

# **Faith Formation Handbook 2010-2011**



**Sacred Heart Parish  
222 E. Fremont Street  
Appleton, WI 54915**

Phone: (920) 739-3196  
(To report absences press ext.123)

Web: <http://www.sacredheartappleton.com>

*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 work. Sacred Heart Faith 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.*

# **Table of Contents:**

Personnel..... 2

Curriculum ..... 3

Sacraments ..... 4-6

Service Commitments ..... 6

Youth Ministry ..... 6 & 7

Policies..... 7-9

Tuition..... 10

Catechist..... 11

Faith Formation Calendar..... 12-14

## **Faith Formation Personnel:**

Parish Director: Deacon Jim Dennison

Faith Formation Coordinator K-12: Kelly Koszalinski (920) 739-3196 ext. 139

Liturgy of the Word: Kelly Koszalinski (920) 739-3196 ext. 39

Kelly Koszalinski email: [Faith@sacredheartappleton.com](mailto:Faith@sacredheartappleton.com)

Faith Formation Assistant: Laura Savoie (920) 739-3196 ext. 123

Laura Savoie email: [ffadmin@sacredheartappleton.com](mailto:ffadmin@sacredheartappleton.com)

Coordinator of Youth Ministry: Bill Nettekoven (920) 739-3196 ext. 125

Business Administrator: Bill Lueck (920) 739-3196 ext. 144

## **Faith Formation Office Hours:**

Monday - Thursday 8:30am-3:30pm

Closed Friday

Wednesday Evening 5:00pm-8:30pm

## **Reporting Student Absences:**

Please call the Faith Formation department (739-3196 **Ext. 123**) if your child will not be attending class. Voice mail is available for your convenience. We encourage you to obtain all missing class information as soon as possible from your child's catechist. If your child is absent and we do not receive a call, we may call your home to verify the absence.

## **Class Cancellation:**

The Faith Formation Department will follow the policy of the Appleton School District. **No classes will be held on a day that school has been cancelled due to the weather.** In the event of inclement weather later in the day, please use your own judgment. Notice of cancellation will be posted with WHBY or WBAY. You can also call the church office at 739-3196 for a recorded message.

## Curriculum:

The Kindergarten program uses a textbook called "I Am Special." This series does a wonderful job of introducing religion to our youngest children in the Faith Formation program.

Grades 1-5 work from a book called "We Believe" published by Sadlier. This series also offers a web site for enhancing your knowledge, log onto [www.webelieveweb.com](http://www.webelieveweb.com) and enjoy some of the family activities.

The scope and sequence outlines for grades 1-5 are as follows.

- Grade 1 theme: God Loves Us*
- Grade 2 theme: Jesus Shares God's Life*
- Grade 3 theme: We Are the Church*
- Grade 4 theme: God's Law Guides Us*
- Grade 5 theme: We Meet Jesus in the Sacraments*

The Middle School curriculum uses the "Blest Are We" series by Silver-Burdett Ginn as their primary text. The doctrine is organized according to the four pillars of the *Catechism of the Catholic Church*.

- Grade 6 theme: Hebrew Scriptures & Discipleship (Youth receive personal Bible)*
- Grade 7 theme: New Testament & The Gospel Life of Jesus*
- Grade 8 theme: The Nature, History, Sacraments & Mission of the Catholic Church and Social Justice*

The High School curriculum is grounded in the *Catechism of the Catholic Church*. This framework includes dimensions of Creed, Sacrament, Christian Living & Prayer. We seek to empower our youth to live as disciples of Jesus Christ in our world today. Our goal is also to draw our youth to responsible participation in the life, mission & work of the Catholic faith community. Our primary text is the *Catholic Faith Handbook for Youth* and our primary catechetical resource is *Total Catechesis* and the *Catholic Youth Bible* by St. Mary's Press.

## Curriculum for Special Needs:

Please contact the office for the curriculum for those with special needs.

