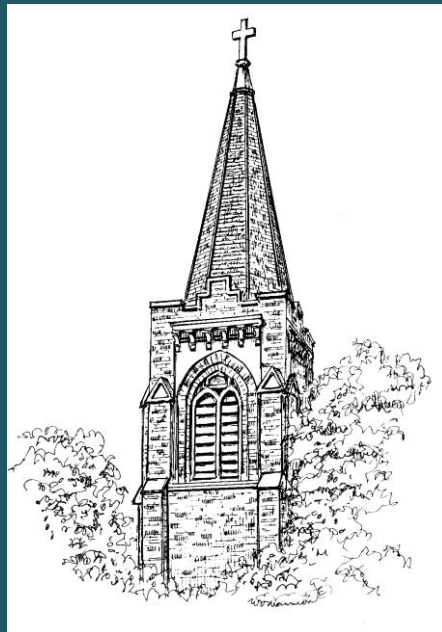


2011 ~ 2012  
*St. Genevieve's Catholic Church*  
*Faith Formation Program*

*Family Handbook*



*It is our mission that St. Genevieve's Faith Formation ministry  
will strengthen the moral, social and spiritual character  
of our faith community.*

*It is our prayer for all to develop a  
better understanding and increased love of the Lord  
through our journey of faith.*



St. Genevieve is the patroness of Paris, France. She was born just outside the city in 422, and when she was seven years old, she met St. Germanus, who foretold that she would be a saint and do great things. At the age of fifteen, she took a vow of virginity and accepted the veil of the Spouses of Christ. She is said to have had the gift of being able to read consciences and then advising people about their lives. When the Franks besieged Paris, St. Genevieve devised a plan to feed the city and thus saved it. Again, when Attila the Hun was marching on Paris, St. Genevieve kept the people from fleeing by promising that Attila would never enter Paris. When the invader turned his army and by passed Paris, marching toward Orleans, where he was defeated by the Romans and Franks, the people of Paris attributed their salvation to her prayers. She died in 512 and church where she was buried was given her name. Her relics were lost in the anti-Catholic French Revolution and her great church was renamed the Pantheon.

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Statements in this handbook are subject to amendment. The Faith Formation Office will keep you informed of any changes that take place.

## **WHAT IS FAITH FORMATION**

Faith Formation is a term that includes all the components of the vision and mission of St. Genevieve's parish. This process begins at birth and ends with death. The main objective is to bring all the participants into a closer relationship with Jesus Christ. This is accomplished through prayer and worship, interaction with others (both peer and intergenerational opportunities) awakening an awareness of the need to reach out beyond oneself and immediate community and instruction in the basic teachings of the Catholic Faith which flows from Scripture and Tradition.

### **Why not Religious Education? CCD? Catechism?**

Religious Education implies traditional classroom instruction information only. CCD is an acronym for Confraternity of Christian Doctrine. This is a specific organization that has written materials for use in instruction. Catechism class reminds us of the times when our source of instruction was strictly through memorization of a book of questions and answers.

Religious Education, CCD, Catechism and Faith Formation Are all specific terms that mean different things. Religious Education describes a more limited process than the birth through death focus of a Faith Formation Program. Faith Formation includes and encourages spiritual growth and expressions for all ages. Faith formation takes place in class, in church, at home and in the larger community.

### **What is Catechesis? What is a Catechist?**

Catechesis (Greek) means, "to echo the Gospel." We read in paragraph four of the Catechism of the Catholic Church, "Quite early on the catechesis was given the totality of the church's efforts to make disciples, to help men believe that Jesus is the Son of God so that believing, they might have life in his name..." A catechist then is one who echoes the Gospel. As people involved in forming the faith of those in the community we are indeed echoing the message of Jesus Christ as it is brought out to us through Scripture and Tradition. To **catechize**, then is to pass on that message in a manner that is consistent with the vision and mission of Faith Formation.

### ***St. Genevieve's Faith Formation Mission***

*It is our mission that St. Genevieve's Faith Formation ministry will strengthen the moral, social and spiritual character of our faith community. It is our prayer for all to develop a better understanding and greater love of the Lord through our journey of faith.*

## Faith Formation Covenant

Jesus Christ has entrusted parents, families and the parish community with the sacred duty of forming the faith of young people. Faith Formation is most effective when it is a partnership of all who influence the development of a relationship with God and a commitment to living this relationship in the world.

