

HOLY NAME CATHEDRAL

CHILDREN'S FAITH

FORMATION



FAMILY HANDBOOK

2024-2025

REGISTRATION POLICIES

Due to administrative concerns, the following procedures must be respected to assure effective registration:

- Registration is available online on the parish website until September 6, 2024.
- Photocopies of Baptismal and Eucharist certificates (if applicable) are required.
- If transferring from another parish, a letter stating the status of your child's catechetical formation may be required.
- All families must complete the online student registration form.

All families are expected to pay the tuition and other fees. *However, no child will be denied religious education due to financial difficulties.* Please contact James Keene for further information. All calls are confidential.

CURRICULUM

In the upcoming year, Holy Name Cathedral will continue to use a lectionary-based curriculum for our non-sacramental program groups. Based on the Sunday readings, Pflaum Publishing creates lessons, integrating the Scripture with an appropriate Church teaching. The groupings are as follows:

- Promise (Kindergarten & Grade 1)
- Good News (Grades 3 & 4)
- Venture (Grades 5 & 6)

For children preparing for First Reconciliation and First Communion (usually Grade 2), catechists will use Pflaum Publishing's *Together in Jesus* series.

For adolescents preparing for Confirmation (usually Grades 7 & 8), catechists will use Ascension Press's *CHOSEN*, an online, video based curriculum.

SACRAMENTS

The Archdiocese of Chicago *requires a two-year, consecutive preparation* for the Sacraments of First Communion and Confirmation. Also, parents/guardians are *required* to participate in sacramental preparation gatherings, designated by Holy Name Cathedral.

First Reconciliation/First Communion

The concepts of mercy, forgiveness, and the Eucharist are gradually introduced in Grade 1. As the children enter Grade 2, they become aware of God's love for all Creation, and how to seek God's forgiveness. Following this, children are introduced to the Catholic understanding of the Eucharist, the Mass, as well as the parish community. Once prepared, they will celebrate the Sacrament of Reconciliation and the reception of Holy Communion.

Confirmation

Preparation begins traditionally in Grade 7 and continues into Grade 8. This two-year process is *especially necessary* for Confirmation, as the children have more capacity to understand the depth and meaning of the Faith as they grow into adolescence.

Order of Christian Initiation for Adults adapted for Children (OCIC)

Children, not baptized by the Age of Reason (7 years old), are enrolled in this process. In accordance with Canon Law, these children will be baptized, confirmed, and receive Eucharist at a determined date.

OVERVIEW OF CONDUCT POLICIES

Catechists minister solely for the purpose of engaging children in Faith Formation. Correspondence outside scheduled Faith Formation hours with a student should occur *only* in appropriate situations, and with the child's parent/guardian present. Once warned, failure to comply with this guideline will lead to the catechist's immediate dismissal.

- Telephone/ Video Call— All phone calls concerning minors should be of a ministerial nature, and must be directed to the parent/guardian.
- Social Media— There should *never* be communication with a child through social media.
- Social Gatherings— Beyond parish-sponsored events, catechists should *never* socialize with minors without the presence of the parents/guardians. In all these cases, neither the parish nor the Archdiocese of Chicago is liable for incidences that may occur.

Safe Interaction Requirement. *No adult, except parent(s) or guardian(s), should ever be alone in a room with a minor for a conversation or meeting.* If a catechist finds themselves alone in the

room with a child, they are instructed to calmly and joyfully direct the meeting to a room where another adult is present. Failure to abide by this policy will result in dismissal of the catechist, or adult from participation in the program. Personal conversations between adults and children should *always* be in view of other adults, contain appropriate subject matter, and demonstrate respect for the personal boundaries of the child and rules decided by their parent or guardian.

Transporting Minors. With the exception of their own children, volunteers *are not allowed* to drive young people in a personal vehicle with drivers other than their own parent/guardian. In addition, *no* paid staff personnel can organize carpools.

Permission Forms. Whenever a minor participates in a parish-sponsored activity that occurs off the Holy Name campus, a parent/guardian must complete and submit an Archdiocesan permission form.

Administration of Medication. Unless there is a signed permission form on file from the parent/guardian, with clear directives on circumstances and instructions on how to administer medication, catechists should *never* administer medication. Also, the catechist must consent to the this procedure.

Child Abuse. In accordance with Archdiocesan policy, adults ministering to minors, including parish leadership, are *mandated by state law* to report evidence of reasonable suspicion of abuse and/or neglect of a minor to the Illinois Department of Child and Family Services: 1 (800) 252-2873. *All* volunteers are required to be certified Mandated Reports, and annually sign the State of Illinois form acknowledging this status. *If you witness an incident of child abuse, regardless of who the adult is, you must call 911 and report the incident.*

Child Safety Lesson. In accordance with Archdiocesan policy, Holy Name Cathedral provides children with a lesson on personal safety. This lesson relates basic safety and communication skills with the dignity granted to every person by God. A parent/guardian is given an opportunity to determine if participation is appropriate. If opting out is preferred, *an opt out form is required*, and material can be sent upon request, allowing the parent/ guardian to handle the discussion.

Special Needs. In accordance with Canon Law, every child, within the official parish boundaries, has a right participate in religious education. If there is sufficient collaboration with

the parent/guardian, and the consent of the catechist, special needs students can participate in Children Faith Formation programs. An assessment of the situation will assure the positive experience of all involved. Please contact James Keene if this is relevant to your family's needs.

Rules during sessions. To assure the safety of all children, a parent/guardian is obligated to the following procedures:

- Families enter Frances Xavier Warde School through the courtyard doors.
- Families have permission to relax in the FXW auditorium during session times, but must use the space respectfully.
- A parent/guardian can escort their children to a classroom, and then return to the ground level.
- A parent/guardian must request early dismissal from the Assistant Director. Even if you inform the catechist, you *must* inform James Keene.
- If a parent/guardian wishes to visit a classroom, on-site personnel will escort the adult to the classroom. The adults should *never* wander around the premises, but return to the ground level when done with the observation.
- If a child is ill or needs attention, personnel will contact the parent/guardian. The child will be on the ground level for pick up.
- At dismissal, families can exit through the courtyard doors. Do not exit through the other doors.
- Please note that two adults must be present until every child is picked up. Please contact the rectory if there is a delay: (312) 787-8040. The receptionist will know how to contact personnel.



