

ST. JUDE CATHOLIC PARISH
RELIGIOUS EDUCATION PROGRAMS
PARENT/STUDENT HANDBOOK

Please review handbook!
Then sign and return page 17.

SEPTEMBER 2011 (Twelfth Draft)

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**SAINT JUDE PARISH RELIGIOUS EDUCATION PROGRAM
PARENT/STUDENT INFORMATION
2011 -2012**

PARISH MISSION STATEMENT

We, the Catholic Church of Saint Jude, called by Jesus Christ, empowered by the Holy Spirit, nourished by Word and Eucharist, commit our time, talent and treasure to the growth of God's Reign in our world.

RELIGIOUS EDUCATION MISSION STATEMENT

The St. Jude Religious Education Program at the elementary level seeks to provide children with the knowledge, experiences, and skills necessary to become faithful and fruitful disciples of Jesus. The children will learn how to walk with, learn from, and participate in the mission of Jesus, within a community of disciples. In keeping with their age, they will have the opportunity to be vital members of the parish community and will be able to participate in the Church's mission to proclaim, celebrate, and serve the coming of God's reign with respect, reverence, and responsibility.

CURRICULUM

The *General Directory for Catechesis* states "catechesis must take diligent care to faithfully present the entire treasure of the Christian message" (#38). This Christian message is presented as a whole, even in the beginning of formal religious education. For this reason, the content at all grade levels will be age appropriate. In the beginning, presentations will be simple, adapted to the limited capacity and experience of young children. Then it will progressively deepen and broaden in accordance with the level of the children's development building on previous knowledge.

The content presented on each grade level is based on the Catechetical Curriculum Guidelines established by the Office of Catechesis for the Diocese of Fort Wayne-South Bend. These are on file in the office of the Director of Religious Education. These may also be accessed at the diocesan website: www.diocesefwsb.org. (Go to "Diocesan Offices", then "Office of Catechesis," find "Catechetical Curriculum Guidelines" and choose grade level.) These guidelines are based on the six tasks of catechesis set forth in the General Directory for Catechesis:

Knowledge of the Faith
Liturgy and Sacraments
Moral Formation
Prayer
Active Community Life
Missionary Spirit

The main topics and new prayers introduced at each grade level are as follows:

GRADE 1: Awareness of God who gives us life and grace, the wonders of creation and promise of eternal life. **PRAYERS:** Sign of Cross, Our Father, Hail Mary, Glory Be, Angel of God and Prayers before and after meals.

GRADE 2: Jesus is the model for Christian living as a loving and forgiving God; Prepare for Reconciliation and Eucharist, the parts of the Mass. **PRAYERS:** Apostles' Creed, Act of Contrition

GRADE 3: Deepen understanding of the Church as a Christian Community; Trinity, eternity, liturgical year. **PRAYERS:** Luminous and Joyful Mysteries

GRADE 4: Conscience formation according to Catholic Church, Ten Commandments and Beatitudes; Cardinal and Theological Virtues; Spiritual and Corporal Works of Mercy. **PRAYERS:** Glorious Mysteries, Act of Faith, Mass responses

GRADE 5: Rites and development of seven Sacraments; Paschal Mystery; Parts of the Mass. **PRAYERS:** Act of Hope, Morning Offering, Sorrowful Mysteries

GRADE 6: Understand the Old Testament as the revelation of God in history of a people and a revelation fulfilled in the New Testament. **PRAYERS:** Angelus

GRADE 7: Encountering Jesus in the New Testament; Moral formation in Christ; Growing in the Life of Prayer. **PRAYER:** Praying with Scripture, experiences with various forms of prayer

GRADE 8: Kingdom of God; Morality Review; Confirmation preparation; Church History and the saints. **PRAYER:** communal and personal prayer

SACRAMENTAL PREPARATION

Preparation for the reception of the sacraments of Reconciliation, Eucharist and Confirmation should be seen as a process of deepening the child's relationship with God which began at Baptism. First and second grade is the usual time for immediate preparation for the celebration of First Reconciliation and First Eucharist which are celebrated in second grade. The immediate preparation for Confirmation is also a two year process including the seventh and eighth grade curriculum. Confirmation usually takes place in spring of eighth grade. All students preparing for reception of these sacraments must participate in the Religious Education Program of the parish or parish school for two years at the directives of our pastor.

Parents or guardians are required to be actively involved in the preparation of their child for the sacraments of Reconciliation, Eucharist, and Confirmation. A schedule

of meetings and activities for parents, guardians and sponsors for each of these sacraments is included on page 15 of this handbook.

