



HOLY FAMILY
CATHOLIC COMMUNITY
inviting all to new life in Christ

Family & Teen Faith Parent Handbook 2017-2018



To cultivate Catholic disciples of Jesus Christ, by welcoming and involving children, teens and their families into the Holy Family faith community, nurturing their spiritual growth, challenging and empowering them to live Christ's mission.

Family & Teen Faith Mission Statement

Table of Contents

Family and Teen Faith Directory

Letter from the Director

Communication

- Face-to-Face Encounters
- Parent Meetings
- Parent Advisory Board
- Print and Digital Communication

Quick Facts for all grades

- Class times and Schedules
- Tuition and Fees

Philosophy of the Family and Teen Faith Programs

- What is catechesis?
- Parents' role in catechesis
- The Domestic Church
- Religious Education as a core component of the Holy Family Mission

Curriculum Overview

- Content, Methodology, and Curriculum Structure
- Tools for Learning
- Teen Faith Program Offerings
- Catechesis and Worship: The essential connection
- Catechesis and Outreach: A natural progression

Sacramental Preparation

- First Eucharist
- Reconciliation
- Confirmation
- Rite of Christian Initiation for Children or Teens (RCIC)

Behavior and Discipline

- General Expectation of Student Behavior
- Student Contribution to Code of Conduct
- Consequences
- Student Behavior Norms
- Options for Disciplinary Action for serious infractions

Family and Teen Faith Program Policies

- Class Placement
- Student Attendance
- Late arrival and Early Dismissal from Faith Classes
- Safety Policies
 - Dropping off and Picking Up students
 - Protecting All God's Children
 - Virtus Compliance
 - Safe Environment Training
- Technology
 - Use of electronic equipment
 - Cyber bullying

Opportunities to Get Involved

Parent Agreement Form

Family and Teen Faith Directory

Dr. Peg Hanrahan, Director

(847) 907-3431

phanrahan@holyfamilyparish.org

Laura Ferlita, Associate Director

Religious Education Coordinator

Pre-k - gr.6 / Home school / Catechists

(847) 907-3436

lferlita@holyfamilyparish.org

Amy Hodson, Associate Director

Youth Minister

Youth Ministry / Retreats

(847) 907-3446

ahodson@holyfamilyparish.org

Isabella McPherrin, Associate Director

Sacrament Prep / Admin

(847) 907-3426

imcpherrin@holyfamilyparish.org

Melanie Tomal, Associate Director

Religious Education Coordinator

Gr. 7-12 / Peer Ministry / Confirmation

847-907-3439

mtomal@holyfamilyparish.org

Marta Robak, Administrative Assistant

Admin / Nursery

(847) 907-3447

mrobak@holyfamilyparish.org

General Contact Information

Holy Family Catholic Community

2515 Palatine Road, Inverness, IL 60067

(847) 359-0042

Website, www.holyfamilyparish.org

[facebook.com/holyfamilyinverness](https://www.facebook.com/holyfamilyinverness)

Family and Teen Faith Office (847) 359-0572

Office hours: Monday-Thursday 9am-4pm and during all programs / events

www.facebook.com/HolyFamilyTeenFaith/timeline/

<https://twitter.com/HFteenfaith>



*We always want to know what
you are thinking and feeling.*

Letter from the Director

*Religious education has to be fundamentally reconceived –
the tried and true simply won't do.*

Dear Parents/Guardians,

Our children and teens, dubbed **Gen Z**, live in a world that is both exhilarating and dangerous. Every dimension of human experience is undergoing radical change. As we work more forthrightly to acknowledge and integrate diverse perspectives and practices, controversy has become part of everyday life, demanding wiser, more nuanced responses. Long held beliefs and cultural and moral boundaries are in flux, many already deemed untenable. It is difficult to put into words our personal convictions and harder still to craft a personal moral code. Members of the Gen Z cohort increasingly view religious faith with trepidation, blaming it for the rise in social intolerance fueling violence at every level of society, while at the same time, being critical of the moral laxity they see in their elders. This makes the task of providing innovative approaches to Religious Education and more compelling faith formation experiences even more significant.

The Holy Family children, tweens, teens and young adults are keenly aware, at younger and younger ages it seems, that human consciousness is evolving in ever more complex ways. **This makes parenting more challenging.** The generation we are raising, teaching, forming, mentoring is described as digital natives who are global, social thriving on connecting and are the most sophisticated well-educated generation we have ever known. Representing 30% of the world's population, they are more likely to influence than to be influenced and their impact is both extensive and substantial. They are *"the early adopters, the brand influencers, the social media drivers, the pop-culture leaders."* (for a more thoughtful and extensive reflection on Gen Z see the work of Mark McCrindle at www.mccrindle.com.au)

Our young people have been charged with 'recreating the world as we know it' and they have energetically embraced that calling. What they believe and the values they embrace are essential to that task. They are not just our future; they are creating that future as we speak. **What we say and do, they way we shape and form them is our calling.** Religious education has to be fundamentally reconceived – the tried and true of earlier times simply won't do.

In my first letter to you as the new Director of Family and Teen Faith I told you that I see my role - as an educator and life-long learner - as one called to **inspire, integrate and innovate.** As I begin my third year among you, I am even more committed to those values. After listening to you and working with you and your children/teens, I have a better understanding of your needs and desires. Thank you for the thoughtful and astute feedback so many of you provided which have resulted in:

- bold changes to the curriculum
- new initiatives in youth ministry
- more opportunities for parent education
- better formation for catechists

You have provided the Family & Teen Faith staff with a robust agenda that will guide our working partnership with you to provide ever more engaging opportunities for religious education and faith formation.

Respectfully,

Peg Hanrahan

Dr. Peg Hanrahan
Director of Family and Teen Faith

WELCOME TO THE 2017-2018 FAITH AND TEEN PROGRAMS!

Look over this handbook carefully. New policies have been adopted, especially in the area of Campus Safety. All of the class schedules are included here as well. Note: If you have not received this year's Family & Teen Faith magnet schedules or would like an extra one just ask.

Communication is a priority



Communication Goals for 2017-18

- ❖ Inform
- ❖ Involve
- ❖ Engage
- ❖ Motivate

Communication is essential for any effective partnership. Good communication is always a work in progress; there is always room for improvement. Effective communication takes advantage of multiple platforms and is:

△ Respectful

△ Clear

△ Timely

△ Concise

If we want Family & Teen Faith programs and events to be successful, we must have ongoing feedback from our students, catechists, volunteers and parents. If parents are to be helpful collaborators in the catechetical process, they must have ongoing feedback from their children, their children's catechists and parish staff members. Continual needs assessment and evaluation are necessary, if our catechetical ministries are to be constructive, life-giving experiences. Productive conversations with many must be a priority, if we want our catechetical ministries to grow in order to:

- ❖ challenge and inspire our current students and catechists,
- ❖ be flexible and sensitive to the variables that impact our students (i.e. schedules, ability levels...),
- ❖ encourage and foster the domestic church (see page 12),
- ❖ meet emerging needs,
- ❖ take advantage of advances in the fields of Religious Education and Faith Formation,
- ❖ integrate with other ministries in our faith community.

Communication platforms we will use this coming year.

Face-to-face Encounters

Worship – Without the interplay of worship and catechesis, religious faith unravels leaving the believer with large gaps in meaning and inhibits his/her ability to make sense of the ultimate questions of human life. Good liturgy and good catechesis are bound together like the warp and weft of weaving: they are partners. Both are important aspects of the Christian life and promote a deeper faith journey. Both, liturgy and catechesis, seek to form persons in faith. Both need each other. Human learning is contextual; **what we learn through catechesis, we practice in worship.**

The 9am Mass on Sunday precedes our Sunday morning sessions. **This is by design.** Kindergarten through grade five children are invited to attend Children's Liturgy of the Word (CLW) during that Mass, which will help them:

- ✚ learn how understand and use the symbols and rituals that are part of the Liturgy of the Word,
- ✚ better integrate scripture into their daily lives and
- ✚ prepare them to understand more fully the scripture, which is part of every catechetical session.

CLW is also celebrated at the 11am Mass. All IGNITE or FLAME students who are interested in helping to lead CLW are welcome to do so. This is one way to earn service hours.

Any parent interested in facilitating CLW can join one of the three teams. For more information contact, Liz Hohmeier, lizhohmeier@gmail.com who coordinates this ministry.

Regular attendance and participation in the weekend Masses as a liturgical minister are THE single most effective ways to learn about the Mass. Understanding the Mass makes worship more meaningful.