We desire to support and help you, entering into a covenant with you, a mutual agreement to serve together your child/ren's need for Christian formation. Let us renew our commitment to God and to our children as we pledge:

- ✚ Sunday Mass will be prayerful, inspiring, meaningful and appropriate to parents, children, families and individuals;

*Participating in Sunday Mass be a priority to us all.*

- ✚ Faith Formation classes will give the opportunity for catechist and young people to teach and learn the Catholic Christian Faith, discuss Christian life and morality, study Scripture, impart our tradition and provide good adult witness;

*Parents will support their child(ren) in regularly attending formation sessions and will discuss and live at home the faith and the Gospel truths explored in these sessions.*

- ✚ The Parish will provide an atmosphere that witness to the Catholic Christian faith;

*All members will witness to his or her faith in the way they live at home, at work, and in the community.*

Mutually entering into this covenant, we sign below.

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Parents

Date

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Parish Representative



## GENERAL INFORMATION

### Registration

- Participants in the Faith Formation Program must register. Members of St. Genevieve's Catholic Church will receive priority. Registration information will be sent out in August.
- All registration and program information is available on line at [www.stgens.org](http://www.stgens.org)

### Tuition

- Tuition for the 2011-2012 school year is \$70.00 per child. Pre-school and Kindergarten \$45.00 per child. The family maximum is \$250.00 per family. The cost of retreats is not included in tuition rates and will incur an additional fee.
- Financial considerations should not be an obstacle to Faith Formation. If financial difficulties arise, please contact Valerie at 651-426-1818. Scholarships are available.

### Classes

- Primary grade classes for 2011-2012 begin Wednesday September 28, 2011 at 6:30 PM, with an Opening Mass.
- Faith Formation classes (First Grade – Eighth Grade) will meet on Wednesday from 6:30 – 7:45 PM
  - Grades 1 - 5** will meet at Centerville Elementary School (CVE)
  - Grades 6 - 8** will meet at the Faith Formation Center (FFC)
- Ninth Grade and **Confirmation Students and Sponsors** will meet on the 1st and 3rd Sunday evenings 6:30 – 8:30 PM at St. Genevieve Parish Center (PC) 2nd and 4th Sundays of January. **Classes begins September 18, 2011** for 9th and Confirmation>
- **Pre-school / Kindergarten** meet Sunday mornings 10:00 - 11:00 AM at the Faith Formation Center. Beginning in November on the second Sunday of each month this group will meet at the church during the 10:00 Mass for Children's Liturgy.
- **A Wednesday evening option will again be offered for kindergartners for 2011 – 2012 at Centerville Elementary.**

### Emergency Faith Formation Closing

- If classes need to be canceled due to inclement weather please tune into WCCO, or call the Faith Formation Office at (651) 426-1818 or the parish office (651) 429-7937. If activities are closed in the Centennial School District there will be no faith Formation Classes.

### Safety

- Mandate reporting by law such as abuses, neglect, etc...
- Permission will be obtained from parents / guardians for all youth activities away from the parish or teaching premises. If a signed **Parish permission, slip** is not in the hands of the coordinator when the activity is to take place the child / youth will not be able to participate. **No phone calls or handwritten notes can be accepted.**

## Wednesday --- Arrival and Departure Procedures

- Children may be dropped off at the curb in front of the Centerville school building and they will be escorted into the school. Alternatively, you may park in the lot and bring your child into the building. If you intend to come into the school please park in the lot and bring your child into the building. – **do not park in front of the building. Do not send your child unattended through the parking lot.**
- If you have children to drop off at both the Faith Formation Center and Centerville Elementary, please drop off at the Faith Formation Center first and pick up from Faith Formation Center last.
- Children should arrive between 6:20 and 6:30 PM. Upon arriving students must enter the building and join in a gathering activity until 6:30. At this time, the catechist or assistant will join them and escort them to their classrooms.
- Parents are to pick up their children after Faith Formation or arrange with someone to do so. Elementary students will not be dismissed to waiting cars. Parents or designated responsible carpool drivers must park in the lot and come into the school to get children. Students will remain in their designated classrooms until a parent or older appointed sibling of car pool person comes to get them. Parents may go to their child's classroom at 7:40 to participate in closing prayer with the class, if you do not wish to participate in the closing prayer please do not go to classroom until 7:45. If parents do not arrive to pick up child from classroom by 7:50, the catechist will escort remaining children to cafeteria where they will wait until parent or designated responsible person arrives to pick them up.
- For older youth at the Faith Formation Center – youth must enter the building upon arrival and when dismissed will either wait in the building or on the front sidewalk for your designated ride to arrive.

