ext 226 by 3:30PM
Wednesday	Grade 6-10	377-1070 ext 228 by 3:30PM

Christine Crom
Office of Child Ministry
262-377-1070 ext 226
childministry@sfbchurch.org

Gerilynn Mikkleson

Ben Rogalla
Office of Youth Ministry
262-377-1070 ext 228
youthministry@sfbchurch.org

KC Kranich
Office of Youth Ministry
262-377-1070 ext 251
kranichk@sfbchurch.org

Becky Kuss

Right to Amend

This handbook is primarily a means of communication. It is meant to provide you the parent/guardian, with helpful information on how we intend to go about our ministry. St. Francis Borgia Christian Formation Program reserves the right to amend this handbook as necessary. Parents will be notified, in writing, if changes are made to any procedures or information contained in this handbook.

Parent and Child Responsibilities

1. Parents are asked to participate faithfully in the celebration of Sunday Mass (Eucharist) with their children.
2. Parents are needed to share their time and talent in this process of formation. Help is always needed in classrooms, on retreats, and during social or service activities. (See Safeguarding All God's Family)
3. Parents are asked to inform the catechist or Christian Formation Directors of any special circumstances so that we may accommodate your child(ren)'s learning.
4. Parents and their children are expected to make Christian Formation sessions a priority. If absences are excessive especially during sacramental preparation years, parents will be contacted.
5. Children and youth are asked to come to all sessions with an attitude of respect, openness and cooperation.
6. Respect for CF Staff, catechists volunteers and other participants and for church and school property is expected at all times.
7. Children and their catechists will establish guidelines/rules for classroom behavior. They will also follow established consequences for not following the guidelines/rules. These guidelines/rules will be displayed in the classroom and reviewed frequently.
8. Parents will be asked to meet with the Director of Child Ministry (DCM) or Director of Youth Ministry (DYM) if their child(ren)'s behavior becomes disruptive and inhibits the learning of others.
9. There is zero tolerance of drugs, alcohol, smoking, or weapons of any kind. If these policies are violated, police and the parents will be called immediately.

POLICIES

Allergies- Grade 1-11

All classrooms at St. Francis Borgia Education and Activity Center (E&AC) and in the church hall and parish center are Peanut/Nut Controlled rooms. **This means that foods containing peanuts, nuts, or their byproducts, are not to come into any classrooms. In order to respect the concerns of families regarding specific allergies, snacks must be eaten at home prior to Christian Formation sessions! In addition latex products, especially balloons, are not allowed.**

Cell Phone/Music Devices

Cell phones and music devices must be off and put away during Christian Formation sessions. Headphones must be put away. If this policy is violated, catechists will take cell phones/music devices away and return them at the end of the session. Parents will be notified.

Discipline/Management

In order for the Christian Formation Program to be an enriching experience for all of those involved, it is important for your children to exhibit respect for people and property, age-appropriate maturity and a willingness to participate in the group activities. Consequences will follow when a participant is disrespectful, uncooperative, or disrupts the learning of or infringes on the rights of others.

Consequences will be the same at all grade levels, with some adaptation for younger children.

1. Verbal warning (First Incident)
Catechist will ask:
 - What are you doing?
 - Why are you doing it?
 - What's the classroom rule?
2. Time out if and when appropriate
3. The rules/ guidelines will be reviewed with the individual in the presence of another adult
4. Ongoing situations will be reported to the Christian Formation Director
5. A note will be sent to parent(s) (Second Incident)
6. Parents will be called (Third Incident)

After the third incident, the Director and catechist will meet with the parent(s) to find ways to resolve the situation. Consequences are subject to modification, if needed, based on the behavior and situation. For example, a parent may be called immediately, if necessary.

Drop Off/Pick Up (Sunday Grade K3-K4-K5)

When dropping off your child please be sure to check and see if the catechists are in the classroom. If there is not a catechist in the classroom, you must supervise your child until the catechist arrives. Please come into the classroom to pick up your child. Children will not be released from the room without an adult.

Drop Off/Pick Up (Wednesday Grade 1-5) at SFB E&AC

The safe drop off/pick up of children in Christian Formation grade 1-5 classes is of primary concern for the Christian Formation staff and the catechists.

