

DIXIE CATHOLIC FAITH FORMATION



FAMILY HANDBOOK

Mary Queen of Peace,
Incarnation,
St. Lawrence, St. Paul

2019-2020

Allow us to come together in Prayer to begin another season...

O God, we long to know you and to love you, but the busyness of life often gets in the way. Help us to recognize the ordinary, daily ways that our family can learn about you and grow closer to you. We know that you are with us, leading us and guiding us on our way. **Amen.**

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DIXIE CATHOLIC FAITH FORMATION

DiCaFF

Dear Parents/Guardians,

Welcome to the Wednesday evening Religious Education Program. This program is for students from Kindergarten – 8th grades that do not attend Catholic school.

Recognizing that **parents are the primary catechists of their children**, the DiCaFF Staff understands that the family, as the domestic church, is the place where faith is planted and nurtured. We are committed to assist you in the cultivation of the on-going development of faith already begun in your home. We encourage each individual, adult and child, to develop his or her personal gifts and to grow, as Jesus did, in wisdom and grace.

We wish to offer children opportunities to strengthen their relationship with Jesus Christ by hearing and experiencing His words with in our community.

Parents/Guardians are assumed to comply with the policies and procedures included in this handbook with the registration of their children: this handbook is handed out at the First Class/Parent Meeting and updated and available on the website, all year long.

Thank you,

Jacqui Rapp
Mary Queen of Peace

Bill Unruh
St Lawrence

Judy Stinson
St. Lawrence

Amy Gaekle
Incarnation and St Paul

DIXIE CATHOLIC FAITH FORMATION

The primary purpose of the parish Religious Education Program is to **assist** parents or guardians in the religious formation and education of children who attend public school. This is done in partnership with parents, students, catechists, directors of religious education and pastors.

The Religious Education Program consists of:

- Classes for students on Wednesday evenings, K-7 (6:30–8:00 pm) at Incarnation, 8th (6:15-7:45pm) at St Paul
- Sacramental preparation for students celebrating First Communion, First Reconciliation and Confirmation AND sacramental meetings for parents and at times, the students. Parents who request sacraments for their children need to attend the meetings.
- The close cooperation between parents, children and the catechists who assist parents in the religious education of their children

Parent/Guardian Role:

Parents are expected to exercise their prime responsibility in the religious education and formation of their children by:

- Celebrating the Liturgy each Saturday or Sunday with their children and the parish community.
- Giving their children the example of their faith and religious values in action in everyday life.
- Bringing their children to religious education class every date it is scheduled. If the child is ill, please leave message at **935-1325 for Amy Gaekle** BEFORE RELIGIOUS EDUCATION.
- Reviewing with the children the materials/concepts learned each week.
- Teaching their children traditional prayers and other forms of prayer and praying with them.
- Attending prayer services and other meetings called by the DiCaFF Team
- Encouraging your children's **participation and good behavior** in church and in the class setting.

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Registration/Fees

New registrants are to bring a copy of the child's baptism certificate. A copy will be made for our files and the original will be returned to the parents. Registration is held in August for all new and current students in K – 8. There is a \$55 fee for the first child, \$100.00 for two or more children, plus an additional \$25 per student in a sacrament preparation year. (2nd, 4th, and 8th) Families from a non-sponsoring parish will be charged an additional **\$50 per child**. Families who withdraw children from the program will not receive a refund.

General Policies:

- Families of students participating in the Dixie Catholic Faith Formation must be active, registered members of one of the sponsoring parishes or make special arrangements with your DRE or pastor of said parish.
- Parents must spend time each week with children in order that principles are reinforced and they become aware of what is being taught. Religious Education cannot be limited to weekly sessions.
- Regular attendance is important for all students but especially for those preparing for sacraments. **Poor attendance** in these classes can jeopardize celebration of sacraments.
- Call Amy Gaekle's office BEFORE CLASS if your child will be absent. **935-1325** Leave a message.
- Guest Policy: Only registered DiCaFF students are allowed to attend DiCaFF classes. No guests are permitted.
- Picture policy: Parents must notify the office if they do not want their child's photo used in accordance with the normal business practices of the program.
- No form of medication is administered to children during classes.
- In case of injury or illness a parent/guardian will be notified.
- Classes will be cancelled if Jefferson Co. schools are cancelled for inclement weather.
- On arrival at Incarnation: children are to be let out at the church and at dismissal, parents PARK in LINE in front of the PARISH CENTER. Children MUST be retrieved from their parents in the gym. On arrival at St Paul: children are let out & picked up in front of Hilary Hall.