### Tardiness / Early Dismissal

For the benefit of your child's Faith Formation as well as common courtesy to your child's class and teacher, please make every effort to be on time and to stay for the entire class time. **Early dismissals are strongly discouraged.**

- If late by more than 10 minutes child must sign in with coordinator in cafeteria.
- No child will be released **for any reason unless signed out by a parent or guardian.** A note alone is **not** sufficient. **This is for the safety of your child.**

### Conduct and Disciplinary Procedures

*An important element of Faith Formation is to provide children with clear guidance, give them opportunities to learn from their mistakes, master appropriate behaviors, and learn to make positive choices for themselves. Catechists (teachers), parents and our coordinators all play vital roles in this learning process.*

The catechist will address the discipline guidelines with the class. The discipline guidelines will be sent home with each student. Parents and child will sign the bottom portion of the guideline form. When it is returned, the catechist will forward it to the appropriated grade level coordinator.

# Discipline Guidelines

## First Offense

- Catechist or assistant names inappropriate behavior and give the student a chance to make a positive choice for him or herself.

## Second Offense

- Meet with the coordinator to discuss behavior and alternative positive behaviors. (Child will be asked to complete a "Reflection Sheet" and will receive a copy of the Discipline Guidelines)
- The student will be asked to discuss the "Reflection Sheet" with their parent(s), sign it, have their parent(s) sign it and return it to the appropriate supervising coordinator.

## Third Offense

- *The parent / guardian is called to pick up the student and schedule a meeting to discuss a plan that will allow the child to continue in the program.*

## Options:

1. The parent / guardian attends class with the student (number of classes to be determined)
2. The parent / guardian may choose, with or without the recommendation of the coordinator, to do home study with the student. Course work must be turned into the Faith Formation office as agreed upon.
3. The parent / guardian may choose to take the student out of the Faith Formation Program. However, in order to receive the Sacraments all course work must be complete.

There is also a "**Severe Clause.**" If the infraction is serious enough, (e.g. fighting, destroying property) the above system is short-circuited and the child must be picked up immediately.

Anytime a student has been dismissed, only a conference including the catechist, coordinator, child and parent(s) / guardian(s) will permit a student to return.

## Major misconduct

1. All persons involved in the Faith Formation Program in any way (coordinators, youth, parents, catechists and other volunteers) are expected to respect each other and every individual with whom they are in contact through words, actions, and dress. There is to be no improper touch or use of demanding or abusive language of a racial or sexual nature. **Inappropriate behavior will be reported to the Faith Formation Coordinator(s) and / or Pastor who will then contact parents and other appropriate action will take place as required by law.**
2. All participants shall refrain from words or actions that can lead to negative / violent reactions i.e. fighting, negative verbal teasing, demeaning remarks...
3. All Faith Formation sessions will be smoke, drug and alcohol free for ALL involved regardless of where and when the sessions or activities take place. **Youth involved in any of these activities will be reported to their parents and / or guardians and legal authorities, when required. Appropriate action will take place.**

## Family Responsibilities

*“Love the Lord your God with all your soul and all your strength. Never forget these commands that I am giving you today. Teach them to your children. Talk about them when you are home and when you are away, when you are resting and when you are working.” Deuteronomy 6:5-7*

The faith formation of your child is a task that cannot be accomplished alone. As parents and caregivers, you are the primary educators of your children. You provide the example for your child by living your faith, attending Mass and receiving the sacraments regularly. In partnership with you, we hope to teach your children what it means to be a Catholic Christian. We are here to assist and encourage you in your God given responsibility.

