

LITURGIES & RECONCILIATION SERVICE
- SCHEDULE AT A GLANCE

October 6—Jr. High (6-8) liturgy in gym, 6:45 p.m.—followed by activity.

October 27—Elementary liturgy (P-5), church, 6:45 p.m.- followed by family activity in gym.

February 2—Elementary liturgy (P-5), church, 6:45 p.m.— followed by family activity in gym.

February 9—Jr High (7 & 8) Reconciliation, 6:45 p.m., church

March 2—4-6 grades Reconciliation, 6:45 p.m., church

April 13—High School Reconciliation, 7:00 p.m., church



St. Mary's Parish
302 E. McKee St.
Greensburg, IN 47240
663-8427

"To Promote Catholic Faith Formation in the Community"
- Mission statement, St. Mary's Faith Formation Commission

Dear Parents,

Welcome to Religious Education at St. Mary's Parish. We are looking forward to an exciting year of learning and celebrating together. By working together, our goal continues to focus on providing our families with quality faith formation. We encourage family faith sharing in the household to continue the lessons presented.

Please take time to read this handbook together with your child. It is important that all students and parents are aware of our policies and rules. A newsletter will be sent home periodically to keep you informed of important information and news.

We look forward to the activities and programs in our Faith Formation program this year. On our Wednesday evening schedule we again have some family nights. Confirmation service projects will have a focus on our mission parish in Tohatchi, New Mexico. Our 5th—8th grade will incorporate the Archdiocesan Chastity guidelines this year.

Liturgies and prayer services will be scheduled throughout the year. These have been special times to share with the children in the past and we look forward to continuing this ministry. Families are welcome to attend.

I hope your year with us will be enjoyable. Should you have any questions or concerns, feel free to contact me at the parish office.

Many Blessings to you,

Anita Navarra, DRE
Msgr. Harold Knueven, pastor

POLICIES AND PROCEDURES

To help make our parish Religious Education Program the best it can be, we ask the students and parents to help us with the following:

1. REGULAR ATTENDANCE

Students enrolled in St. Mary's Parish Religious Education are required to complete a minimum of $\frac{3}{4}$ of class work per semester in order for it to count as one year of formal Religious Education. The students are expected to attend all classes. Students should plan to arrive 5 minutes before the start of their class to enable classes to begin promptly. Attendance records will be kept by catechists and at the parish office. Two consecutive misses without notification will prompt contact to the parents as a safety check and to take care of any concerns.

Please contact the catechist in the event your child will be absent in order to get class materials if needed. Make-up work will be allowed for excusable absences. Please contact the office before 4:00 p.m. if you know your child will be absent.

The student is asked to have written assignments or projects upon coming to the next class.

2. INFORMATION

Should your child currently be taking (or start during the year) medication that might effect his/her behavior in the classroom please let the DRE and catechist know.

If your child has a learning disability, hearing, or sight restriction, please inform us so we can work with the child to best meet his/her needs.

Please notify us of any changes of phone number or address. We do need to have the custodial parent's name on file. Any information will be kept confidential at your request.

JANUARY

- 5 Catechist Meeting, no classes
- 12 P-HS Classes
1st Eucharist Parent Mtg, 6:45 p.m., church
- 19 P-6 Classes, JH & HS in church for program (7-12)
- 26 P—HS Classes

FEBRUARY

- 2 Elementary Liturgy (P-5) & Family Night, 6:45 p.m.
JH & HS Classes
- 9 P-5 Classes
Jr. High Reconciliation (7 & 8 only), 6:45 p.m., church
- 16 P-HS Classes
Confirmation Candidate/Sponsor, gym, 6:45 p.m.
- 23 P-HS Classes, Faith 2000, 3,6,8 grades

MARCH

- 2 P-HS Classes
4-6th grade reconciliation, 6:45 p.m., church
1st Eucharist Parent/Child Faith Share, 6:45 p.m., gym
- 9 Ash Wednesday, no class
- 16 Spring Break, No Classes
- 23 County Spring Break, No Classes
- 30 P-HS Classes
Confirmation Interviews 3:30—7:00 p.m.
Stations of the Cross, 6:45 p.m., available