## Adult Faith Formation: (RCIA) Rite of Christian Initiation for Adults

This process is for adults wishing to learn more about the Catholic faith. The inquiry process begins in the summer and the Sacraments of Initiation takes place on Holy Saturday at the Easter Vigil. Classes meet weekly in preparation for full communion into the Catholic Church. Contact the parish office for more information. New members are always welcome.

# Sacraments :

**First Communion:** This Sacrament is generally celebrated in the second grade.

Eucharist means giving thanks. It is an active, participative event in the lives of children and their families. The actions of belonging, gathering, listening, celebrating, giving and going forth are stressed in the context of the Mass throughout the preparation for First Eucharist.

The following parent/child gatherings have been set in preparation for First Eucharist. Your participation is required at all gatherings.

- **Sunday, January 23, 2011**  
8:30 - 9:30 a.m. in the Sacred Heart Room  
Followed with Mass at 10:00 a.m.  
Parent & Child
- **Sunday, January 30, 2011**  
**Enrollment Mass** at 10:00 a.m.  
*Parent & Child*
- **Sunday, February 20, 2011**  
8:30 - 9:30 a.m. in the Sacred Heart Room  
Followed with Mass at 10:00 a.m.  
Parent & Child
- **Sunday, March 20, 2011**  
8:30 - 9:30 a.m. in the Sacred Heart Room  
Followed with Mass at 10:00 a.m.  
Parent & Child
- **Saturday, April 9, 2011**  
RETREAT 9:00 a.m. - Noon ~ (Child only)  
LUNCH in cafeteria Noon ~ (Parent & Child)  
  
GOBLET painting after lunch 12:30 - ? ~ (Parent & Child)
- **Wednesday, April 27, 2011**  
*BREAD PARTY & WASHING OF THE FEET*  
6:30 - 7:25 p.m. in the cafeteria  
Parent & Child
- **Saturday, April 30, 2011**  
**REHEARSAL**  
10:00 a.m. - 11:30 a.m. in church  
Parent & Child

**Sunday, May 1, 2011**  
**FIRST COMMUNION ~ 10:00 am Mass**

## **Reconciliation:**

This Sacrament will be offered to all children ages 7 and older. The Bishop has mandated that First Reconciliation take place prior to First Communion. Parents will be offered support through the parish in preparing their child.

The following dates have been set in preparation for First Reconciliation. Your participation is required at all gatherings.

➤ **Sunday, October 17, 2010**

8:30 - 9:30 a.m. Sacred Heart Room  
Followed with Mass at 10:00 a.m.  
Parent & Child

➤ **Sunday, November 14, 2010**

8:30 - 9:30 a.m. Sacred Heart Room.  
Followed with Mass at 10:00 a.m.  
Parent & Child

➤ **Sunday, November 21, 2010**

RETREAT

8:00 a.m. - 10:00 a.m. *(child only SHR room)*  
Followed with Mass at 10:00 (sitting as a group)  
Pews will be reserved for Mass, dismissal after

➤ **Saturday, December 4, 2010**

10:00 a.m. Sacrament of Reconciliation in the Church  
Refreshments & social to follow in Sacred Heart Room

## **Confirmation:**

Confirmation completes the grace of baptism by a special outpouring of the gifts of the Holy Spirit, which seals and confirms the baptized in union with Christ and calls them to a greater participation in the worship and apostolic life of the Church. High school juniors who have completed their Faith Formation instruction from grades 1-10 are invited to enter into our Confirmation program. This Sacrament is celebrated in the spring of a candidate's junior year of high school.

## **Retreats:**

Retreats will be offered at many grade levels. Retreat experiences are Diocesan mandated for Sacramental preparation.

## **Service Commitments:**

All members of the church should respond to their Baptismal call to service, and so students in grades 6 - 11 are expected to offer service within their community and parish.

Confirmation candidates are expected to complete at least 15 hours of service and social justice work:

- 5 hours of Parish Service
- 5 hours of Community Service/Social Justice (with sponsor)
- 5 hours of outreach with Confirmation Candidate Teams

## **Youth Ministry:**

Youth Ministry at Sacred Heart offers a wide variety of youth related activities and events.