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- To be considered as having completed a year in religious education, **a student must register and BEGIN classes before October 1.** Exceptions may be made for prolonged illness or if the child is new to the parish and has been enrolled in another program or Catholic School.

Sacramental Preparation

Sacramental preparation and celebrations are fundamental faith experiences for baptized persons. Parents need to direct the formation of their children as they prepare for the sacramental celebrations. The following is essential for parents of children who wish to prepare for sacraments:

Required:

- A. Weekly worship at Saturday/Sunday Liturgy with their children
- B. Active involvement in the sacramental preparation of their children
- C. Attendance at parent sessions
- D. Active involvement of children in Religious Education Program

Encouraged:

- E. Daily prayer time with family in a way that meets the needs of the family.

First Eucharist is celebrated in the spring for students in the second grade.

Reconciliation is celebrated in the fall for students in the fourth grade. However, any parent who believes their child is mature enough/ready for the sacrament, and who wishes their child to celebrate this sacrament one on one Before Eucharist may contact their Pastor. Further preparation may be needed before receiving Reconciliation in second grade, contact your parish representative for a special meeting.

Confirmation is celebrated in the spring for students in the eighth grade.

Any child who is asking for a sacrament must have received formal religious instructions the year **prior** to that sacrament. (e.g. 1st grade for 2nd grade First Communion, 3rd grade for 4th grade Reconciliation, 7th grade for 8th grade Confirmation)

Conduct Policy

DiCaFF expects students to behave in a responsible and moral manner. Students are responsible for their actions. Catechists or DiCaFF Leadership will take appropriate action when inappropriate conduct is exhibited. It takes only one student to disrupt the entire faith learning of a classroom.

DiCaFF believes that appropriate conduct is promoted by acknowledging good conduct and by positive reinforcement of individuals and the group. Rules exist for the protections of the group and the orderly operation of the program.

Religious Education classes are a time for sharing God's Kingdom. This sharing is a privilege and must be treated as such. Catechists deserve full support and cooperation. This includes listening, following directions, and participating in the activities of the Class. **Cell Phones, iPods, or other entertainment devices not required for class are not permitted.**

CHRISTIAN CODE OF CONDUCT- as an expression of my Christianity

1. I will show Kindness
2. I will help others when asked.
3. I will listen when others speak.
4. I will honor and obey those in authority.
5. I will respect other persons and their property.
6. I will participate in class.
7. I will love and accept myself (as God made me)
8. I will develop the gifts God has given me.
9. I will put my faith into action.
10. I will treat all parish property with pride and respect.

Dress Code:

In order to have a program conducive to prayerful learning, and Christian values, some clothing may be deemed inappropriate. For this reason, the following guidelines should be followed: 1) shorts and skirts must be of reasonable length, 2) halter tops and spaghetti straps should not be worn, 3) clothing with inappropriate slogans or graphics, or shorts with wording on the seat should be avoided, 4) hats should not be worn in the building, and 5) Please do not send your children in flip-flops, **as this is a safety hazard.**

Curriculum

"Faith First Legacy" texts from RCL for 1st & 2nd grade will be used. Students in 2nd and 4th grade use RCL resources for sacrament preparation. Students in K, 3- 7th grade, will be using "Finding God" from Loyola Press. The 8th grade text is 'Decision Point', Dynamic Catholic.

Go to the web site **FindingGod.org**: to find games, activities, Bible stories, etc. for children and many helps for parents: Gospel reflections, Bible stories, family prayer, discussions of parental concerns, etc.

Communication

Notices pertaining to Faith Formation are printed in the church bulletin or sent through your children. **Please provide your e-mail address for reminders or special notifications.** Please ask the children/young people each week to share any hand outs with you. Information regarding sacraments may be mailed, routinely E-MAILED.

Please keep your individual Parish Representative informed if there are any problems, issues or needs that might develop about your child at home or in his/her school. Moves, births, deaths, changes in family make up can have an effect on a child's participation/behavior.

Parents are asked to meet with your individual Parish Representative if a child has not been baptized or has not celebrated the sacraments in their appropriate grade.

