

# **Faith Formation General Policies**

## **Welcome**

Welcome to St. Francis of Assisi's Faith Formation Program! We applaud your sincere desire to pass on the faith to your children and we are happy to join you as partners in that effort. This little handbook is designed to convey basic information regarding our policies and procedures. Should you have any questions or concerns, please do not hesitate to call the Faith Formation Office.

## **Admission Policy**

St. Francis of Assisi's Faith Formation Program does not discriminate against anyone on the basis of race, sex, national origin or handicap conditions.

## **Registration**

Each child must be formally registered, each year, prior to participating in the Faith Formation Program. Registration and Health History forms are available from the Faith Formation Office. Fees are \$45.00 per child or \$100.00 per family of three or more. For anyone with a financial need, payment plans or a scholarship may be available. Fees are due at the time of registration. There will be no refunds on students who withdraw from Faith Formation.

## **Baptismal Certificates**

Every student **MUST** have a Baptismal Certificate on file. If your child has not yet been Baptized, you need to contact the Parish Office as soon as possible and make arrangements for your child to receive this Sacrament. A copy of your child's Baptismal certificate must be turned in at the time of initial registration. If a copy is already on file in the Faith Formation

Office, another one is not necessary.

## **Attendance and Punctuality**

Attendance at all classes is expected, although we realize that sometimes conflicts will arise. Because we care about your child, we will be contacting you if your child misses two consecutive classes. We realize how difficult it is these days to juggle the family schedule, and we thank you for making an effort to insure that your child arrives promptly. Latecomers can be disruptive to the class.

## **Textbooks and Supplies**

All textbooks, pencils, crayons, paper, scissors, glue sticks, and any additional materials will be provided by the parish. Occasionally, parents may be asked to contribute something for a special project.

## **Dropping Off and Dismissal of Students**

### Kindergarten – First & Second Grades (Education Building):

Please escort children to class. Let the catechist know your child is present and make sure he or she is settled before you leave the classroom. Please pick up your child personally after class. Children will be released only to their parents unless prior notice has been given to the catechist.

Third (Parish Hall): Children must be escorted to class and picked up by the parents.

Fourth, Fifth & Sixth Grades (Parish Hall): Students may be dropped off and picked up in the parking lot.

First & Second Year Confirmation Classes (Parish Hall): Students may be dropped off and picked up in parking lot.

## **\*\*NOTE\*\***

If a student needs to leave class early, the custodial parent

must notify the catechist or Coordinator of Religious Education in writing in advance. This request must include the name of the child and parent picking up the child, the designated date and time, the reason, and the signature of the parent. Once the request has been approved, the parent must pick up the child directly from the classroom.

### **Inclement Weather Policy**

Cancellations for all classes will be announced on WXII Channel 12 as well as their website [www.wxii12.com](http://www.wxii12.com) whenever possible.

### **Discipline**

Students are expected to follow the rules developed by the catechists and their classmates at the beginning of the year. Courtesy, cooperation, and respect are always expected. Parents will be notified if a student behaves in such a way that continually disrupts the class.

### **Family Involvement**

Our Faith Formation program offers many opportunities for parents and interested adults to become involved and to share their gifts and talents. As parents, it is important for your children to know that you care about their faith development as well as your own. Please take the time to ask your children about their classes and to review any material sent home. Time set aside to pray and read Scripture as a family is also essential to the faith life of your child, as is family participation at Sunday Mass.

### **Volunteers**

We are very grateful to our catechists, assistants, and all who so generously give of their time and talents to minister to the

children and youth of our parish. In addition to their weekly commitment they spend many hours preparing for their classes. We ask you to support them, pray for them and express your appreciation whenever possible. We invite you to join our team of volunteers. Please call the Parish Office or the Faith Formation Office at 336-751-2973.

## **GUIDELINES FOR RECONCILIATION**

1. The second grade child shall be provided with appropriate catechesis for the Sacrament of Reconciliation distinct from catechesis for the reception of First Communion. Each sacrament is a special encounter with Christ. This simple catechesis should have full parental involvement.
2. The individual readiness of the child must be respected as a determining factor in the reception of the Sacrament of Reconciliation. Readiness factors include:
  - a. The child's ability to distinguish between accidental and deliberate wrong.
  - b. The child's awareness of the need for forgiveness and the child's trust in Jesus' forgiving love.
  - c. The child's ability to express wrong-doing and sorrow in his or her own words.
  - d. Free desire of the child to receive the sacrament.
  - e. The child's simple understanding that the priest and the Church have a special role in bringing us God's forgiveness.
  - f. Has completed a year of formal catechesis prior to entering classes for First Reconciliation.
3. The Sacrament of Reconciliation should normally be celebrated prior the reception of First Communion.

4. The celebration of Reconciliation should be separated from First Communion by a period of at least two months.

## **GUIDELINES FOR FIRST COMMUNION**

1. Children must be instructed in the Mass including the options and manner of receiving the Eucharist. These options are under one or both species; and the manner may be in the hand or on the tongue.
2. Children are to continue in the Faith Formation process after the reception of First Communion and attend weekly Mass.
3. The individual readiness of the child must be respected as a determining factor in the reception of the sacrament of First Communion. Readiness factors include:
  - a. The child has sufficient knowledge to understand the mystery of Christ according to his/her capacity.
  - b. The child is able to distinguish the Body and Blood of Christ from ordinary food.
  - c. The child has a desire to receive the Lord Jesus reverently in Holy Communion with faith and devotion.
  - d. The child has completed a year of formal catechesis prior to entering classes for First Communion.

## **GUIDELINES FOR CONFIRMATION**

Candidates for the sacrament of Confirmation must have been in attendance in a catechetical program for at least one year prior to enrollment in the 2-year Confirmation program, or in attendance at a Catholic school before enrollment. Confirmation is a two year program and those entering the process will take part in a spiritual and liturgical preparation with an appropriate level of Catechesis and faith development. Students are required to complete 20 hours

of community service each year of the two-year course. The Confirmation Retreat is required as part of the Confirmation training and is expected to be attended at the site sponsored by this Parish.