- ❖ These offerings are for those in grades 6-12.
- ❖ You do not need to be a part of the parish Faith Formation program or a member of the parish to participate in youth events or activities.
- ❖ Youth Ministry strives to be welcoming and accepting of youth wherever they're "at" in the world today.
- ❖ Youth may pick and choose what they wish to get involved in based on their likes, needs, schedules, etc.
- ❖ We attempt to offer a variety of opportunities to learn more about our faith, meet new people, hangout and have some fun.

- ❖ Youth Ministry offers community-building social events and adds more challenging components as youth move into deeper relationships with each other and with Jesus.
- ❖ Activities include (but are not limited to) Movie Madness; "Fun in the Sun" bus trips, lock-ins, fundraising, service, mission trips, work camps and retreats.
- ❖ Open Lounge is offered on Wednesday's from 7:30 - 8:15pm after Faith Formation.  
Contact the Coordinator of Youth Ministry, Bill Nettekoven at 739-3196 ext. 125 or [youth@sacredheartappleton.com](mailto:youth@sacredheartappleton.com) for more information.

## **Policies:**

**Arrival & Dismissal:** We encourage prompt arrival of those in the Faith Formation program. We would like children dropped off no earlier than 6:00 p.m. and no later than 6:10 p.m for elementary students and between 6:15 p.m. and 6:25 pm. for the high school students. Late arrivals disrupt class-causing delays in their opening prayers. Parents of students who are consistently late will be notified. Promptly picking up your child is important, as children waiting for a ride wonder why Mom or Dad are not there. For the safety of those entering the building please be aware of the orange cones on the parking lot and refrain from driving in that area. All early dismissals require a signed note from a parent or a call to the Faith Formation office.

**Attendance Requirements:** A minimum attendance of 80% is required for all students to fulfill their program requirements. Students who fail to meet this requirement will be asked to do all the necessary make-up work in order to advance into the next grade level. For the "immediate" preparation portion of Confirmation 100% attendance is required. An absence will require remedial work to be completed within a 2-week period.

**Discipline & Solutions:** After the first incident the student will be reminded of the expected behavior (rules posted in the classroom) and the consequences of misbehavior.

1. After the second incident the student will be made aware of the final warning.
2. The student will be walked to the office of the coordinator to discuss the situation. The coordinator will decide whether a parent/guardian should be called.
3. Coordinator follows one of the following scenarios:
  - a. Student is given the opportunity to rejoin the class if an understanding can be reached as to how all involved may best continue to learn.
  - b. Student remains with the coordinator for the duration of the class.
  - c. Parent/guardian is called and asked to come and pick their child up.
4. If the incident is serious enough, the coordinator, along with the pastor, reserves the right to remove the student from the program.

**Dress Code:** As young people living as witnesses to their faith, we expect our children and youth to dress modestly.

**Expectations:**

**Parents:**

- ◆ Be a role model of your faith by sharing with the community of Sacred Heart at weekend Mass.
- ◆ Ensure that their children attend class regularly and on time.
- ◆ Communicate any special needs or circumstances that may affect their child within the classroom.
- ◆ Be an active part of their children's learning & engaging in discussion about class.
- ◆ Attend parent-child events in Faith Formation.