ATHLETIC POLICY
for students in
DIXIE CATHOLIC FAITH FORMATION

***Approved by the pastors of Mary Queen of Peace, Incarnation, St. Lawrence and St. Paul**

PURPOSE

The purpose of this policy is to set specific guidelines and rules of accountability for child athletes who are not enrolled in Notre Dame Academy or St. Paul School. This policy is designed to fulfill two goals: to be in compliance with the rules and regulations of the Catholic School Athletic Association (CSAA) and to preserve the Catholic identity of the Notre Dame Athletic Program and St. Paul Athletic Program.

GENERAL ELIGIBILITY RULES FOR STUDENT ATHLETES

CSAA Regulations

A child athlete not attending a Catholic School...

- A. must be baptized Catholic and must have completed the appropriate sacraments for their age.
- B. must have parents/guardians who are bona fide members of the parish for which they play.
- C. must not be in the 9th grade or over, even if they are the correct age. (Correct age meaning not 15 years old before August 1.)

Continued

**DIXIE CATHOLIC FAITH FORMATION
REGULATIONS:**

- A. All child athletes must be enrolled and active in the Dixie Catholic Faith Formation.
 - 1. Enrollment means that a registration form is on file with the Director of Religious Education from your Home Parish.
 - 2. Active means that the child athlete attends and participates in the activities of his/her religious education class.
 - 3. Parishes may require that a current Registration and Stewardship Form also be on File in the **Parish Office**.
- B. Student athletes must be active in the Formation Program throughout the entire period of Religious Education Classes (September - April) in order to maintain eligibility in the athletic program. Student athletes who attend Formation Classes only when 'their' sport is in season will be **ineligible** to play any sport for the remainder of the academic year and will forfeit their eligibility to play 'their sport' the following season.
- C. Student athletes who play only spring sports (e.g. baseball, softball) must have been enrolled in the Formation Program in the fall and must have maintained an acceptable level of participation throughout the year.
- D. An athlete new to DiCaFF Parishes may be given temporary exemption from the enrollment rule for Faith Formation depending on the season/time of year the child joins the team. For example, if a new athlete wishes to sign up for football in the summer she/he will be allowed to participate under the condition that he/she will begin attending Formation Classes as long as sacramental requirement met.

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- E. A student with three unexcused absences from his/her Religious Education Class will be **ineligible** to participate in the athletic program for the remainder of the school year. Parents/Guardians are to leave a message with Amy Gaekle 935-1325 when their child is absent. (Absences due to apathy, etc. are inexcusable.) If a student misses a Formation Class without an excused reason he/she may not play sports that week. The athletic director and coaches are to be informed.
- F. Student athletes who are in living situations where they reside with another parent every other week and have difficulty attending Formation Classes may remain eligible by keeping up all activities and projects assigned by the catechist. The Director of Religious Education of your **Home Parish** must be informed about the living situation as soon as possible. A student who fails to follow through with class activities or make up work will be considered ineligible.
- G. Student athletes who attend class and **consistently refuse to participate or display inappropriate behavior will be considered ineligible.**
- H. **Expulsion** from the Formation Program due to consistent inappropriate behavior will automatically make the student athlete **ineligible for athletics** for the remainder of the school year.
- I. Parents or guardians who have a student athlete dismissed from the Formation Program may file an appeal with the DiCaFF Office and will have the right to meet with the DRE, a sports committee representative, and his/her pastor to discuss the matter. The student athlete however will remain ineligible for sports activities until an agreement is reached.
- J. Any student expelled from school will be ineligible to play any sports for Notre Dame Academy or St. Paul School. Expulsion from school means forfeiting play of all sports activities for that year.