APRIL

- 6 P-HS Classes
Stations of the Cross, 6:45 p.m., available
- 13 P- HS Classes
HS Reconciliation, 6:45 p.m., church
- 20 Seder Supper, no classes
- 27 P-JH Classes, HS Finale Night, location TBA

MAY

- 4 P-5 Classes, JH Finale Night, gym
- 11 Elementary Finale Night, gym (P-5)

RELIGIOUS EDUCATION 2009-2010 WEDNESDAY SCHEDULE

P=Pre-school JH=Junior High(6,7,&8 unless otherwise noted)

HS=High School

P-JH times are 6:30-8:00 p.m., HS times are 6:45-8:15 p.m.
unless otherwise noted.

AUGUST

28 Catechist Workshop, 8:30 a.m.

SEPTEMBER

15 P-HS Classes,
Confirmation Candidate/Sponsor, 6:45 p.m., gym
22 P-HS Classes
1st Reconciliation Parent 6:45 p.m., gym
29 P-JH Classes, HS Gym night
Parent Mtg., **5-8 grade**, guidelines, 6:45 p.m., church

OCTOBER

6 P-5 & HS Classes,
JH Liturgy, 6:45 p.m.
1st Reconciliation Parent/Child mtg., 6:45 p.m., gym
13 Fall Break, No Class
20 P- HS Classes
Reconciliation Parent Meeting, 6:45 p.m., church
27 Elementary Liturgy (P-5) & Family Night, 6:45 p.m.
JH & HS Trick or Treating for Canned Goods

NOVEMBER

2 **Tuesday, HS, in church—Jason Evert event**
3 P-JH Classes (8th in Ed. Bldg.) (NO HS Class)
10 P-HS Classes
Confirmation Candidate/Sponsor in gym, 6:45 p.m.
17 P-HS Classes,
1st Reconciliation Parent/Child, 6:45 p.m., gym
24 Thanksgiving Break, No Classes

DECEMBER

1 P-6 & HS Classes
8 P-HS Classes, JH Gym Night
15, 22, & 30 Christmas Break, No Classes

3. CLASS SIZE POLICY

In order to maintain the integrity of the teaching environment, there is a need for the establishment of defined class size limitation for the Religious Education classes.

St. Mary's Religious Education Programs Class Size Rules

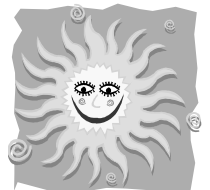
1. For preschool, maximum class size should not exceed 15 students with two adults present.
2. For kindergarten, maximum class size should not exceed 20 students with two adults present.
3. For grades 1-8 class size should not exceed 20 students.
4. For grades 9 -12 the D. R. E. will determine the class size based on the type and location of the program.

When enrollment exceeds the maximum class size, an additional class may be added based on the efforts of the recruitment of volunteer catechists.

If an additional class is added, students will be moved between the classes to achieve a balanced teacher/student ratio between both classes.

4. STEWARDSHIP

We are called by God to be good stewards. The children are expected to act in a responsible way to themselves, the people around them, and the property we share. The students are expected to care for the school and the grounds, office building, gym, or home in which they meet by trying to keep the premises as clean as they find it, putting things back where found, and by taking pride in St. Mary's Parish.



5. PARKING/DISMISSAL PROCEDURES

Pre-school through second grade will be dismissed 5 minutes earlier than the rest of the classes on Wednesday evening. This is done to cut down on congestion in the hallways after classes. Students will be escorted to the appropriate pick-up location by their teachers. As parents (or family member) pulls up to the door, the student will be dismissed. Parents will not need to come into the building to pick-up students.

A letter and map with pick-up locations is given at registration and will be sent home again on the first night of class.

Please drop off and pick up your children promptly. We cannot provide supervision before or after classes.

6. FEES

All monies collected through Religious Education registration are put back into the program. Monies are applied to the expenditures for textbooks, teaching manuals, supplies, workbooks, catechist training, maintenance of buildings, etc. Extra fees are collected for sacrament years because of the extra texts incorporated into the curriculum. A late fee of \$5.00 per child is added after August 13, 2010. All fees are non-refundable. Families can apply for assistance with the fees.