- **All Faith classes host at least one of the regularly scheduled weekend Masses each year.** The catechists will choose the date for his/her class Mass and notify parents. Students will serve as greeters, Cross bearers, ushers and gift bearers. This is just one of Holy Family's unique traditions fostering 'vibrant worship,' which is part of our parish mission. Parents are asked to accompany their children/teens at this Mass.
- **This coming year all 4th, 5th and 6th grade students will be trained during class time to be Table and Light Ministers.** They will each be expected to serve as a Table and Light minister at least twice during the year. Those who wish to serve more often are welcomed and encouraged to do so.
- **The 4pm Teen Mass precedes our Sunday evening sessions.** Again, this is by design. We have intentionally focused on how junior high and high school students might be more deliberately engaged through conscious participation in all aspects of this liturgical celebration. All of our IGNITE AND FLAME students are invited to serve as:

- ✚ Greeters
- ✚ Proclaimers
- ✚ Ushers
- ✚ Cross bearers
- ✚ Gift bearers
- ✚ Members of the Teen Band and choir



In the past we have had high school juniors and seniors offer Gospel Reflections at the 4pm Mass. We want to expand this ministry to include our FLAME students.

Students wishing to be Proclaimers or Gospel Reflectors will be required to participate in training. To become a Eucharistic Minister, one must be confirmed. Once trained, student Proclaimers and Eucharistic Ministers and any of our young musicians/singers are welcomed and encouraged to serve at any of the parish Masses.

Any adults who would like to work with any of our students in the context of worship are welcome to do so.

We encourage families to consider serving as liturgical ministers at the Sunday Mass they attend. If you are willing to carry the Cross in the opening procession as a family, bring up the gifts, or help take up the collection all you need do is come 5-10 minutes earlier and let the Mass Coordinator or Liturgical Life Office staff member at the Mass know. It would be wonderful to see parent-child teams Proclaim the Word or read the prayers of the faithful at Mass. Parents remember **what we say and do, the way we shape and form the next generation is our calling.**

Keeping the Sabbath

The decision to put God first in our lives is never easy. It requires we re-arrange our priorities. Perhaps that is one blessing of the Sabbath – a weekly opportunity to put things into perspective.

Parent Meetings & Family Events are a staple of Religious Education Programs. These are conducive to community building, prayer, sacramental formation, adult education, program information, needs assessment and evaluation.

Home School Parent Introductory Meeting – Parents choosing to home school their child/ren for Religious Education this year you must attend the Introductory meeting.

Family & Teen Faith Kick-off – 2nd Sunday in September, 4pm Mass followed by free barbecue and entertainment.

Catechetical Sunday – 3rd Sunday of September

Every parish in the United States celebrates the role that each person plays, by virtue of Baptism, in handing on the faith and being a witness to the Gospel. At Holy Family we will celebrate Catechetical Sunday through the following events

- ✚ Catechists are commissioned at the 9am and 4pm Masses
- ✚ First class sessions for Adam's Apple, Family Faith, IGNITE & FLAME
- ✚ Parent Orientation and Open House – Overview of the curriculum changes

It is important that parents meet their son or daughter's catechist.

The catechist is our first line of communication with you. These men and women will be able to serve you and your child/teen more effectively if they have a relationship with you. You will be able to ask questions and clarify with them their expectations for you and your child/teen. They will be able to hear directly from you about your expectations of them.

Parent Sacramental Meetings

- **First Eucharist Parent Meeting** – Tuesday, October 24, 7:30-9pm in the Church or Sunday, October 29 10:15-11:30 am (for parents of any student preparing to receive the sacrament of the Eucharist for the first time)
- **RCIC Information Meeting** – Sunday, November 5, 12:30-1:30 pm, meeting room #159 (Break Out room 1).
- **FLAME 1 Parent Meeting** - Sunday, October 15, 5:30-7pm in the Chapel or Thursday, October, 19, 7-8:30 pm
- **FLAME 2 Parent Meeting** - Sunday, Jan. 7, 5:30-7pm in the Chapel or Thursday, Jan. 11, 7-8:30 pm

Family Faith Festivals – Our Faith Festivals rely on many parent volunteers. These popular events are fun and interactive for the children and adults alike. If you are willing to volunteer before or during the festival, please contact Laura Ferlita: ferlita@holymfamilyparish.org

- **The Fall Parable Festival** – Sunday, October 22, 10:30am -12pm; 5:30-7pm; Wednesday, Oct. 25, 4:30-6pm
- **Bethlehem Marketplace** – Sunday, Dec. 10, 10:30am -12pm; 5:30-7pm; Wednesday, Dec. 13, 4:30-6pm
- **Lenten Prayer Festival** – Sunday, Mar. 18, 10:30am -12pm; 5:30-7pm; Wednesday, Mar. 21, 4:30-6pm

Parent Advisory Board – Parents have a special role to play in the creation and evaluation of programs that are designed for their children. The Family and Teen Faith Parent Advisory Board will be a visible and approachable advocate for the families to the Family and Teen Faith Program Director and the Pastor. The Parent Advisory Board serves to enhance the Family and Teen Faith experience by providing the Pastor, or his delegate, and the Director of Family and Teen Faith with feedback, service, and support for events such as Service and Social Opportunities, Special Family Faith Events, Safety, etc. The Board consists of parents of children currently or previously enrolled in the Religious Education Program, the Director of Family and Teen Faith and the Pastor or his delegate. The number of members is determined by the Board on an annual basis. This group meets quarterly. If you are willing to serve on this Board contact Dr. Peg Hanrahan at phanrahan@holymfamilyparish.org / 847-907-3431.

Print and Digital Communication

- **Email** is still the easiest and quickest way for us to communicate with catechists, students and parents and the quickest way for catechists, students and parents to communicate with the Family and Teen Faith Staff.
- **Check the Parish Website and Teen Faith Facebook** page often for information forms and updates.
- **Parent's Place** We have created a special web-based resource for parents on our Parish Website we will be calling **Parent's Place**. This will include links to articles, webinars, podcasts, blogs, websites and videos on issues and trends impacting parenting. Parents will be able to digitally access resources for their own faith formation or for use



with their families will be available. Announcements of up-coming events and ongoing initiatives for parents at Holy Family (and in the area) will be posted. **Parent's Place will be launched on November 1, 2017.**

➤ **The Parish Bulletin** accessible in print and online carries articles and announcements weekly. Beginning this fall Family and Faith student writing and art will be published in the bulletin.

➤ **Mailings** will continue to be a way for us to communicate with families and students.

➤ **Program Brochures & Event Flyers**

➤ **Online Survey tools** will be used to evaluate events.

➤ **Family & Teen Faith Dispatch**

a quarterly newsletter about faith formation, including articles by leading pastoral voices in the field, reviews of books, articles, venues, events and other resources families might find helpful in nurturing their own faith lives. *The Dispatch* will present articles on Catholic teaching and tradition, contemporary spiritual practice and trends impacting family life. It will include Family and Teen Faith student work and art.

Both of these resources will be available online. If you need a printed copy, please contact the Faith Office.

QUICK FACTS FOR ALL GRADES

Holy Family offers a variety of programs and resources to meet the many catechetical needs of today's family. Just as each family is different and changes from year to year, so does a family's faith journey.

PRE-K & KINDERGARTEN:

Beginning religious educational experiences for children.

Sundays...during the 9am and 11am Mass

Sep 17 / 24	Oct 1 / 15 / 22
Nov 5 / 12 / 26	Dec 3 / 10 / 17
Jan 7 / 21	Feb 11 / 25
Mar 4 / 11 / 18	Apr 8 / 15

GRADES 1 to 6:

Children participate in grade-level learning centers led by parish catechists.

Sundays AM – Join us for the 9am Mass, followed by session at 10:30am-12pm

Sep 17 / 24	Oct 1 / 15 / 22
Nov 5 / 12 / 26	Dec 3 / 10 / 17
Jan 7 / 21	Feb 11 / 25
Mar 4 / 11 / 18	Apr 8 / 15

Sundays PM – Join us for the 4pm Mass, followed by session at 5:15-7pm

Sep 17 / 24	Oct 1 / 15 / 22
Nov 5 / 12 / 26	Dec 3 / 10 / 17
Jan 7 / 21	Feb 11 / 25
Mar 4 / 11 / 18	Apr 8 / 15

Wednesdays 4:30-6pm

Sep 21 / 27	Oct 4 / 18 / 25
Nov 8 / 15 / 29	Dec 6 / 13 / 20
Jan 10 / 24	Feb 14 / 28
Mar 7 / 14 / 21	Apr 11 / 18

Non-graded multi-age class for grades 1-6

Taught by a husband/wife catechist team with experience in multi-age catechesis, this option will allow siblings to participate in Religious Education together in the same classroom. The class will be limited to 30 students and will meet during the Sunday morning time period. This class will use the new **Finding God** curriculum with an emphasis on scripture and the arts.

Link to online schedule: <http://3jcg63b3wmu40dlko1tjp2yu9p-wpengine.netdna-ssl.com/wp-content/uploads/2016/01/FF2017-18-ONLINE-CALENDAR.pdf>

Home Schooling

We do offer a home school option for Religious Education for grades 1-10. If this interests you please find a full description of this alternative online at <http://holyfamilyparish.org/home-schooling-option>. This Home School Program is significantly different than prior home school options. A parent information meeting will be held on **Wednesday, September 27, 2017 from 7-8:30**. Parents wishing to home school their children/teens must attend this meeting.