CHILDREN'S CATECHUMENATE

If your child has not been baptized or has not received Reconciliation and/or Eucharist by third grade please contact the DRE to begin preparation through the Children's Catechumenate. These classes meet on Tuesdays and include "Breaking of the Word" at Sunday liturgies. This preparation is also a two year process so the children have time to come to know Jesus, the faith of the Catholic Church, the sacramental life and to grow in relationship with Christ through prayer.

REGISTRATION & FEES

Families are required to register students who will attend the Saint Jude Religious Education Program. Forms are available in the spring at class and throughout the summer at the Parish Center. A registration weekend is held in August after weekend Masses. The fee for parish families is \$50 for the first student, \$40 for the second child and \$30 for each additional child. The fee for non-parishioners is \$60 per student. These fees, which cover the cost of texts and some of the materials, are due in September. Families wishing to set up a payment plan should contact the DRE.

SCHOLARSHIP

Saint Jude Parish has established the Tighe Religious Education Scholarship to honor Deacon Jim Tighe on his ordination. These partial scholarships are awarded on a financial need basis to parishioners. If your family is facing financial difficulty please write a letter to the DRE stating the need. Letters will be reviewed by a committee which will award up to 4 scholarships annually.

****NEW** ARRIVAL & DISMISSAL**

Safety is our major concern during drop off and pick up. Drop off will be on the parking lot with the children entering door #1. Parents are asked to pull their vehicles up as far as possible in the striped lane. Parking is NOT PERMITTED in the striped lane.

Dismissal & pick-up will be along the EAST SIDE of Pemberton

Drive. Parents are asked to pull up heading north as far as the Parish Center so many cars can load at the same time. Due to cars constantly moving students MAY NOT CROSS Pemberton except at crosswalk at Forest Avenue.

Each teacher will escort his/her class to the sidewalk in front of school and wait with the students until the parents' vehicle is along Pemberton. To facilitate this dismissal all families will be given a paper plate with their last name printed on it. As

you drive up have the plate visible so the volunteers can call out the name, load the children and move the vehicles out as quickly as safely possible.

If you do not pick up your child in this line you **MUST** walk up to the designated area for your child's class and tell the teacher you are taking your child with you. Children **CANNOT** be dismissed on their own because of safety reasons. Thank you for your cooperation.

TIMES OF INSTRUCTION

Elementary Religious Education classes are held on Tuesday evenings from **6:30 to 7:45** beginning September 6, 2011. Students are encouraged to arrive at 6:20 because classes will begin promptly at 6:30. See full calendar of events on page 16.

!!!! ATTENDANCE

Students are expected to attend **all sessions**. It is the responsibility of the parents or guardian to call or email the catechist if their child is not going to be in attendance. This should be done prior to the instructional session. It is the family's responsibility to make arrangements with the catechist to complete make-up assignments whenever the student is not in attendance. If a catechist cannot be reached please call the DRE at 484-6609.

Since sacramental preparation is so important, students in grades 1, 2, 7, and 8 who miss more than TWO classes may need to attend make-up sessions to compensate for missed instructional lessons and still remain eligible to receive sacraments. These makeups will be scheduled with the parents at the discretion of the DRE and catechist.

PARENT COMMUNICATIONS AND CONFERENCES

To keep parents informed of the development of their children's religious formation, the catechists will send home a comment sheet three times a year. Dates are listed on the full calendar page 16. These will indicate topics covered and notify you what areas need further attention. In November parent-teacher conferences will be held to develop the team spirit of educating our children in the faith. Students will remain in class those evenings with a substitute so teachers can meet with parents. Those dates are also listed on the full calendar.

CLASSROOM VISITS

On October 4 we invite all parents to join us to celebrate Mass in church. Students will have various ministries in that liturgy. The DRE will practice with the necessary students the week prior. After Mass parents are invited to return to the classroom with children to meet with teachers and to hear about the goals for the year.

Parents or guardians who desire to observe a classroom on a different day shall schedule the visit in advance by calling the catechist.

CATECHIST RESPONSIBILITIES

Each catechist is a fully initiated, active Catholic living a Catholic lifestyle. All catechists continue formation by attending workshops and retreats. Catechists use the diocesan curriculum guidelines to prepare lessons for a thorough presentation of religious material in each grade according to the students' ability of comprehension. Catechists maintain a positive, yet challenging classroom environment. All catechists must adhere to Personal Conduct and Policies Manual for Volunteers of the Diocese of Fort Wayne-South Bend, Inc. and know the importance of and responsibilities of the Safe Environment program.