Drop Off

- 1) Parents and children will enter the E&AC through the Main entrance on the North side of the E&AC. No other doors will be open.
- 2) The Main Entrance will be opened to allow parents and children to enter the building at 5:45 PM. For safety and security, the doors will be locked promptly at 6:10 PM.
- 3) Parents will walk their children into the building and to their classroom.
- 4) If your child(ren)'s catechist or aide has not arrived yet, parents must supervise their child(ren) until the catechist or aide arrives. Children may not be left unattended!

Pick Up

Knowing who your child(ren) catechist(s) is and being able to communicate with him/her directly and frequently is essential for all children and families in our Christian Formation program. With this in mind, the Wednesday pick up procedure at SFB E&AC religious education session is as follows:

- 1) Parents must come into the E&AC to pick up their children in grades 1-5. Children will not be sent out of the building to meet their parents.
- 2) Parents will enter through the Main Entrance located on the north side of the E&AC. No other doors will be open.
- 3) For pick-up of the children, the main entrance will be opened at 7:00 PM.
- 4) A volunteer hall monitor will be at the door. This volunteer will ask parents to sign in/out if they are arriving late or leaving early with their children.
- 5) At the designated time, the Christian Formation staff or volunteer hall monitor will let parents know when they may proceed from the main lobby area, to their child(ren)'s classroom(s) to pick up their child(ren).
- 6) The catechist will invite parents into the classroom when he/she is ready to dismiss his/her class. Parents will be invited to pray the closing prayer with their children.
- 7) Parents should introduce themselves to the catechist(s) and let them know which children they are picking up. This will facilitate the catechist getting to know parents and it will help the catechist organize parents and children into family groupings.
- 8) Parents will need to do this for each child being picked up including any children who may be carpooling with them.
- 9) If children are carpooling, please make sure that your child(ren) know who is responsible for taking them home. Parents will need to pick up each child in their classroom.
- 10) Parents should assist your children with putting on jackets, hats, etc. Parents should assist your children with collecting any materials such as books, folders, etc. that need to be taken home.

- 11) Please be aware that no catechist will be leaving their class for any reason. If the main doors are locked and there is no volunteer hall monitor, you may have to wait for the Christian Formation staff to open the doors. The safety and security of your children is of highest importance for the CF staff and volunteers.
- 12) No one is allowed to prop open any doors!
- 13) Questions, concerns, or other pick up issues should be discussed directly with the Director of Child Ministry at 262-377-1070 ext. 226 for grades 1-5
Director of Youth Ministry at 262-377-1070 ext. 228 for grades 1-8.

Drop Off/Pick Up (Wednesday Grades 6-10)

Drop off and Pick up will be in the west parking lot (Hwy. NN). Students will enter and exit through door 4. Main church doors will be locked as well as the main parish office door.

Early Release

If your child needs to leave class early for any reason, a note from a parent needs to be given to the catechist *before* the start of the session. If your child has a driver's license and is to drive him/ herself, it must be indicated in the note. Additional youth (including siblings) are not allowed to leave with teen drivers without written parental permission.

Inclement Weather

If a session needs to be cancelled because of inclement weather, Christian Formation will notify WTMJ Channel 4 TV, WITI Channel 6 TV, and WISN Channel 12. Also, a posting will be listed on the parish website, www.saintfrancisborgia.org. To sign up for inclement weather and other important reminders from Christian Formation text the message @sfbcf to the number 81010. For further information see last page of this handbook.

Photo Release

Your children may be recognized in our parish bulletin, newsletter, website or other media (such as bulletin boards). This recognition may include your child being photographed. Names will not be used to identify children/youth. Any concerns, please contact the Christian Formation office.

Tardiness

If your child is to be more than 10 minutes late for a session, he or she should have a note from a parent. Otherwise, a parent may be contacted.

Sacraments

The *Catechism of the Catholic Church* articulates that “the sacraments of Christian initiation – Baptism, Confirmation, and the Eucharist – lay the foundation of every child’s life”. It pronounces that, “the faithful are born anew in Baptism, strengthened by the sacrament of Confirmation, and receive in the Eucharist the food of eternal life” (1212). The *Catechism* goes on to advise us that “Jesus Christ, physician of our souls and bodies, who forgave ... sins...has willed that his Church continue, in the power of the Holy Spirit, his healing and salvation” and that this is the purpose of the two sacraments of healing: Penance and the Anointing of the Sick (1421).