IGNITE (grades 7 & 8)

FLAME 1 & 2 (Grades 9 & 10 - Confirmation prep.)

Led by parish catechists, FLAME and Ignite may meet in the church or chapel for prayer, large group teaching points, skits or videos. The weekly Mass collection is related to the outreach in lesson plans. Small group lessons and discussions are also part of this program.

FAITH ON FIRE (Grades 11 & 12 - post confirmation faith formation)

A continuation of the Small Christian Community model used in FLAME and IGNITE. Spiritual formation, relevant topics and social aspects are included.

Sundays PM – Join us for the 4pm Mass, followed by session at 5:15-7pm

Sep 17* / 24	Oct 1* / 15 / 22
Nov 6 / 13* / 20	Dec 3* / 10 / 17
Jan 7* / 21	Feb 11* / 25
Mar 4* / 11 / 18	Apr 8* / 15

* Faith on Fire program 7-8:15pm

Family & Teen Faith calendar magnets for this year are available at the Faith Office and the Parish Office BE SURE TO GET YOURS!

2017-18 Retreat Dates

- ❖ IGNITE Retreat – **Saturday, October 14, 2017** 3:00-10:00 pm at Holy Family
- ❖ FLAME 1 Retreat- **January 13-14, 2018** at the Loyola Retreat Center in Woodstock, IL
- ❖ FLAME 2 Retreats - **January 27-28, 2018 or February 17-18, 2018** at Holy Family

Tuition and Fees for 2017-2018

Tuition

Adam's Apple Program (Pre-K-K)

- 1 student = \$ 50 / 2 or more students = \$ 75

Family & Teen Faith (Grades 1-10)

- 1 student = \$ 300 / 2 students = \$ 375 / 3+ students = \$425
- Non-Parishioner tuition Rate is \$450 per child
- Home School \$200 per family, plus \$20 material fee for each student
- Catechist discount \$150 per class (to be shared among catechists in each class)
- A non-refundable \$100 registration fee is due at the time of registration. This will be applied to the final bill. We ask that all outstanding tuition and fees from prior years be paid prior to registration.

Sacramental Fees

- First Eucharist (typically second grade) - \$70/student
- RCIC - \$75.00 per student (students pay no other sacramental fees)
- Confirmation Fees
 - Flame 1 - \$125/student
 - Flame 2 - \$40/student

Faith on Fire

\$50/student (inclusive)

No child/teen will be denied religious education because of their family's inability to pay tuition or sacramental fees at Holy Family.

Family Volunteer Hours

In addition to tuition and fees we are asking each family to contribute five (5) hours of volunteer service per year. If you work directly with children (i.e. catechist, aide, substitute, Festival volunteer, hall monitor...) you must be **Virtus** compliant. **Virtus training** is done here at Holy Family – there is no fee attached.

Tuition Assistance is available in the form of full or partial tuition and fee waivers. To apply for a waiver contact Dr. Peg Hanrahan at 847-907-3431. **No child/teen will be denied religious education because of their family's inability to pay tuition or sacramental fees at Holy Family.**



Processing Fees and Refunds. Families that withdraw from the program must notify us no later than November 15, 2017 in order to receive a refund. The \$100 registration fee is non-refundable.

Financial Support of the Holy Family Catholic Community

Our Family and Teen Faith Programs have been, and continue to be, richly blessed.

1. We literally have hundreds of adults and teens who generously give thousands of hours to our programs.
2. Holy Family has wholeheartedly embraced our ministry, especially to teens, enthusiastically supporting fundraising projects as well as donating gifts in kind allowing us to offer a wide range of programming at very reasonable costs.
3. Individual and families whose lives have been touched by the programs and experiences we offer have made substantial financial gifts.

All of these have allowed us to be responsive, flexible and creative to the needs of children, teens and their families.

Our budget reflects the full cost for the operation of the Family and Teen Faith Programs, including (but not limited to): textbooks, staff salaries and benefits, administrative expenses, sacramental preparation expenses and our share of the operating expenses for our campus. The tuition and fees we collect do not cover all of these expenses.

The Family and Teen Faith programs are substantially subsidized by the parish. In addition to tuition payments, we also encourage families to remember to make regular contributions to the weekend collections, as well as the annual fund-raisers which finance so many aspects of the life of our parish community - worship, priests and staff, music, church building maintenance, outreach - as well as subsidies to the Religious Education Program.

The philosophy of Family and Teen Faith

What is catechesis?

The word catechesis comes from an ancient Greek word describing a kind of oral teaching. Literally the word means "to echo". The purpose of catechesis is to make a person's "faith become living, conscious, and active, through the light of instruction" (National Catechetical Directory, #32). This is achieved in four ways.

1. Proclaiming the message of salvation;
2. Building authentic communities of faith;
3. Leading people to true worship;
4. Promoting service to others.

It is important to remember that catechetical experiences are not confined to classrooms and textbooks. Catechetical experiences are moments that arise across the life-long process of evangelization (coming to know God) and conversion (the change of heart that results from knowing God). Catechesis seeks to foster mature faith in individuals and communities.



Parent's role in the catechetical process

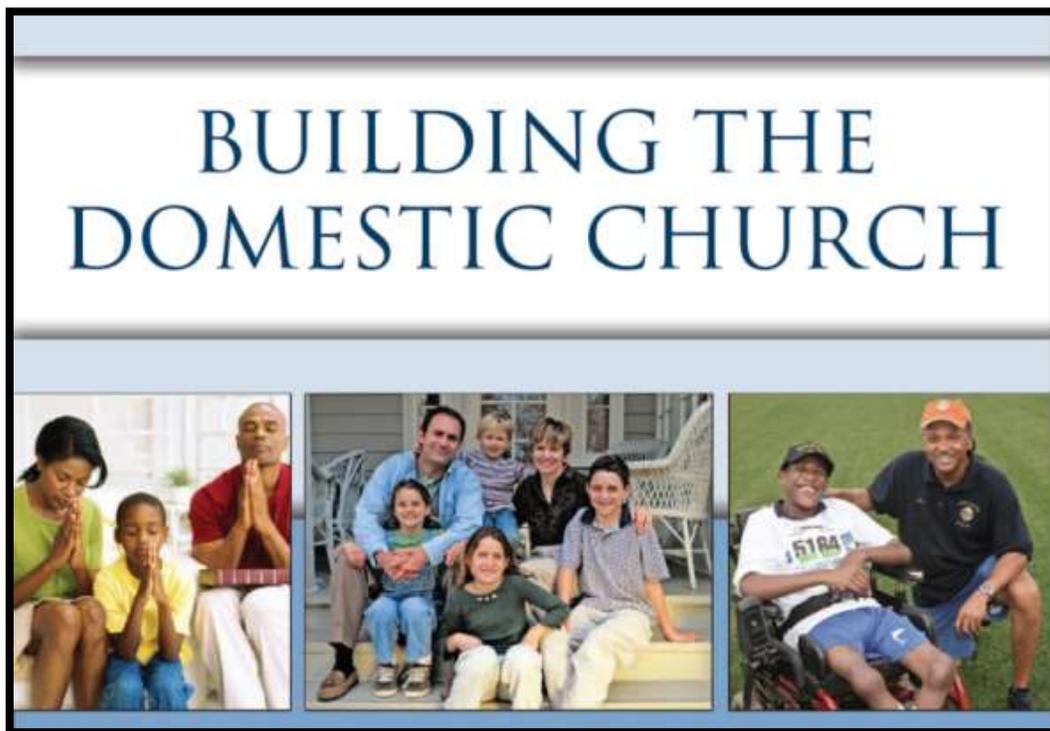
Parents are the first teachers of their children in the ways of faith. In the Baptismal rite we hear these words, "Parents and godparents, this light is entrusted to you to be kept burning brightly." Note that there is no time limit on this instruction. Parents, **you** remain the first and best teachers of your children through their whole lives. You do this by what you say and do **and** what you do not say or do not do. Your words and deeds leave an indelible impression on your children. They influence the way your children will raise their children.

Pope Francis uses a wonderful image for this fundamental and essential education parents provide their children. He speaks about the **grammar of affections**,

"The wisdom of affections, which cannot be bought or sold, is the greatest quality of the family's genius.

"The wisdom of affections, which cannot be bought or sold, is the greatest quality of the family's genius. Precisely in the family, we learn to grow in that atmosphere of wisdom of affections. Their 'grammar' is learned there; otherwise, it is very difficult to learn. Now, this is the language through which God makes himself understood by all. Therefore, the circulation of a family style in human relations is a blessing for the peoples and brings hope to the earth. When family affections let themselves be converted by the testimony of the Gospel, they become capable of unimaginable things" (General Audience September 2, 2015).