- Families are expected to be active in the parish and support it in the spirit of stewardship, sharing their time, talents and treasures.
- Parents are asked to donate time to help out in the classroom or with activities if needed.
- Parents are always welcome to visit their child’s class. Contact your child’s catechist or a member of the Faith Formation staff.
- Regular attendance is essential. Excessive absences (3 or more times) or excessive tardiness may indicate a lack of priority and the grade level may need to be repeated. If there is a problem, please contact the appropriate grade level coordinator.
- In the event of an absence, please call and let us know that your child will not be there. It is the responsibility of the parent and the child to make up any missed work.
- Communication between families and the Faith Formation Office is essential. Parents will be kept informed of important information, dates, etc. through announcements at Mass, Faith Formation Newsletter, flyers and the parish bulletin. Information will also be sent home by way of your child. Please check with your child to see if they have any information to give you.

- Parents are required to attend any meetings applicable to them.
- As a parent or guardian, please inform us of any special need your child may have. Every effort will be made to include and offer services for various learning disabilities, as well as home based options for those whose particular needs we are unable to accommodate. Let us know how we can be of assistance to you
- At Centerville Elementary, no food or drink is permitted in the classrooms. This is part of the parish contract with the school. Any food or drink must be eaten in the cafeteria. **No peanuts or peanut based products at Centerville Elementary**

## **Youth Responsibilities**

St. Genevieve's Faith Formation Program is a Catholic Christian educational community. As a member of the community, every student has certain rights, privileges and obligations. In order to protect these rights and maintain an atmosphere conducive to learning, it is necessary to develop guidelines, which all students are expected to follow. Violation of program regulations and guidelines, which infringe on the rights and privileges of others, cannot be tolerated. Specific guidelines must be followed so that each child may develop into a responsible Christian.

### **Expectations**

- As we are modeling Christian behavior, all youth shall conduct themselves in a courteous manner with respect for themselves and others.
- Fighting, bullying, harassment or foul language will not be tolerated.
- Candy or gum is not allowed, except on special occasion and in areas noted.
- Dress is casual, but respectful. Short shorts, halter-tops or shirts advertising alcohol, tobacco products or profanity will not be allowed. If sports uniforms need to be worn, clean shoes would be appropriate. Wearing of gang colors and / or symbols is not permitted. When entering the building hats should be removed.
- All state laws concerning alcohol, drugs, and weapons will be strictly enforced.
- Youth will be responsible for reading lesson in text prior to class and bringing their Bible if requested to do so. Other needed supplies will be provided.
- If a problem arises, the catechist will handle the situation. If a problem continues, the youth will be dismissed to the appropriate grade level coordinator, who will work with the child and catechist to remedy the situation. In cases of repeated problems, parents can expect to be notified.

## OUR CURRICULUM

Pre-school students use a variety of materials and hands on activities to grow in their faith.

Students in grade levels K-5 use a curriculum based on the **Call to Faith** series by Harcourt. Books will be issued for student and parent to use at home. Classroom activities and lessons will come out of the home lesson. Fifth grade students will receive the Break Through Bible from St. Mary's Press. They will use this throughout their faith formation program at St. Genevieve's.

Students in grades 6-7 will use the Catholic Connections Handbook from St. Mary's Press with lessons for 2011-2012 focusing on Units 1-3. Unit Topics are 1) God, Revelation and Faith 2) Jesus, the Christ 3) The Holy Spirit and the Church. Students use this book for two years and will do units 4-6 in

Students in grade 8 will do Church History, with lessons based on units from The History of the Church, part of the Didache Series, published by the Midwest Theological Forum

Ninth grade students use Called to Live the Gospel and The Church: It's Wisdom, Works and Worship from St. Mary's Press, along with Thy Kingdom Come ( a study of the Gospel of Matthew from Ascension Press)

Confirmation students do a number of unit studies focusing on living and understanding the Catholic faith and two retreats.

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### Sacrament Preparation

Sacrament preparation is done to give the child and their family a sense of community, a rounder picture of what receiving the sacraments means to them, and Christ expects of them. Preparing children for the Sacraments of Reconciliation, Eucharist, and Confirmation includes attending Mass on a weekly basis. Readiness to celebrate a sacrament is determined by the following: A desire to celebrate the sacrament

- An age appropriate understanding of the sacrament
- Participation in the liturgical life of the church
- A basic awareness and growing understanding of Jesus Christ

Students preparing for Sacraments are expected to attend weekly classes as celebration of the Sacraments are communal events. A determination of readiness to celebrate the sacrament will be made by the child's catechist, parent and the appropriate faith formation coordinator, along with the pastor.