All baptized are invited to participate in preparation for First Reconciliation, First Eucharist, and Confirmation. The *Code of Canon Law* stipulates that the sacrament of Reconciliation precede the sacrament of Eucharist (c. 913); in the Archdiocese of Milwaukee, First Reconciliation is to precede First Eucharist. The sacrament of Confirmation is celebrated after a child’s sixteenth birthday. **If your child has not been baptized please contact the Director of Adult and Family Ministry.**

Reconciliation

Opportunities are provided for all second grade and above to celebrate the sacrament during an evening session. See the schedule for details. Participants are given yearly instruction about forgiveness, sin, and God’s love to prepare them to receive the sacrament.

First Reconciliation

First Reconciliation is ordinarily celebrated in Grade 2. Preparation is completed as a part of the Christian Formation program, or as a part of the parish school’s curriculum. In addition, all second graders and their parents will complete a First Reconciliation Family folder. Parent meetings are held in the fall and the sacrament is celebrated during the Advent Season. Children who have reached the age of reason and who have been involved in either a Catholic school religion program or a Christian Formation program during the previous year may prepare for the Sacrament of Reconciliation. Home-schooled children and at least 1 parent must meet with the Director of Child Ministry to discuss Sacramental preparation & curriculum. Children who did not receive the sacrament in second grade may receive instruction from the Director of Child Ministry before celebrating the sacrament for the first time. Please contact the Christian Formation Office for details.

Eucharist

Through the sacraments we witness the Paschal Mystery, the dying and rising of Christ. We especially are absorbed into the Paschal Mystery through the sacrament of Eucharist, from which the Church draws her life. Eucharist is celebrated weekly at the North Church, at 4:30 PM on Saturday and 8:00 AM, 10:00 AM, and 6:00 PM on Sunday. It is also celebrated daily at 8:00 AM at the North Church, (until construction is completed at the South Church), except Fridays during the school year. On Fridays during the school year it is celebrated at the North Church at 9:00 AM.

First Eucharist

First Eucharist is ordinarily celebrated in Grade 2. Preparation is completed as a part of the Christian Formation program, or as a part of the parish school’s curriculum. In addition, all second graders and their families will complete either a First Eucharist folder

or the Gold Book. Parent meetings are held either in January or February. Afternoons of *Reflection* for second graders and their parents are held during Lent, and the sacrament is celebrated during the Easter Season. Children who have reached the age of reason as defined by the Church and who have been involved in either a Catholic school religion program or a Christian Formation program during the previous year may prepare for their First Eucharist. Home-schooled children and at least 1 parent must meet with the Director of Child Ministry to discuss Sacramental preparation & curriculum. Children who did not receive the sacrament in second grade may receive instruction from the Director of Child Ministry before celebrating the sacrament for the first time. Please contact the Christian Formation Office for details.

Confirmation

For Catholics, the Sacrament of Confirmation represents (1) the full initiation of the recipient into the Catholic Church, (2) the completion of the work of the Holy Spirit begun at Baptism, and (3) a personal decision of the recipient to accept and live the Catholic Faith. Youth who are at least 16 years of age, and who have been involved in either a Catholic school religion program or Christian formation program for the previous two years prepare for the Sacrament of Confirmation. The preparation period begins in autumn and consists of small or large group sessions, along with service and retreat components. The celebration of the sacrament is usually in the spring following the preparation period. Please contact the Youth Minister with any questions about this program.

Safeguarding All of God's Family

Safeguarding All of God's Family is the program of the Archdiocese of Milwaukee dedicated to creating awareness and understanding of abuse of children and youth. The *Charter for the Protection of Children and Young People*, norms established by the United States Conference of Catholic Bishops (USCCB), requires that dioceses establish "safe environment" programs. The Archdiocese of Milwaukee is committed to creating a safe environment where all of God's family will be able to work, live, and play in an environment where healthy and responsible relationships prevail.

All staff members and volunteers who work with children are required to attend a *Safe Environment Session*, undergo a state and national criminal background check, every 5 years, and sign an acknowledgement that they have read and understand the *Code of Ethical Standards and the Mandatory Reporting Statement* of the Archdiocese of Milwaukee.

Every precaution is taken to ensure the safety and welfare of each child. In the event you suspect abuse of your child or any child, please report it to a Christian Formation staff member, the pastor or Archdiocesan authorities. Confidentiality is ensured to all persons reporting suspicions of abuse. If you are not comfortable speaking with a parish representative, reports can be made to the Archdiocese of Milwaukee Sexual Abuse Prevention and Response Services office at 414-758-2232 or 414-769-3449.