Our Pope sees the family as one of the most transformative elements in society. **He demonstrated his commitment to families by calling the [2014-2015 Synods of Bishops on the Family](#) as one of his first initiatives as Pope.**



You have heard and will continue to hear the leadership at Holy Family talk about the centrality of the [Domestic Church](#). We are referring to the internal dynamics of your family life. St. John Paul II spoke about the teaching role of the domestic church saying, “*Family catechesis therefore precedes, accompanies and enriches all other forms of catechesis*” (*Catechesis in Our Time*, 1979, § 68).

The Holy Family Catholic community promises the parents of all baptized children that we will support you in this fundamental moral responsibility. We promise to pray for and with you, welcome you, and be examples of faithful disciples for you and your children.

The Family and Teen Faith Staff become your partners in the process of handing on our faith to your children. *With your cooperation, we create an environment in which children can grow in their faith.* We build on the foundation you lay. Never forget however, that you are the first and most effective teachers. It is from you and the domestic church you create that the faith of your children is nurtured and sustained.

As religious educators in partnership with you we ask that you

- pray for and with your child and teach him/her how to pray,
- share your faith with your child,
- provide your child with experiences of the Catholic tradition, and if you come from or practice a different faith tradition share experiences from that tradition as well,
- explore the Scriptures with your child,
- encourage curiosity answer your child’s questions about faith honestly,
- instill in your child the gospel values of compassion, forgiveness, mercy, justice and peace,
- model the importance of Christian service,
- take an active role in preparing your children to receive the sacraments.

Religious Education – Core component of the Holy Family mission

Holy Family Catholic Community Mission Statement

To engage all in the sacramental life through vibrant worship, life-long learning and passionate community

Holy Family Catholic Community Vision Statement

Holy Family Catholic Community invites all to new life in Christ. Our response to God's call is evident through full, conscious, and active participation in our community.

Core Values of the Holy Family Catholic Community

Animated by our faith in God to evangelize, we live the following core values:

- Integrity
- Excellence
- Unity
- Service
- Justice

Family and Teen Faith Mission Statement

To cultivate Catholic disciples of Jesus Christ, by welcoming and involving children, teens and their families into the Holy Family faith community, nurturing their spiritual growth, challenging and empowering them to live Christ's mission.

Family and Teen Faith Vision Statement

We are committed to making our Catholic Christian faith come alive in the minds, hearts and actions of all family members.

Recognizing that we live in an ever-changing society, Family and Teen Faith will strive to help our families

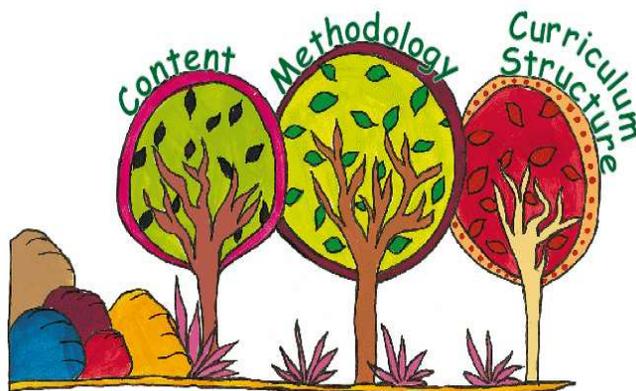
- *Become increasingly more aware of God's presence in their lives.*
- *Cultivate a sense of wonder and reverence;*
- *Know the foundations of the Catholic faith;*
- *Appreciate and act on the essential link between worship and catechesis.*
- *Respond to the challenge of the Gospel being aware of our Christian responsibility to participate in acts of service, mercy, charity, justice and peace in our local and global communities;*
- *Recognize the dignity of each person and appreciate the diversity among people;*
- *Make effective life choices guided by our faith.*

Curriculum Overview

Content

The goal of all catechesis is to develop Christian disciples. This is done by engaging students of all ages and ability in an intentional exploration of

- The individual's personal relationship with Christ
- Knowledge of Sacred Scripture and Catholic tradition
- The liturgical life of the Church – worship and sacraments
- Knowledge of the moral teachings of the Church and methods for discernment and skillful decision-making



- Development of a healthy spirituality made tangible by helpful spiritual practices
- Experiences of Christian community in order to nurture love of God, self and neighbor, the spirit of simplicity and mutual forgiveness.
- Develop a missionary spirit in all children and families so that they will be the presence of Christ in society.

Methodology

Shared Christian Praxis, a simple and effective process for developing Christian disciples, summarizes the approach used at Holy Family. The life's work of *Thomas Groome*, noted Religious Educator, Shared Christian Praxis, is a process for faith formation used extensively throughout the English speaking world. It is important to understand that *Shared Praxis is not a program; it is a process or overarching approach to faith formation.* Groome describes his approach as *'bringing life to Faith, and bringing Faith to life.'* Our Director, Dr. Peg Hanrahan describes it using biblical language – *come and see; go and tell.*

This approach is best done in small groups where

1. Participants focus on their personal experience of a given topic. Often an activity is used to help the members of the group focus (such as a video clip on being a good friend, a skit, an ice breaker, etc. - - bringing life to faith).
2. Participants are invited to reflect on why they do what they do, and what the likely or intended consequences of their actions could be. This is done in order to help participants identify their unique understanding or lack of understanding of the topic. They are asked to consider assumptions they make, or biases they may have (critical reflection).
3. The catechist presents the Christian community story concerning the topic at hand to the group and the faith response it invites. This may be done using biblical stories/passages, examples of Catholic religious practices, concepts from Catholic teaching, etc.
4. Participants are invited to look at the Christian Story, internalize it, "own" it, and compare it with their own stories. A dialogue ensues between 'my story and vision' and the 'Christian Story and Vision' (bringing faith to life).
5. Each participant is given an opportunity to choose a personal faith response for the future. "Now, what are you going to do?"

Shared Christian Praxis
 ... *'bringing life to Faith,*
and bringing Faith to life.'
Thomas Groome

Curriculum Structure - Three key elements

1. **Spiral curriculum** - In this approach material is revisited repeatedly over months and across grades. Each time it is introduced students have the opportunity to understand the content as a deeper level and make connections between concepts and experience they were not able to make earlier.
2. **Developmentally appropriate** learning is based on how human beings learn over time. It focuses on the individual developmental and the learning needs of each student. Teaching strategies are intentionally chosen to maximize student cognitive abilities and skill levels.
3. **Experiential** - learning through experience, and is more specifically defined as "learning through reflection on doing".



Tools for learning – As learners change, content expands or is modified, educational theory improves, and social expectations of learning change students invariably **learn** → **unlearn** → **re-learn**. Therefore, there are no perfect learning tools. All tools or strategies for learning have strengths and weaknesses. The following are tools we use to engage learners in the catechetical process.

- **Experiences of Christian community** provide the overall framework for all catechesis at Holy Family. Community building and team building activities are deliberately built into every class encounter.

- **Textbooks** are used for Pre-school through grade six. To have a sense of how the textbooks are meant to engage the learner see.

Adam's Apple

Classes for 3 and 4 year olds use **Pflaum Gospel Weeklies – Seeds**. Kindergarten classes **Pflaum Gospel Weeklies – Promise**. This is a lectionary based program prepared by a team of respected preschool specialists. See the publisher's website for more detail <http://www.pflaumweeklies.com>. This is one way to respond to our parents' desire to see more scripture incorporated into our Faith classes at earlier ages.

Parent Resources for this program

- ❖ **Concept Development Chart** - <http://www.pflaumweeklies.com/program-directors/?cat=&file=/documents/learning-ladder-chart.pdf>
- ❖ **Handout for Families** - a short but very informative explanation of what the *Pflaum Gospel Weeklies Faith Formation Program* is about, why it unique compared to textbooks, and how it can help your family. Available in English or Spanish. Available at <http://www.pflaumweeklies.com/parents/>
- ❖ **The Gospel At Home** - This simple online resource **designed for busy families** connects parents to their child(ren)'s lesson each week. It provides
 - a short description of the Sunday Gospel,
 - suggested activities and
 - discussion starters for each age level.

These easy-to-do ideas will bring families together to share what each member has learned about the Gospel that they heard on Sunday (and studied in class.) **Available in English or Spanish.** [Sign up](#) to receive *The Gospel Seasonal Activities*

Extend your child's learning experience with seasonal activities and prayers that you can do at home. Based on the seasons and feasts of the liturgical year, your family can have fun while learning about Jesus and his Church.

Grade 1- 6

Finding God 2013 (parish edition) published by Loyola Press. This new program for Family Faith is based on **Ignatian Spirituality**.

Ignatian spirituality is spirituality for everyday life. It insists that God is present in our world and active in our lives. It is a pathway to deeper prayer, good decisions guided by keen discernment, and an active life of service to others. (for more see <http://www.ignatianspirituality.com/what-is-ignatian-spirituality>)

Each grade level focuses on the same five major themes each year. This means that if you have more than one child in grades 1-6, you can a family conversation about faith and have all the children on the same basic page.

"As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen."