**Expectations:**

**Students:**

- ◆ Behave in a Christian manner at all times showing respect.
- ◆ Be cooperative with adults and other students.
- ◆ Actively participate in classroom activities and discussions.
- ◆ Attend class regularly and complete any assignments or homework.
- ◆ Follow the code of conduct:
  - ❖ Respect for God, yourself, one another, your catechist & others property
  - ❖ Follow the rules and consequences posted in each classroom
  - ❖ No cell phone usage during class
  - ❖ No use of tobacco, alcohol, or illegal drugs or weapons on premises

**Catechists:**

- ◆ Provide a loving, Christian atmosphere within the learning environment so all children will be able to grow in their faith.
- ◆ Prepare and teach the designated curriculum.
- ◆ Be a Christian role model and attend Mass weekly.
- ◆ Be present at least 15 minutes before the start of your class.
- ◆ Attend and complete a VIRTUS training session as mandated by the Diocese of Green Bay in compliance with the Bishop in Protecting God's Children.
- ◆ Attend in-service meetings held throughout the year.
- ◆ Communicate regularly with and involve the parents in the faith development of their children.
- ◆ Report to the coordinator immediately any activity that is considered harmful.

## Catechetical Volunteers:

- ◆ To attend and complete a VIRTUS training session as mandated by the Diocese of Green Bay in compliance with the Bishop in Protecting God's Children.
- ◆ Be attentive and aware of the children and the environment at all times.
- ◆ To report immediately any activity that is considered harmful.
- ◆ To follow the guidelines as prepared for each volunteer position.
- ◆ To maintain a level of confidentiality with any information that is to be held within the program.
- ◆ Being timely when you are helping out.

**Parking:** For safety reasons, we ask that you remind your child to walk in the parking lot, not to dart out between cars. We have a set parking lot monitor wearing an orange vest. We have also incorporated the use of orange cones to keep an area safe for the children. They will be in place 15 minutes prior to class starting, as well as 15 minutes after classes dismiss.

**Progress Reports:** Twice a year, at the end of each semester, we will mail home a progress report. This is a valuable communication tool between Catechists and parents for evaluating your child's progress in class. Confirmation students do not receive an evaluation.

**Registration:** Registration forms for next year's Faith Formation classes are mailed out in May along with the year-end progress reports. Completed registration forms are due back to the parish office by June 30<sup>th</sup>.

**Technology Policy:** We have a no-tolerance policy for cell-phones to be on during class. If there is an emergency reason for someone to need to keep their cell phone on during class, the phone needs to be checked in with the teacher **prior** to class starting. No electronic devices, such as games or I-pods are allowed in classrooms as well.

**Weapons Policy:** We have a no tolerance policy in place. Knives, sharp tools, guns, fireworks or anything that may be interpreted to be used as a weapon are not permitted on parish property. Violators will risk suspension or expulsion. Any student found in possession of a weapon will be referred to law enforcement officials. Parents will immediately be notified.

# Tuition & Sacrament Preparation Fees:

✓ Payment Option & enclose payment due	Description of Option	Cost
_____	Option 1 <i>Early Bird Special</i> - Payment in Full on or before June 30, 2010	\$75 per child
_____	Option 2 Payment Plan- <u>If registered on or before June 30, 2010</u> 1 <sup>st</sup> Payment on or before June 30, 2010 2 <sup>nd</sup> Payment on or before October 15, 2010 3 <sup>rd</sup> Payment on or before January 15, 2011	\$30 per child \$30 per child \$30 per child
_____	Option 3 Payment in Full <u>between July 1st and September 15, 2010</u>	\$90 per child
_____	Option 4 Payment Plan- If registered <u>after June 30, 2010</u> 1 <sup>st</sup> When registration is received 2 <sup>nd</sup> Payment on or before October 15, 2010 3 <sup>rd</sup> Payment on or before January 15, 2011	\$35 per child \$35 per child \$35 per child

Confidential financial assistance is available by contacting the Faith Formation Department.

Note: 11<sup>th</sup> Grade Confirmation students are assessed an additional \$50 to cover the cost of the Confirmation retreat.

**\*Catechists, permanent Hall Monitors & Parking Lot Attendants**  
are exempt from tuition when they serve for the year.

