

A Prayer For Renew My Church

*Lord Jesus, you speak to us today,
as you spoke to holy men and women
who have gone before us.*

*In every age and in our own time,
you call to us and say:
Renew My Church.*

*Pour out the gift of your Holy Spirit upon us,
and so enable us
to hear you clearly
to listen to each other attentively
to imagine our future boldly
to discern your direction wisely
to persevere in your holy will courageously
to stay together in charity
to surrender our own plans readily
to embrace the greater good
to hand on your gifts to future generations.*

*May we remain in the holy company
of the Blessed Virgin Mary,
the apostles, and all the saints.
May their example and presence
inspire us with patient confidence
in the work of your grace.*

*We ask this of you who live
and reign with the Father
in the unity of the Holy Spirit,
one God, forever and ever.
Amen*



Holy Name Cathedral

CHILDREN FAITH FORMATION



FAMILY

HANDBOOK

2019-2020

MISSION STATEMENT

Children Faith Formation (CFF) is a family-focused ministry, recognizing the parent as the primary educator of his/her children. As such, the ministry strives to promote a family-centered approach in the formation of Christian values by:

Acknowledging the uniqueness of each family member as well as each family system.

Presenting the central truths and traditions of the Apostolic Church in a shared learning environment.

Committing to support family life, peace and justice.

The mission is to build a genuine and inclusive faith community in which young people can experience their Catholic identity, integrate their Catholic values, and express their Catholic beliefs.

ADMINISTRATION

Rector

Very Reverend Gregory Sakowicz gsakowicz@holynamecathedral.org

Associate Pastor of Faith Formation

Fr. Bill Vollmer wvollmer@holynamecathedral.org

Director of Faith Formation

Dr. Kenneth Ortega kortega@holynamecathedral.org

Coordinator of Children Faith Formation

Mr. Peter Harley pharley@holynamecathedral.org

MINISTRY OF THE WORD: CATECHESIS

Throughout the centuries, the Church has used the word "catechesis" to describe the ministry that seeks to make faith living, active and conscious. Derived from the ancient Greek *katekheim* meaning, "to echo God's Word", catechesis implies "to teach by word of mouth." Those called faithfully and authentically to echo the word of God in each age and to each new generation are called "catechists." Although catechesis is a responsibility of the entire Christian community, the catechist is uniquely charged with the ministry of promoting and

Calendar

Sept. 22 Class 1	
Sept. 29 Class 2	
Oct. 6 Class 3	
Oct.13 No Class	Columbus Day Weekend
Oct. 20 No Class	
Oct. 27 Class 4	First Reconciliation Family workshop
Nov. 3 Class 5	
Nov. 10 Class 6	9:30 AM Family Mass/Cathedral
Nov. 17 Class 7	
Nov. 24 No Class	Thanksgiving weekend
Dec. 1 Class 8	Advent Reconciliation/Prayer Service (Gr 3– 8)
Dec. 8 Class 9	
Dec. 15 Class 10	Prayer Service/Celebration
Dec. 22 No Class	Christmas/New Year Break
Dec. 29 No Class	Christmas/New Year Break
Jan. 5 Class 11	
Jan. 12 Class 12	
Jan. 18	First Reconciliation
Jan. 19 Class 13	
Jan. 26 Class 14	First Eucharist Family workshop
Feb. 2 No Class	Catechist In-service
Feb. 9 Class 15	
Feb. 16 Class 16	
Feb. 23 Class 17	9:30 AM Family Mass /Cathedral
Mar. 1 Class 18	
Mar. 8 Class 19	
Mar. 15 Class 20	Lenten Reconciliation/Prayer Service
Mar. 22 Class 21	
Mar. 29 Class 22	
Apr. 5 Class 23	
Apr. 12 No Class	Easter Sunday
Apr. 19 Class 24	
Apr. 26 Class 25	Prayer Service
May 2	First Eucharist Mass
May 5	Confirmation Mass (TBD)

SACRAMENTS

Parents are required to attend designated gatherings for preparing children for each sacrament.

First Penance

The catechesis for the Sacrament of Penance is a gradual process beginning in Grade One, with attitudinal development. Grade Two begins with a catechesis of the sacrament: God's love for all creation, the human condition, awareness of sin, and the desire for God's forgiveness.