Finding God provides lessons in the faith and delivers those lessons through experiential activities that encourage lifelong practice. For more detail see the publisher's website www.loyolapress.com/faith-formation/finding-god/finding-god-2013/program-overview

Parents watch this introductory video available on YouTube

www.youtube.com/watch?v=IK4iYo6MiT0&feature=g-user-u&context=G28e546fUCGXQYbcTJ33bThwXCFam-zqo5l-oQfisQcNgt4QuJ6k

Reasons Holy Family catechists and parents overwhelming chose this program

- **extensive wrap around support for Catechists and Parents**
 - **Scripture and Tradition:** Engaging presentation provides catechists and teachers with a meaningful opportunity to pass on our Catholic faith to the next generation.
 - **Reflection:** Guided reflections help children form a rich prayer life.
 - **Prayer:** Relevant opportunities help children integrate traditional prayer into daily life.
 - **Multisensory Learning:** *Exploring Faith Through Art* prints serves a variety of learning styles.

- **Parent Resources** Practical resources such as
 - family e-newsletters,
 - an at-home edition,
 - prayer books that build the home-faith bridge
 - **interactive study guides**,
 - the exciting online game **Fishers of Faith to help**
- **Adaptive Lesson Plans** for special needs children
- It integrates the fundamental themes of the *Catechism of the Catholic Church* with Scripture, Catholic Social Teaching and Liturgical practice
- It is the only Catholic Religious Education curriculum designed for religious education (as opposed to one designed for use in Catholic schools and then adapted for religious education)
- Family Faith and the Holy Family Catholic Academy will both be using this curriculum which will make future collaboration easier.

IGNITE – Religious Education for Jr. High youth (grades 7-8)

In response to the requests from students, parents and catechists our IGNITE program focuses primarily on Scripture Study. Each IGNITE student will be given a copy of ***The Catholic Youth Bible, New American Revised Edition*** published by St. Mary's Press. This approach used in this Study Bible will help our Jr. High youth find the answers they seek and help them make connections to Catholic beliefs and traditions.

IGNITE lesson plans are available to parents online at <http://holyfamilyparish.org/ignite-catechesis-jr-high> The weekly lessons will be augmented by:

- specially prepared Teen Handouts
- Over 700 lively articles included in ***The Catholic Youth Bible*** which cover
 - Using the Bible for personal prayer (**Pray It!**)
 - Understanding and making sense of what the Bible says (**Study It!**)
 - Applying the Bible to real-life situations they're facing now (**Live It!**)
 - **Catholic Connection** articles that provide a more complete presentation of those Catholic teachings that are scripturally based
 - **Biblical connections** too many different cultures, illustrating the universality of the Catholic Church.
 - **28 articles** that specifically address the seven principles of Catholic social teaching
- **Introductions** to both the major sections of the Bible and each of the books of the Bible
- **Illustrations throughout** to provide a visual context for the biblical stories
- **A glossary** of Scripture-related terms
- **Insights** into how the Church has interpreted key Scripture passages throughout history
- **Special indexes:** Sunday readings for cycles A, B, and C; 10 color maps; a four-page color timeline; and three pages of full-color biblical art

Additional Ignite Requirements

- Completion of 18 of the 20 class sessions scheduled for this year
 - *Students missing more than 2 classes will be expected to download the lesson plan at home and submit their completed work on line. Submitted work must meet the standards provided in the online rubric.
- 10 hours of community service per student per year
 - 7th grade service trip to Feed My Starving Children in Schaumburg with small group
 - 8th grade PADS set up and Lesson Plan
 - 1 hunger related service project following the Hunger Meal
- IGNITE Retreat – **Saturday, October 14, 3-10 pm at Holy Family**

Participants in IGNITE will use ***The Catholic Youth Bible, New American Revised Edition*** published by St. Mary's Press for both grades 7 & 8. It is our hope they will also use this Bible during the years in FLAME. Students who lose or misplace their Bible will be expected to purchase another one at their own expense (**\$27.95**).

FLAME 1 & 2 focus on preparation for the sacrament of Confirmation. Catechists use lesson plans written by the Teen Faith staff, led by Dr. Hanrahan, which incorporate multiple resources.

Lesson plans are available to parents online at <http://holyfamilyparish.org/ignite-catechesis-jr-high>

- **The FLAME scope and sequence** is available at <https://holyfamilyparish.org/flame-catechesis-high-school>
- **All the FLAME lessons plans are reviewed and updated** each year
- **New lesson plans are created** for FLAME each year based on student and catechist feedback. This year there are five (5) new lesson plans: God in my Personal Life, Mass 101, Understanding Addiction, The Creed, Faith-filled Responses to Current Events.

Teens in FLAME are to bring their **Catholic Youth Bible** and their folder containing their **Teen Handouts with them to every class**. This allows catechists to

- engage students in short reflective and or written exercises during each class
- monitor student work
- refer concepts and practices used in prior classes.

FLAME teens will use The Catholic Youth Bible, New American Revised Edition published by St. Mary's Press given to them last year. Students who lose or misplace their Bible will be expected to purchase another one at their own expense (\$27.95). Those who are new to our program or were not enrolled in our IGNITE program will be given a copy of The Catholic Youth Bible.

- **Prayer and Worship experiences** are built into every class meeting. We ask you to worship as a family. If you register you children in the Sunday morning program please attend the 9:00 am Mass. If your children attend the Wednesday afternoon program we recommend either the 9 or 11 am Mass. We strongly encourage all our students in grades 1-5 to attend the Children's Liturgy of the Word, held during the 9 and 11 am masses. If you register your children/teens in the Sunday evening program we ask that you attend the 4 pm Mass on Sunday.
- **Christian service and Outreach** is part of our religious education programs. Some of these experiences are built into the class sessions themselves, some are offered for students and families outside of actual class times.
- **Retreats** of varying lengths are offered to all Jr. High and High School students both before and after reception of Confirmation.

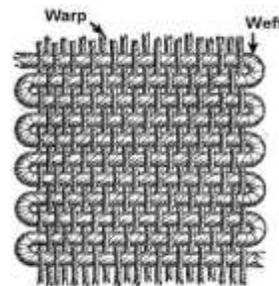
Catechesis & Worship: The essential connection

"Draw near to God, and He will draw near to you..." (James 4:8)

Before there was doctrine, before there was a canon of Sacred Scripture, there was liturgy.

The Church has long understood that how we worship reflects what we believe and determines how we live (*"lex orandi, lex credendi, lex vivendi"*). Good liturgy and good catechesis are bound together like the warp and weft of weaving. They are partners. Both are important aspects of the Christian life and promote a deeper faith journey. Both liturgy and catechesis seek to form persons in faith. Both need each other. What we learn through catechesis we practice in worship. What we experience in worship we reflect on in catechesis. The Catechism of the Catholic Church says it this way:

The liturgy is the summit toward which the activity of the Church is directed; at the same time it is the fount from which all the Church's power flows. It is therefore the privileged place for catechizing the People of God. (par. 1074)



Without the interplay of worship and catechesis religious faith unravels leaving the believer with large gaps in meaning and inhibits his/her ability to make sense of the ultimate questions of human life.

Entering into the liturgy teaches us to be disciples. Benedict XVI referred to the liturgy as “a school of love” that perfects our social relations and our family life and by this society as whole. Think about how we begin Mass at Holy Family. We welcome all to the assembly in a very concrete and deliberate way. We welcome those new to the community, those visiting the community and those who are long standing members of the community. In other words *we ritualize inclusivity*. Now think about how we end the celebration of liturgy. The entire community prays, “*The Mass never ends. We go forth to love and serve the Lord and each other. Thanks be to God.*” We make explicit the commissioning of each member of the assembly sent into the world to bear witness to the Good News.

Liturgical Catechesis is the name for the formation in faith that takes place throughout the entire liturgy. It creates an ‘*intelligence of the heart*’, a knowing of things in the fullest way, through the use of symbol and ritual, a language beyond words. Without worship catechesis becomes irrelevant, just a cognitive exercise. Worship helps us integrate what we know with how we act. Worship enlivens our knowing, increases our understanding of what we learn. Catechetical experiences energize our experience of worship. ***Come and see so that you and your children may go and tell the Good news to those you love.***

Catechesis & Outreach: A natural progression

“Faith of itself, if it does not have works, is dead” (James 2:17).

If we are to be known as Christ’s disciples we must become servants to all. The plight of the poor must stir us to action on their behalf. Across the catechetical process our students and their families are encouraged to put their faith into action. We do this by:

1. offering service opportunities as part of our catechetical classes,
2. educating our students and their families about Social Catholic Teaching,
3. encouraging our students and their families to participate in the various parish outreach efforts
4. providing unique service opportunities outside of our Family and Teen Faith classes (Teen Mission Trip, Make a Difference Day, Awaken, etc).

Sacramental Preparation Programs



Sacraments are encounters with the living God. Our sacramental preparation programs are intentionally embedded in worship. Experience is the only way to convey the meaning of a sacrament. Preparing children to receive the sacraments of First Eucharist and Reconciliation at Holy Family is done collaboratively between Family Faith and Holy Family Catholic Academy (HFCA). The sacramental preparation sessions are conducted outside of and in addition to class time.