Safe Environment Education



"As part of the Archdiocese of Milwaukee Safeguarding All of God's Family, schools and religious education programs are called to provide age-appropriate abuse prevention education in all classrooms to teach children to recognize, resist and report abuse".

At St. Francis Borgia Parish, the Christian Formation Department provides either a family based program on relationships entitled Learning about L.I.F.E. or offers age-appropriate programs that are presented by agencies with expertise in prevention education. Parents are notified in advance of any such presentations.

Service Program

“...and you will be my witnesses in Jerusalem,
in all Judea and Samaria and to the ends of the earth.” Acts 1:8

These words from the Acts of the Apostles are Jesus' parting words to His disciples. He commissions them, and us, to make Him known with three directives. Since Jesus has been our model for service to others, we will use His words as our guide to integrate this spirit of service into our lives.

Jerusalem was their closest community, their home. For us, our Christian community is our *parish*, St. Francis Borgia. **Judea-Samaria** was their part of the world. For us, this means our *local community* of Ozaukee County. The **ends of the earth** means everything else! For us, that could mean almost anywhere-Milwaukee or our sister parish in Uganda; we call it our *worldwide community*.

The parish service program requires you to follow Jesus' command to go out and make Him known through your acts of service for others. All parish youth who will participate in the parish preparation program to receive the sacrament of Confirmation must complete this service requirement. Here is what you need to do:

- Complete about 36 hours of service by offering about 12 hours of service in Each of the three communities as commissioned by Christ: Parish, Local, Worldwide.
- Keep track of your service starting in 6th grade and finish by the end of 10th grade.
- Use the service hour record form/reflection sheet to keep track of your service and to write a brief summary of your experiences.
- You **MUST** turn in your completed service hour record form and reflection by the end of 10th grade. You do not need to turn in a form Each year. Turn in this one form when you have completed your total hours of service.

As opportunities are made known, the Youth Ministry Office will post them in the parish bulletin and/or send email notifications. Sign-up sheets for parish service events will no longer be provided. Youth are expected to keep track of events and obtain signatures on their own. Volunteer activities that are part of Catholic High School programs or curriculum will be accepted by the SFB Parish Service Program and should be noted on the service hour record form. Youth are never to be paid for their service and should focus on a spirit of self-less giving. “Christian service is about recognizing the image of God in others through our service. It is about allowing our service to open our eyes to God himself and fall more deeply in love with God.” (Rebuilt, 2013, p. 221)

The Service Hour Record Form and suggestions on service within the three areas are available on the parish website, www.saintfrancisborgia.org or can be found in the racks in the church gathering area or hall. When completed, return to:

St. Francis Borgia Catholic Church
1375 Covered Bridge Road
Cedarburg, WI 53012
Phone: 262-377-1070 x228

Director of Youth Ministry
youthministry@sfbchurch.org



Curriculum

Grade K –5

The texts and guides are found to be in conformity with the *Catechism of the Catholic Church* by the U.S. Bishops' Ad Hoc Committee to Oversee the Use of the Catechism.

Lesson features:

- Scripture is a foundation of the program and integrated through the text
- Engaging art draws children into the lesson and provides a visual image as a learning tool
- *As Catholics* – faith facts and information for children to review and act upon in their daily lives
- *Key Words* – key faith words are defined in an age-appropriate manner at point-of-use, fostering the gradual development of a Catholic vocabulary
- Seasonal chapters, woven throughout the text, integrate liturgy and catechesis through culturally-rich and diverse prayer experiences and ritual celebrations
- *Activities* give children opportunities to explore their faith in a variety of ways that incorporate their learning styles

K3 and K4:

Loyola Press:
God Made Me
God Made the World

5 Year Old Kindergarten

Loyola Press:
God Loves Us

Grade 1

Our Sunday Visitor:
Alive in Christ

Grade 2

Our Sunday Visitor:
Alive in Christ

Grade 3

Our Sunday Visitor:
Alive in Christ The Church

Grade 4

Our Sunday Visitor:
Alive in Christ The Moral Life

Grade 5

Our Sunday Visitor:
Alive in Christ The Seven Sacraments

Grade 6 – 10

Christian Formation for middle school and high school age youth is in place to build a community of faith, gain a learning and understanding of the faith, and have opportunities to discuss it with their peers. This provides ways for personal and spiritual growth prior to preparation for the sacrament of Confirmation.

Grade 6 - 8 – lifeteen.com
Middle School Edge



Grade 9 - 10 – lifeteen.com
High School Life Teen