	Dixie Catholic Faith Formation 2019-2020 Schedule 7-8th grades meet at St. Paul 6:15-7:45pm K-6 meets at Incarnation 6:30-8:00pm
August 17	Catechist Retreat with Lori H-D 9 am- 2 pm, Incarnation Basement
August 28	Catechist Meeting at Incarnation Gym 6-8 pm
Sept 4	Catechist Set up classrooms 6-8 pm
Sept 7 OR	<u>First Communion & Confirmation Parent Meetings at St Lawrence from 10-11 am Sat Sept 7:</u>
Sept 9	OR from 7-8 pm Monday Sept 9 <u>(For ALL Parents with children preparing for Confirmation and First Eucharist)</u>
Sept 11	K-8 attends Incarnation 1st night class: Parent meeting in church
Sept 18	Class
Sept 25	Class
Oct 2	Class
Oct 9	Class
Oct 16	Class
Oct 23	Class
Oct 30	Catechist Dinner 6-8pm No Class
Nov 6	Class
Nov 13	Class
Nov 20	Family Workshop K-8th grade at Incarnation (Children must be accompanied by an adult this evening)
Nov 27	No Class Thanksgiving Break
Dec 4 -Jan 1	No Class Winter break
Jan 8	Class
Jan 15	Class
Jan 22	No Class- Catechist Meeting- Cabin Fever Reliever Jan 25
Jan 29	Class
Feb 5	Class
Feb 12	Class
Feb 19	Class
Feb 26	ALL Students and Parents Please Attend Home Parish Ash Wednesday Mass/Services
	7pm at Incarnation, St Lawrence, Mary Queen of Peace OR St Paul
Mar 4	Class
Mar 11	Class
Mar 18	Class
Mar 25	Class
April 1	No Class: Spring Break
April 8	Holy Week Celebration at INCARNATION for K-8th grade ...Sunday
April 12 Easter	
April 15	CLASS
April 22	Last night Closing Mass for Parents and Students to attend
May 6	Catechist Dinner 6:00-8:00 pm at Incarnation gym
May 25 Memorial Day	
May 31-Jun 3	Vacation Bible School... 6:30-8:30 hosted by Incarnation, St Lawrence, Mary Queen of Peace, and St Paul at: Located at Incarnation Church, All invited!!! Ages 4 yrs old-6 th grade... 7 th grade thru High School PLUS Adults can assist as helpers and leaders!!!! Please mark your calendar

Important Sacrament Dates to take note of-

FIRST RECONCILIATION (celebrated in 4th grade)

Reconciliation Parent Meeting /
Child Activity Day for all Parishes

Saturday **October 26, 2019** 9:30-11:30 St Lawrence Church

First Reconciliation Celebration

Mary Queen of Peace/ St Lawrence

Saturday Nov 9 10 am Mary Queen of Peace Church

Incarnation/ St Paul:

Saturday Nov 16 10 am St Paul Church

FIRST EUCHARIST (celebrated in 2nd grade)

Required First Eucharist and Confirmation Parent Meeting for All Parishes

Located in St Lawrence Church

Either

Saturday September 7, 2019 from 10:00-11:00 am

OR

Monday September 9, 2019 from 7-8pm

First Eucharist Parent Help Prepare for workshop

Sunday March 15, 2020 1:00pm Incarnation Gym

First Eucharist Parent/Child Activity Day for All Parishes

Saturday March 21, 2020 9:30am Incarnation Gym

First Eucharist Celebrations:

St Lawrence

Saturday April 18, 2020 at 5:00 Mass or

Sunday April 19, 2020 at 10:30 Mass

Mary Queen of Peace

Sunday April 19, 2020 at 9:00 Mass

St Paul Sunday April 26, 2020 at 11:30 Mass

Incarnation Sunday April 19, 2020 at 11:00 Mass

CONFIRMATION (celebrated in 8th grade)

Required First Eucharist and Confirmation Parent Meeting for All Parishes

Located in St Lawrence Church

Either

Saturday September 7, 2019 from 10:00-11:00 am

OR

Monday September 9, 2019 from 7-8pm

Sponsor and Candidate workshop: Monday January TBD

Confirmation Retreats

St Paul / Incarnation Date: ...Saturday January 18, 2020

St Lawrence/Mary Queen of Peace: TBD

Location: Crossroads Ministry at St Williams Church 1226 West Oak St 40210 Times: 8:30- 2:30 pm -

Confirmation Celebration Date: Wednesday April 29, 2020 7:00pm Location: Cathedral of the Assumption

Nicene Creed

I **believe** in one God,
the Father almighty,
maker of heaven and earth,
of all **things visible and invisible.**

I **believe** in one Lord Jesus Christ,
the Only **Begotten** Son of God,
born of the Father **before all ages.**

God from God, Light from Light,
true God from true God,
begotten, not made,
consubstantial with the Father;
through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit
was incarnate of the Virgin Mary, and became man.
For our sake he was crucified under Pontius Pilate,
he suffered death and was buried,
and rose again on the third day
in **accordance with** the Scriptures.
He ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory
to judge the living and the dead
and his kingdom will have no end.

I **believe** in the Holy Spirit,
the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son
is adored and glorified,
who has spoken through the prophets.

I **believe** in one, holy,
catholic and apostolic Church.
I **confess** one baptism
for the forgiveness of sins
and I look forward to the resurrection of the dead
and the life of the world to come. Amen