SACRAMENTAL POLICIES

1. Children/teens preparing to receive a sacrament are asked to have at least two years of formal religious education prior to the reception of the sacrament. Children wishing to receive First Communion in the spring of second grade must be enrolled in either Family Faith classes or HFCA by the fall of first grade. This policy is part of best practice recommendations from both the Archdiocese of Chicago and The United States Conference of Catholic Bishops, and is standard practice in all our neighboring parishes.
2. Children who were not baptized in a Catholic Church must make a Profession of Faith. This has been scheduled for **Tuesday, January 30, 2018 at 7:00 pm** in the Church.
4. Students with significant gaps in their religious education will be assessed on their understanding of Catholic teaching and practices. Parents will be asked to work with their students to achieve grade level mastery.



First Eucharist

Every year we evaluate our preparation programs, collecting feedback from the children their parents, and our teachers/catechists. Based on that feedback we adapt the program. This keeps our programs fresh, responsive to the needs of families with young children and engaging. Each year we prepare between 125-150 children to celebrate First Reconciliation and First Communion. Due to the large number of families involved we cannot offer make-up sessions. Where possible we offered you a choice two dates. Please get these dates on your calendars now, before you are inundated with all the dates for extra-curricular activities that come when school

starts up again. If you are a registered parishioner you would have received a letter from Fr. Terry Keehan, Pastor in mid-July explaining the preparation process, including the dates of sessions.

The following steps are part of our preparation process for First Eucharist. When you have completed all the steps in the preparation process your date for First Eucharist will be confirmed.

▪ **Regular attendance at weekend liturgy as a family**

We cannot stress enough the importance of worshipping together as a family. Participating in the Sunday Eucharist is the best way you can reinforce everything we teach in Family Faith and in our Academy programs. We know it is difficult. We know you wonder if it is worth it. It is worth it; it is really important. When families worship together kids learn that *'worship is what we do as a community of faith, that everyone is welcome, that their worship matters. When we teach children that their worship matters, we teach them that they are enough right here and right now as members of the church community.'* (See more in [Dear Parents With Young Children in Church | HuffPost](#)).

- **Children receiving the Eucharist for the first time must be baptized** and provide a copy of their baptismal certificate. Those not baptized in the Catholic Church must make a **Profession of Faith** on **Tuesday, January 30 at 7:00 pm** in the Church. Both the parent and child attend this event together.
- **Two years of formal religious education prior to receiving the sacrament** - This is a recommendation found in both the Chicago Archdiocesan Guidelines and best practices in the field of catechesis that the Pastor, Fr. Keehan, has directed be followed. In addition to classes in HFCA and Family Faith we offer a home school option. If your child was enrolled in another parish R.E. program or is transferring from another Catholic School this counts. All we need is a letter from that parish confirming their participation.
- Participation in the **Parent Meeting** on either **Tuesday, Oct. 24, 2017 from 7:30-9:00 pm** OR **Sunday, Oct. 29 from 10:15 am-12:00 pm**. This meeting is for parents only. Childcare will be provided in the nursery. If you have had children prepare for these sacraments in prior years you must still attend the parent meeting.
- **Participation by parent and child in the Rite of Acceptance** on either Nov. 11 OR Dec. 2 at the 5 pm Mass
- **Participation by parent and child in a Teaching Mass** on **Sunday, Jan. 21, 2018 from 1-2:30 pm**
 - ★ This is a new and comes from the recommendation of several parents as well as teachers/catechists
- The **Celebration of First Reconciliation** on Wednesday, Feb. 7 from 6:30-7:30 pm in the Church. Based on parent feedback we have moved the time up one half hour since it is on a school night.
- Participation in the **Faith-In** - for children only (parent volunteers are needed) **Saturday, April 14, 2018 2:30-5:00 pm** – based on parent feedback this session has been shortened; families will not be asked to stay for the 5 pm Mass that evening.

First Eucharist will be celebrated on

- Saturday, May 5, 2018 at 10:30 am and at the 5:00 pm
- Sunday, May 6, 2018 at both the 9:00 and 11:00 am Masses
- Saturday, May 12, 2018 at 10:30 am.

NOTE: All the preparation steps must be completed before you schedule a date for your child's First Communion.

If you cannot complete all the steps of the process you can do so the following year and your child will receive First Eucharist in third grade.

Reconciliation

Children are introduced to Form 3 of the Sacrament of Reconciliation during their preparation for First Eucharist and experience God's healing grace and forgiveness for the first time. In fourth grade, children receive additional catechesis designed to further their understanding of the Sacrament and to prepare them to celebrate Forms 1 and 2 of sacrament. This will be done in the classroom. The fourth graders will celebrate Reconciliation Form 1 for the first time on **March 14, 3:30-6pm or March 17, 10 am -12 noon**. Parents are asked to accompany their children for the celebration of the sacrament.

Confirmation

The preparation track is integrated into our FLAME program and requires a two-year commitment (the sacrament is typically, but not exclusively received in the spring sophomore year of high school). In addition to our Sunday evening classes teens preparing for Confirmation are asked to

➤ **FLAME 1 Requirements (first year of Confirmation prep)**

1. FLAME 1 Parent Meeting **October 16, 2016 5:30-700 pm** or **Thursday, October 19 7:00-8:30 pm**
2. Completion of 18 of the 20 class sessions scheduled for the year
**Students missing more than 2 classes will be expected to download the lesson plan at home and submit their completed work on line. Submitted work must meet the standards provided in the online rubric.*
3. 20 hours of service
 - Service trip to The Boulevards to provide a meal for residents. Schedule will be assigned by group.
4. Attend Rite of Enrollment Mass and program – **November 12, 2017, 4 pm Mass** followed by class sessions
5. FLAME 1 Retreat (teens do one or the other)
 - Overnight Confirmation retreat **January 13-14, 2018**. Attendance at the entire retreat is expected.
 - Teens unable to attend the retreat will be asked to do the online retreat [Putting the pieces together: How life & faith connect](#)

NOTE: All FLAME1 requirements must to be met before teens can move on to FLAME2.

➤ **FLAME 2 Requirements (second year of Confirmation prep)**

1. Completion of 18 of the 20 class sessions scheduled for the year
**Students missing more than 2 classes will be expected to download the lesson plan at home and submit their completed work on line. Submitted work must meet the standards provided in the online rubric.*
2. 20 hours of service
 - Service trip to St. Leonard's House to provide a meal for residents with small group. Schedule will be assigned by group.
3. Attend Rite of Enrollment Mass– **November 12, 2017, 4 pm Mass** followed by candidate/sponsor meeting
4. FLAME 2 Parent Meeting – **Sunday, Jan. 8, 2017, 5:30-7:00 pm** or **Thursday, Jan. 11, 7:00-8:30 pm**
5. FLAME 2 overnight retreat at Holy Family - Check with your catechist to learn which date you've been assigned. The dates are: **January 27-28, 2018 or February 17-18, 2017**. Classes attending the retreat will not be required to attend class that evening
6. Attend one Pizza with the Pastor date- Schedule will be assigned by group
7. Turn in all Confirmation Forms
 - Write a letter to Fr. Terry stating why you want to receive Confirmation (**October 16, 2016**)
 - Complete Sponsor Information form (**October 23, 2016**)
 - Complete Confirmation Name Worksheet and Liturgy RSVP form – due **April 2, 2017**
8. Attend Confirmation Rehearsal **April 25, 2018 7:00-8:30pm**
CONFIRMATION LITURGY Sunday April 29, 2018 at 1:00 pm or 5:00 pm

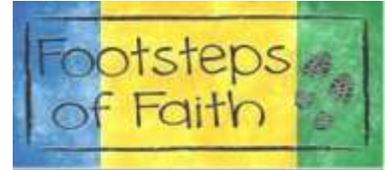
For all forms or other questions go to <http://holyfamilyparish.org/celebrating-the-spirit-2>

All FLAME 2 requirements must to be met before teens can be confirmed.

For information on

- CONFIRMATION PREP FOR STUDENTS ATTENDING CATHOLIC HIGH SCHOOLS
- CONFIRMATION PREP FOR JUNIORS AND SENIORS WHO ATTEND A PUBLIC HIGH SCHOOL AND HAVE NOT BEEN CONFIRMED

go to <http://holyfamilyparish.org/celebrating-the-spirit-2>



Rite of Christian Initiation for Children or Teens (RCIC)

The RCIC at Holy Family is open to all parishioners who want to prepare their school age child/ren (6-14) for the sacraments of initiation.

- Those who have not been baptized,
- Those were baptized in another Christian Church (Lutheran, Baptist, Evangelical...) and now want to receive First Eucharist
- Those who are baptized but have not received any formal religious education or the sacraments of Reconciliation or Eucharist.

The sacraments of initiation are celebrated during the Easter Season. Whether your family is just entering the church, is returning after time away, have decided as a family to delay the children's sacramental preparation, or any other circumstance you are welcome here at Holy Family and it is our privilege to serve you.