First Eucharist

Introduction to the Catholic faith formation occurs in Grade One. The second semester of the Grade Two begins the catechesis for this sacrament. Preparation include an introduction of the Eucharist, community, prayer, as well as the Order of the Mass.

Rite of Christian Initiation of Adults for Children

Children not baptized, by the age of reason (7 years old), are enrolled in this process. Normally, the child will participate in the appropriate grade level and receive additional preparation. In accordance with Canon Law, these children will be baptized, confirmed, and receive the Eucharist at the Easter Vigil. The director's permission is required.

Confirmation

In accordance with diocesan guidelines, Confirmation requires a **two-year** preparation period. Preparation begins traditionally in Grade 7 and continues into Grade 8. The curriculum is DVD based, and integrates various modes of learning. There is a separate description.

VOLUNTEERS

Children Faith Formation is dependent on a volunteer staff for its vitality. All volunteers, 18 years and older, who frequently engage with students must participate in the archdiocesan program on child sexual abuse prevention, *Protecting God's Children*.

Catechists

The Catholic term for teachers of the Faith is catechist. These women and men answer the call to echo the Catholic faith to the children present. All catechists must be at least 18 years old, be a practicing Catholic, and agree to participate in faith formation.

Catechist Assistants

Access to children

Child safety is a priority for the ministry. Therefore the following new procedures will be implemented :

- Classes will be held in the State Street building, First and Second Floor.
- Families will still enter and exit through the courtyard doors.
- Access doors will be closed 15 minutes into the instruction time, assuring that only authorized personnel are in the secured area.
- Parents must obtain a lanyard from the DRE, or other designated personnel, and escorted to the designated classroom..
- At dismissal, families must exit through the courtyard doors. Do not exit through the main doors, which may allow strangers to enter the building.

OFF-CAMPUS ACTIVITIES. Students may attend **parish-sponsored** events off the parish campus, but must provide their own transportation. The parish will not recognize other gatherings by parents, catechists, or students, and is not liable for any accidents that may occur at non parish-sponsored events.

POLICIES

Registration. Due to the enrollment concerns, the following procedures must be respected to assure effective registration.

- Registration begin in July. Active families will be notified; new families should inquire via website, bulletin, or call the rectory,
- 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 would be helpful.
- All families must complete a student registration form.
- Individual consideration is given to families that have moved into the area during the school year.

Tuition. Tuition is based on a two-tier plan: registered parish families and non-registered families.

The tuition revenues and other fees cover a portion of the ministry expenditures: student books, Bibles, and other supplies used during instruction. . The parish subsidizes the remaining costs. If a child loses a book or Bible, the family must pay for a replacement.

All families are expected to pay the tuition and other fees. **However, no child will be denied religious education due to financial difficulties.** Families should contact the coordinator or director in these matters.

POLICIES DURING INSTRUCTION

Code of Behavior. We expect students and adults to behave in a Christian manner rooted in respect.

Respect to classmates, children and adults is expected. We do not allow inappropriate words, actions, and intents. This includes, but is not restricted to, foul language, bullying, harassment, fighting, threats, disobedience of instructions, or disruptive behavior.

Unless the coordinator approves, no one should bring food or beverages into the classroom.

A student will dress in modest attire appropriate for religious instruction, and not create a distraction for class.

A student will respect the parish property, and not vandalize or destroy any aspect of the property.

Communication with Parents

Email. Communicate with the adult, not the child on matters of faith formation. It is a good practice to "CC" the director

Letters. Any letters, send through postal service and social media, must be approved by the DRE.

Emergency procedures

We are currently seeking assistance from Frances Xavier Warde School, and its procedures for emergencies. The procedures will be adapted for our needs.

Emergency Closings

In the case of emergency closing, the DRE will send an email blast to all families, and volunteers. It may be a good practice to email your students as well.

We leave it to the discretion of the parent/guardian on whether to travel to the cathedral during increment weather. Our families reside throughout the city, and weather conditions may vary.

Child Abuse

In accordance with diocesan 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. All volunteers shall be required annually to sign the state form acknowledging they are aware of their status as mandated reporters.