## **Sacrament of Baptism**

Infant – 5 years of age: Call the Pastor (651) 429-7937

Six years of age and older: Parents desiring to prepare an older child for Baptism are asked to contact the pastor at the parish office (651) 429 -7937.

## **Sacrament of Penance and Reconciliation**

A preparation program for First Reconciliation is offered to help parents and children (usually second grade, but open to all others) integrate their understanding of the Sacrament of Penance and Reconciliation.

Parents are required to attend a parent meeting with the Pastor.

The parent/student reconciliation meeting/retreat will be held November 9, 2011 at 6:30 PM. at the church. Additional information will be sent to families with children grade two and up who have not received this sacrament for the first time.

## **Sacrament of the Eucharist (Body and Blood of Jesus)**

First Eucharist (Communion) preparation is offered to those parents who feel their child (usually second grade, but may be older) is ready to celebrate the Holy Eucharist. Preparation begins in the January.

Materials are provided to assist parents and children in preparing for the First Eucharist. Parents and children have several opportunities to gather for learning, prayer, and celebration in addition to the regular Faith Formation Program.

A parent / child First Eucharist Retreat will take place Saturday morning March 24, 2012. Additional information will be sent to families with children grade two and up, who have not received this sacrament for the first time.

First Eucharist is celebrated during the Easter season.

## **Confirmation**

If you have a youth who is ready to prepare for the Sacrament of Confirmation, please call the Secondary Coordinator. Confirmation preparation classes are open to all who have completed ninth grade. Classes will begin in the fall and students are expected to participate in all class units.

Preparing for the Sacrament of Confirmation is a big step in the life of a young person. It is the final sacrament of Initiation, when a person is fully welcomed into the Catholic faith. In this sacrament, the gift of faith that a young person received in Baptism is further strengthened through the gifts of the Holy Spirit. The time of preparation is an opportunity for young people to deepen their faith relationship with Christ and open themselves to the action and strength that the Holy Spirit will bestow on them.

**The Code of Canon Law sets forth the following requirements:**

1. Assurance must be given that the gifts bestowed can grow by authentic education in the faith and Christian life, in order to fulfill the true meaning of the sacrament.
2. The Church can respond to a request only if there is a well-founded hope that the sacraments will bear fruit.

**Classes** - Young people may ask to receive the Sacrament of Confirmation anytime after their ninth grade year. By asking to enroll in the Confirmation program, students are agreeing to abide by the program requirements – Living the precepts of the Catholic Church, attending Mass, attending the required classes, retreats, and completing projects that are part of the course work. At or near the completion of the Confirmation program the confirmation candidate will be interviewed.

**The Confirmation Program will be set up as follows:**

- Fifteen 2-hour sessions with sponsor or mentor - if chosen sponsor is unable to attend. These will be held the 1st and 3rd Sunday of each month, beginning September 18, 2011. with the exception of January which is the 2nd and 4th Sunday. Adjustments to schedule will be made to accommodate retreat weekends. Projects will be part of the class requirements and must be completed prior to confirmation.
- 2 Retreats - Retreat fees **not** included in tuition
  - Life in the Spirit Retreat – Weekend Retreat (Dates to be determined)
  - plus 1 other retreat experience - options will be provided
- Sunday Mass Attendance
- 1 parent / student evening
- Interview
- Rite of Sending (Saturday, April 28 - 4:30 PM Mass at Parish Center)
- *CONFIRMATION (Monday, May 7, 2012 - 7:00 PM - Cathedral of St. Paul) - St. Paul MN*
- Other faith growth opportunities - The HUNGER for Catholic Missions (30 hour fast and retreat experience)

Youth are expected to interact within the community through involvement in the parish – participating in the prayer and liturgy of the community, attending and participating in parish activities, being of service in the community.

Parents and families need to be involved, witnessing and living the faith they profess to their child.

**Sponsor** must be a baptized catholic, at least 16 years of age, in good standing in the church, who is confirmed and regularly practices the faith and is willing to share their faith with the confirmation candidate

**Sponsors** may be relatives or friends (**not parents**). Baptismal sponsors are ideal because of the close connection between Baptism and Confirmation, but it is understood that this is not always a possibility.

*Church of St. Genevieve*  
*Parish Office*  
*651-429-7937*

*Faith Formation Office*  
*651-426-1818*