## Catechists :

Sacred Heart Parish would like to thank the following people who have volunteered to serve as Catechists for 2010-2011:

Kindergarten: Julie Larson & Eileen Mc Farland

1<sup>st</sup> Grade: Kathy Kronberg

2<sup>nd</sup> Grade: Sally Schuerer

3<sup>rd</sup> Grade: Barb Blahnik & Amy Menchl

4<sup>th</sup> Grade: Debbie Olson & Ellen Thomson

5<sup>th</sup> Grade: Pam Zutell

6<sup>th</sup> Grade: Sue McCarthy

7<sup>th</sup> Grade: Tom Champeau

8<sup>th</sup> Grade: Mike Anderson

9<sup>th</sup> Grade: Tom Jensen & Karen Jahner

10<sup>th</sup> Grade: Gary Cowan & Margaret Baltus

11<sup>th</sup> Grade: Dan Koszalinski, Mark Vander Linden, & Dawn Hughes

Parking Lot Attendant: Scott Walbrun

Hall Monitors: Ken Foegen, Kathy Armstrong & Cori Laux

Faith Formation Dates 2010-2011

# K-10th

**K-8<sup>th</sup> Grades: 6:15 - 7:30pm**

**9<sup>th</sup>- 11<sup>th</sup>: 6:30-8:00pm**

1. Wednesday, Sept. 15 Faith Formation Kickoff for Parents and Students
  2. Wednesday, Sept. 22
  3. Wednesday, Sept. 29
  4. Wednesday, Oct. 6
  5. Wednesday, Oct. 13
  6. Wednesday, Oct. 20
  - Wednesday, Oct. 27 No Class ~ (All Catechist In-Service)
  7. Wednesday, Nov. 3
  8. Wednesday, Nov. 10
  9. Wednesday, Nov. 17
  - Wednesday, Nov. 24 No Class ~ Thanksgiving Break (All Catechist In-Service)
  10. Wednesday, Dec. 1
  11. Wednesday, Dec. 8
  12. Wednesday, Dec. 15
  - Wednesday, Dec. 22 & 29 No Class ~ Christmas Break
- 
13. Wednesday, Jan. 5
  14. Wednesday, Jan. 12
  15. Wednesday, Jan. 19
  16. Wednesday, Jan. 26
  17. Wednesday, Feb. 2
  18. Wednesday, Feb. 9
  19. Wednesday, Feb. 16
  20. Wednesday, Feb. 23
  21. Wednesday, March 2
  22. Wednesday, March 9 Ash **Wednesday Mass**
  23. Wednesday, March 16
  24. Wednesday, March 23
  - Wednesday, March 30 No Class Spring Break
  25. Wednesday, April 6
  26. Wednesday, April 13
  27. Wednesday, April 20 Last Night of Class

\*You will receive service trip dates and times for individual classes closer to the actual event.

Faith Formation Dates 2010

12th

6:30-8:15pm

1. Wednesday Sept. 1
2. Wednesday Sept. 13
3. Wednesday Sept. 29
4. Wednesday Oct. 13
5. Wednesday Oct. 27
6. Saturday, November 6th - Confirmation Mass at 4:30pm

Faith Formation Dates 2010-2011

11th

6:30-8:00pm

September 22, 2010

October 6, 2010

October 20, 2010

**October 31, 2010** (Sunday) Sponsor Candidate Breakfast/Meeting/Mass

November 3, 2010

**November 14, 2010** (Sunday) Service Opportunity Salvation Army

November 17, 2010

December 1, 2010

December 15, 2010

January 5, 2011

\*January 19, 2011 Xavier Students join the class

February 2, 2011

February 16, 2011

February 23, 2011

**February 27, 2011** (Sunday) Sponsor Candidate Meeting & Rite of  
Commitment at 10:00 Mass with sponsors

March 2, 2011

March 9, 2011

Ash Wednesday Mass

March 16, 2011

March 23, 2011

April 6, 2011

April 20, 2011

♥ Outreach Project

Date T/B/D

♥ Week of April 25<sup>th</sup>, 2011

Interviews with one of the Deacons

♥ Practice and evening of Reconciliation

Date T/B/D probable for early May

♥ Confirmation date May/June 2011

Diocese gives us the date.