7. CLOSING DUE TO BAD WEATHER

If the weather seems severe enough that for safety we need to cancel classes, it will be announced on WTRE by 5:00 p.m. that day.

SACRAMENT SCHEDULES

Reconciliation

September 22	Parent Informational Mtg., 6:45 p.m., gym
October 6	Parent/Child Session, 6:45 p.m., church
October 20	Parent Q&A Session, 6:45 p.m., church
November 17	Parent/Child Celebration, 6:45 p.m., gym
December 2	4th grade 1st Reconciliation, 6:45 p.m., church
December 4	2nd & 3rd grade 1st Reconciliation, 9:00 a.m., church

Eucharist

January 12	Parent Meeting, 6:45 p.m., church
March 2	Parent/Child Faith Share, 6:45 p.m., gym
April 30	Practice, 9-9:30 & 9:45-10:15 a.m., church
April 28	Parent/Child Celebration, 6:45 p.m., gym
May 1	1st Eucharist, 11:00 a.m. & 1:30 p.m.

Confirmation

September 15	Parent/Sponsor/Candidate Meeting, 6:45 p.m., gym
September 26	Rite of Enrollment Mass, 11:00 a.m.
October 24	Large group session, 6:30 p.m., gym
October 29-31	Retreat
November 10	Large group session, 6:45 p.m.
January 9	Large group session, 6:30 p.m., gym
February 16	Large group session, 6:45 p.m.
March 30	Interviews
TBA	Confirmation Practice
April 10	Confirmation, 5:00 p.m.

There are also service opportunities available.

SACRAMENT POLICY

For the reception of the Sacrament of Eucharist,
Reconciliation, and Confirmation

Children preparing for the Sacrament of Eucharist, must have a minimum of one year formal religious education prior to the year of formal Eucharistic catechesis. We offer preparation of this sacrament in the second grade.

Children preparing for the Sacrament of Reconciliation must have a minimum of one year formal religious education prior to the year of formal Reconciliation catechesis. This sacrament preparation is offered for students in second grade and older. Family catechesis is emphasized.

Students preparing for the Sacrament of Confirmation must have a minimum of two years formal religious education previous to the year in which Confirmation catechesis is offered. This sacrament is prepared for in the eleventh grade.

**In the case that your child has missed a sacrament year and wishes to make it up, please contact the DRE at the parish office. Each situation will be dealt with on an individual basis.

JR. HIGH AND HIGH SCHOOL YOUTH MINISTRY

Youth Ministry focuses on building community through fellowship, prayer, service, and social time. Occasionally special event nights are scheduled here for Jr. High and High School students. Students may bring friends on these nights. We always welcome adults to help with planning, organizing, chaperoning. Call the office if you are interested in helping.

St. Mary's Religious Education Program Discipline Rules

St. Mary's Catholic Church has agreed to provide quality Religious Education to youth. Our programs are ran mainly by volunteers who spend much time in preparing and teaching. **Disruptive behavior** is defined as any verbal response or physical action that does not allow the planned activity of the teacher to continue. Students should agree to the following before attending class.

1. To respect the catechist and aid. Some ways to do this are by listening, talking only when it is your turn, sitting still in class, sharing ideas when appropriate.
1. To respect classmates. Some ways to do this are by listening to their ideas, by not putting them or their ideas down, not talking negatively about them, sharing ideas.
2. To respect the parish & school property. Some ways to do this are by not bothering or touching things that belong to others, picking up after self, leaving the rooms the way they were found.

If any of the above ideas and other classroom rules set by the teacher are not followed, the following consequences will occur.

1. **First Warning**– The child's catechist will talk with the student and suggest appropriate behavior modifications.
2. **Second Warning**– The DRE will talk with the student. Depending on the individual situation, the student may or may not be permitted to return to the classroom for the remainder of the evening. Parents will be notified of the behavior and asked to talk with their child.
1. **Third Warning**– Parents will be notified. Individualized action will be taken including the possibility of suspension from class until the problem can be resolved. Parents will have the option of teaching their child at home.

For unchristian behavior including, but not limited to, physical contact between students, we will notify the parents immediately and proceed with step three. Documentation of all warnings/discussions will be kept on file.