For more information on this process go to <http://holyfamilyparish.org/r-c-i-c/>

To register your child contact Dr. Peg Hanrahan, 847-907-3431 phanrahan@holyfamilyparish.org or complete the RCIC Child/Teen Inquirer Form on line and submit.

Behavior and Discipline – It's all about respect!

Respect



It is our desire to create and sustain a Catholic parish, which is welcoming, safe, and promotes life-long learning in our faith. As catechists and staff, it is our goal to reflect our Christian values in all that we do and to support and guide the children to do the same. Effective small group management begins with a clear and concise communication of expectations and procedures.

Disciplining with dignity - At all times we will guide a child/teen's behavior with words and actions that convey respect and care for the child/teen

Student Behavior

Students will be held accountable and responsible at all times for their actions and suitable measures will be taken to ensure this. In support of the catechetical staff (Family and Teen Faith Staff members, catechists, aides, hall monitors, peer ministers) we expect the full cooperation of the parent community in reinforcing Faith Class and Parish guidelines. Failure by parents/guardians to cooperate as determined by the Director of the Family and Teen Faith program may result in the exclusion of the child from Family and Teen Faith classes and other activities.

Student Contribution to Code of Conduct

Family and Teen Faith students in grades 1-12 will be actively involved in helping to create classrooms guidelines. During the first two weeks of class each catechist will work with their students to create a Class Covenant. Students will reflect on what behaviors will enhance their engagement in the learning process and what behaviors will hinder their engagement in the learning process. After discussing these behaviors they will write simple concrete behavioral goals

(i.e. do not interrupt when someone is speaking, raise your hand to contribute to discussion, do not take/use anything that is not yours...). The term "covenant" is of Latin origin (con venire), meaning a coming together. It presupposes two or more parties who come together to make a contract, agreeing on promises, stipulations, privileges, and responsibilities. Covenant is a biblical term that we want to emphasize.

Consequences

A consequence is a result or effect of an action or condition. After creating their class covenant students and catechists, will discuss the consequences of inappropriate behavior with the children, in general terms. At all times the catechists will attempt to administer discipline with dignity for the child. The following is an outline for parents of what they can expect if it is necessary for the catechist to take action in order to control behavior that is disturbing the class.

1. In the first few weeks of class the class covenant will be reviewed. Each student will have a copy of the class covenant. Frequent reminders will be given defining for students what comprises appropriate behavior.
2. Students will be rewarded for behaving appropriately.
3. Three warnings will be given to any student who engages in inappropriate behavior. After the third warning the student will be sent to discuss their behavior with one of the Associate Directors of Family and Teen Faith.
4. Parents will be called by the catechist if a student does not respond to the warnings.
5. If a second call is required, the name will be given to the Associate Director for follow up.
6. After two calls, and an intervention by the Associate Directors, parents will be required to accompany their child to class.
7. If further action is necessary, parents and child will meet with the Director of the Family and Teen Faith program and/or the Pastor to try and discover why the child cannot respect the Code of Behavior.
8. Suspension from the Program is the last resort.

Most behavior problems can be solved between the catechist and the parents if there is a spirit of cooperation there that the child can sense. The goal is the same - to create an atmosphere in which learning can take place.

Student Behavioral Norms

Family and Teen Faith is part of the Church's ministry. The mission and vision statements of both the Holy Family Catholic Community and the Family and Teen Faith Program guide all our actions. Establishing and maintaining *passionate community* is dependent upon mutual trust and respect among the catechetical staff and students. Community is an ideal toward which a group of people is continually working. Members of a community manifest concern for one another.

In our work with children and teens, we want to focus on the development of responsible behavior. The essence of Catholic Christian life is the formation of a personal value system, which acts as the motivating force of good self-discipline. Guiding students to construct these values is the major role of the parents and educators in our society. Children must learn, therefore, to accept the results of their behavior. When our actions cause disturbance or injury to others, or the reputation of our parish, there are consequences.

Expectations for Student Conduct

If different, the following expectations will be in addition to the behaviors students and catechists outline in their class covenant. The Director of the Family and Teen Faith Program will review these expectations with students at the beginning of the year.

1. Students are not to engage in any behavior that would/will endanger the health or safety of themselves or any other person or persons.
2. Unless permission has been given, no student is allowed to leave the Holy Family campus or grounds at any time during Faith classes without first attaining permission from one of the Family and Teen Faith staff members.
3. Students are expected to stay in the designated areas of the Holy Family campus when participating in Faith classes and activities.
4. If iPods, cell phones, iPhones, electronic games, laser equipment, etc., are brought into the building, they are to be turned off and are to be kept out of sight. The parish accepts no responsibility for any of these items brought

into the building. If used during Faith classes, these items will be confiscated. Arrangements may be made for their return to a parent.

5. Inappropriate language or gestures will not be tolerated during the Faith classes or any Family and Teen Faith activity.
6. Fighting – Altercations which result in physical contact – is strictly forbidden.
7. Forgery - Students who forge a parent/guardian signature on any form/paper calling into question their own credibility and trustworthiness.
8. Stealing - Each student has a responsibility to properly safeguard his/her own personal property. The student also has a greater responsibility to safeguard the possessions of other persons. Stealing is a direct infringement upon the rights of others.
9. Cigarettes - Possession or use of cigarettes or smoking material by any student on the parish grounds or at a Family or Teen Faith activity is not permitted.
10. Drugs/alcohol/inhalants - Possession of or use of drugs, alcohol or inhalants in faith classes or at any family or teen faith related function, is absolutely forbidden.
11. Graffiti or destruction of property - Any student responsible for any unauthorized marking or drawing on parish property will be required to make restitution for the restoration of the damaged property.

We share space with the Holy Family Catholic Academy and other ministries and groups in the parish therefore no Family or Teen Faith student should ever go into desks, lockers, closets, drawers, cabinets. etc. belonging to other individuals or groups. Faith students who are found to have done so will be fined \$10.00 for the first incident; \$25.00 for any incident thereafter.

12. Weapons - Students are forbidden to possess, handle or transport any instrument, on or around the parish premises that is generally considered a weapon. Examples include, but are not limited to, the following items: knives, guns, stun guns, pipes, chains, stars, blackjacks, explosives, fireworks or other hazardous chemicals. This is a very serious issue and can be deadly.
13. Threats of Violence - In response to the growing number of violent incidents in schools and churches across our country, as well as a desire to reemphasize Gospel values, violent threats of action will not be tolerated. Students are never to use language that refers to any act of violence. No mention is to be made that would indicate any attempt at a violent act. Threats of violence should be reported to the principal, teacher, and parents.
14. Harassment – written, verbal, or physical, including cyberbullying is strictly prohibited.
15. Sexual Harassment is illegal under both state and federal law and is objectionable under any circumstance. Sexual harassment can be verbal, visual, or physical. Sexual harassment can take many forms: insulting sounds, noises, or words; offensive pictures, notes or objects; derogatory sexually-based humor or obscene gestures; unwelcome touching, pinching, deliberate bumping into another; suggestive remarks about a person's body, appearance, gender, or sexual orientation. Sexual harassment by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including dismissal.
 - a. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.
 - b. Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth by the Archdiocese of Chicago and Holy Family Parish.

Responding To Harassment - If a student is harassed in any form, the student should tell an adult - a parent, a parish staff member, a catechist. Together they need to determine if the actions have gone beyond playful teasing (which is when both parties know that it is teasing and both parties agree that it is funny) and are now an act of harassment. Together we need to help the offending person know the consequences of his/her actions: for himself/herself and the person who has been harassed. The teacher handles ordinary classroom behavior. If a student is consistently out of order, the Director of the Family and Teen Faith Program is asked to assist.

Parents will be informed in the event of serious or prolonged misbehavior. In most cases it is understood that the catechist will have privately discussed the student's behavior with him/her several times before parents are notified.

Options for Disciplinary Action in regards to serious infractions

The following potential actions are listed from minimum to maximum. This does not mean that the first time a student "gets into some trouble" that step one would be taken, the second time that step two would be taken, etc. This is only a list in the order of severity of possible consequences. Severe disciplinary cases will be handled individually on a case-by-case basis and the Director of the Family and Teen Faith Program in consultation with the Pastor has the authority to determine the consequence based on the situation.

- Catechist/Family and Teen Faith Staff member/Student have a conference
- Catechist/Family and Teen Faith Staff member/Parent/Student have a conference
- Student is fined (specified)
- Community Service is required (one hour)
- Restitution is required
- Removal from activities other than class (retreats, mission trip, service trips...)
- Suspension or Expulsion from the Family and Teen Faith Program
- Police notification may become necessary in extreme cases. Police notification will be mandatory for severe infractions involving weapons, destruction of property, and/or drugs and violent threats of action. Should the need for search and seizure occur, Holy Family would follow Archdiocesan guidelines in this area.

These rules serve as guidelines. The Director of the Family and Teen Faith Program in consultation with Associate Directors and/or the Pastor has the authority to modify the consequences of a given situation, based on individual circumstances.

Family and Teen Faith Program Policies

Class Placement Policy

NOTE: THIS POLICY APPLIES TO ALL STUDENTS PRE-K THROUGH HIGH SCHOOL

Each year we have requests from catechists, parents, and children/teens regarding class placement for our Family and Teen Faith programs. Please note the following guidelines that we use when placing students in classes:

- We will keep existing classes together IF all the students are registered by June 15 and request to be in the same class. This includes the catechist's own children/teens.
- The Catechist must also complete the Volunteer Application for Ministry form and indicate that he/she would like to keep the same class together by June 15.
- After June 30th, we will begin placing registered students in any classes that have open spots. We are unable to hold spots for students that have not registered.
- If you request to be in a class that is already full, we will be unable to place your child or teen in that class. We do our best to keep the class size to a maximum of 12 students for all levels (which we have found to be most conducive to class management and group dynamics), *ESPECIALLY* Teen Faith Ignite and FLAME programs, due to the structure of the lessons, service trips and retreats. Please don't ask the catechist to allow your child into the class. Please address your requests to the Family and Teen Faith Office directly, as individual catechists may not be aware of all the variables we are working with at any one time. We place over 700 children and teens, as well as coordinating catechists and volunteers, which, unfortunately, means that we may not always be able to accommodate all requests.

We appreciate your cooperation and will do our best to accommodate families' needs and circumstances. Our goal is to have a smooth (and early) registration process and another successful year, as we all continue to grow in our faith.

Please don't hesitate to contact us with any questions or concerns you may have, now or throughout the year.

Student Attendance Policy

Student attendance records are considered legal documents and can be subpoenaed. Therefore, the catechist is responsible for each of the students listed on his/her class roster during each small group session. It is essential that the catechist take accurate attendance at the beginning (within the first ten minutes) of each small group session.

ALL parents should advise catechist of absences prior to the scheduled sessions. Parents please make sure you communicate with your child/teen's catechist and exchange email and cell phone information. The best way to reach a catechist in the case of short notice is to text them. Students not present will have an email sent to the parent/guardian to verify their absence, if the catechist has not been notified prior to the start of each class.

Students in grades 1-10 are expected to attend 18 out of our 20 classes. This would be equivalent to not missing more than two sessions. Parents of students missing more than 2 classes will be expected to download the lesson plan at home and submit the completed work on line. Submitted work must meet the standards provided in the online rubric. Ongoing communication with the parents and the Family and Teen Faith Office will ensue if attendance becomes an issue.

We understand that some families have obstacles in their lives such as scheduling around custody or dealing with a family illness. If you have a situation in your family's life, please let us know so we can respond to your teen's special situation. We are more than happy to work one on one with your family.

Students are expected to be on time for class and remain in the for the entire length of the session

1. **Late Arrival** – Parents must inform catechists prior to the class session if their child/teen will be coming late for class. Parents must walk their Pre-K thru Grade 4 children to the classroom and sign them in.

Students in grades 5-10 arriving late must first stop in the Narthex and pick up a Late Arrival Slip from the Hall Monitor. **Students will not be admitted to classrooms without a late arrival slip.**

2. **Early Dismissal** – Parents must inform catechists prior to the class session if their child/teen will be leaving early from class. Parents must pick-up and sign-out their Pre-K thru Grade 4 children. Catechists will not dismiss a student early from class unless a parent is there to pick him/her up.

Students in grades 5-10 who are leaving early must get an Early Dismissal Slip from their catechist and turn it into the Hall Monitor in the Narthex before exiting the building. **Catechists will not dismiss students early unless they have been contacted by a parent prior to the class.**

Safety Policies

Dropping off and Picking up students

1. Students in grades PK-4 must be signed in by their parent (or other adult dropping off the child). Older siblings are not allowed to sign-in younger siblings. Parents who wish older siblings to pick up a younger sibling at the end of class must download and sign the FTF Dismissal Consent and Liability waiver. This form is available on line at <https://holyfamilyparish.org/family-and-teen-faith-registration>
2. Students in grades 5-12 do not need to be signed in or out.

Protecting All God's Children

Virtus Compliance

All adults (18 and over) must be Virtus Compliant to work with children. Compliance consists of

1. All volunteers fill out an application form and are interviewed
2. Read and give evidence of understanding our Safe Conduct Code
3. Online criminal background check (national data base)
4. Illinois Criminal Background Check (CANTS form signed yearly)
5. Attend the Virtus Training Program

Supervision and Monitoring of Facilities

1. Adult supervision is provided at all times children are in the building.
2. Children are not allowed into classrooms until an adult is present.
3. The Inverness Police will be present in the Narthex from 4:45-5:15 pm and again at dismissal 6:55-7:10 pm
4. Members of the Family and Teen Faith staff are available to intervene if necessary. Designated FFT staff members and the hall monitors carry walkie-talkies.
5. Attendance is taken at every class so we know how many children are under our supervision.
6. Adults who are not on the catechetical staff (parents, guest speakers...) are asked to stop at the Front Office or see the Hall Monitor in the Narthex and get a name badge
7. During class times areas of the building not being used are locked if possible and monitored by adult hall monitors.
8. Hall monitors are present to assist the children and catechists and monitor the presence of adults not in teaching roles.
9. Students who request to use the restrooms are issued a hall pass by their catechist that they will show to the hall monitor.
10. HFCA students will not have access to their lockers or classrooms when Faith classes are in session.

Safe Environment Training

In response to the sexual abuse crisis in the Roman Catholic Church, the United States Catholic Conference of Bishops directed Catholic dioceses around the country to implement several steps which would "unify and enhance the existing efforts to protect children and young people from sexual abuse." A directive from the Archdiocese of Chicago requires parish Religious Education Programs to offer one of three options to all the children enrolled. These programs educate students of all ages on safety prevention in the areas of sexual exploitation, abduction, Internet crime, drugs and school violence. These programs will be offered to Holy Family and Teen Faith students annually on dates to be determined. If parents choose NOT to have their children attend and participate in this program, the Archdiocese requires that our office keep on file an acknowledgement that the parent has chosen to opt out or decline their child's participation. It is this "Parental Declination" which requires your signature.

Technology

Electronic Equipment

If iPods, cell phones, iPhones, electronic games, laser equipment, etc., are brought into the building, they are to be turned off and are to be kept out of sight during class unless the catechist requests that students use these devices to participate in classroom activities. The Family and Teen Faith Program accept no responsibility for any of these items brought into the building.

If used during class times (large or small group), these items will be confiscated. Arrangements may be made for their return to a parent. If students bring an iPhone, iPad or Kindle with catechist permission, they must also have parent permission for usage with the understanding that the device has only appropriate material.

Students are not allowed to use electronic equipment owned by the parish or Holy Family Academy.

Cyberbullying

Definition of Cyber Bullying: *Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.*

Examples of this behavior *include* but are not limited to:

- sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. **Cyber Bullying and Harassment will not be tolerated.** Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of Faith Classes, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.



ALL parents are encouraged to complete the Virtus compliance requirements in order to be able to volunteer in our programs. Anyone 18 and older must be Virtus compliant in order to work directly with children/teens (catechists, classroom aides, hall monitors, chaperones, drivers, retreat leaders...).

Catechists / Peers / Aides / Hall Monitors – The backbone of Family and Teen Faith programs is the involvement of over 200 teens and adults who come forward and volunteer their time to serve in various roles. All volunteers complete applications attend training and formation and are in compliance with the Protecting God’s Children program, which includes yearly background checks, completing a code of conduct and Virtus training.

Parent Advisory Board (see page 8). Contact Dr. Peg Hanrahan, phanrahan@holyfamilyparish.org

Mass Hosting - We encourage classes and families to take an active part during our liturgies as greeters, gift bearers, cross bearer or ushers. Our office along with catechists will coordinate a sign up schedule with the Worship office.

Service - Service is an important component of our faith. We provide several opportunities throughout the year, often integrated into our programs. Our hope is to help families make the connection between faith and the transformation of our world.

Teen led Sunday night Mass (see page 6)

Adult Catechesis – Model the importance of life-long faith formation for your children. Holy Family offers so many opportunities for nurturing and strengthening our adult faith. Why not think about joining a Small Christian Community (SCC) group, attending Adult Faith programs, becoming part of the RCIA process, or using the parent formation options on our parish website. Most importantly make Sunday worship a priority in your life and in the lives of your children.

***Statements in this handbook are subject to amendment with or without notice.
The Program will attempt to keep you informed of any changes as soon as practical.***

Parental Agreement Form

I have received a copy of the Holy Family Catholic Community Family and Teen Faith Program Parent Handbook and I have read it.

Name of Parent/Guardian (printed): _____

Parent/Guardian Signature

Date

Holy Family Catholic Community
2515 Palatine Road, Inverness, IL 60067
www.holyfamilyparish.org (847) 359-0042