!!!!!! SAFE ENVIRONMENT

All volunteers for the Religious Education Programs must be approved through the Diocesan Safe Environment screening process.

During the year students will participate in the Safe Environment Program established by the Fort Wayne-South Bend Diocese. The lessons are taught by the Director of Religious Education or the catechist. This material is available for preview by contacting the DRE. Parents not wishing their children to participate in this classroom program are to notify the Director of Religious Education by **September 13, 2011** for grades K-3 and by **September 20, 2011** for other grades.

CODE OF CONDUCT FOR STUDENTS

By registering in the Saint Jude Parish Religious Education Program, parents and students express their willingness to cooperate and comply with the program's code of conduct.

Catechists will set and explain the classroom rules and behavioral expectations for each class. Although individual classroom rules are set by individual catechists, certain basic rules of behavior will apply to all students attending the Saint Jude Parish Religious Education Program on the elementary school level. They are:

1. Students shall demonstrate proper respect to all persons and property of others.
2. Students shall work to the best of their ability, including completion of all work assigned by the catechists.
3. Students shall not engage in violent behavior or engage in sexual harassment or bullying.
4. Students shall not possess inappropriate objects: (including, but not limited to, weapons, illegal drugs, alcohol, or pornography.) Video games, i-pods, cell phones, radios, back packs, etc., are not permitted during class.
5. Students shall not consume or possess alcohol, illegal drugs, or unauthorized drugs.

6. Students shall not engage in conduct and/or dress associated with gang activity. This applies at all Religious Education functions.
7. Students shall live out the values of respect, reverence, and responsibility.

SUSPENSIONS & EXPULSIONS

The following types of student conduct constitute grounds for suspension or expulsion subject to the Diocesan Director of Catechesis' review. This listing is not intended to be exhaustive of all types of conducts:

1. Any conduct which, in the opinion of the DRE or designated parish official is contrary to the principles and teaching of the Catholic Church.
2. Using violence, force, intimidation, or other comparable conduct constituting an interference with the Religious Education Program purposes, or urging other students to engage in such conduct.
3. Intentionally causing or attempting to cause physical injury or behaving in such a way that, in the opinion of the DRE or designee, could cause physical injury to another person.
4. Causing or attempting to cause damage to property belonging to any other person or the parish or stealing or attempting to steal property of another person or the parish.
5. Possessing a knife, firearms or any other object which could be considered a weapon. This is an automatic expulsion of not less than one year from the program.
6. Repeatedly violating any rules of the diocese, parish or classroom that hinder the educational purpose of the Religious Education Program.

The suspension or expulsion policy shall apply when a student is on or off the parish grounds for a parish function.

Expulsion or suspension will take effect after review by the pastor, DRE and another parish staff member or catechist. The Diocesan Director of Catechesis will be informed and included in review as deemed necessary.

Attempts will be made to establish an alternative program for all affected students.

PARENTAL RESPONSIBILITY AND INVOLVEMENT

Saint Jude's Religious Education Program calls parents to continue their role as primary teachers of their child by assisting their children in their spiritual development to become adult Catholic Christians. It is important for parents to be well informed themselves on the essential truths of the Catholic Church and are expected to live good habits of daily prayer, works of charity, and faithfulness to the sacramental life of the Church. Reading the parish bulletin and the Grapevine newsletter will keep you informed of upcoming service and spiritual growth opportunities. If there is an area within the parish in which you would like to become involved, please talk to your catechist or the DRE if you need guidance.

Each family is an important part of this parish, therefore it is expected that our families participate in the life of the parish. What we teach can be negated if parents do not practice what is taught in the classroom. The Directive for Parish Catechetical Programs from the Office of Catechesis of our diocese states:

Religious Education does not take the place of attending Sunday Mass.

It is the expectation of the Diocese that all children will attend Sunday Mass. The class setting is a portion of faith formation. In no way does it compare to encountering the sacraments themselves. To deny children attendance of Mass is to deny them the fullness of the Church. Attending weekly Sunday liturgy remains a serious obligation and a commandment of God. (January 2009)

Saint Jude Parish encourages parents to:

Attend weekly Sunday Mass.

Teach children formal prayers and pray informally with them.

Be active participants in the sacramental preparation.

Bring children to class weekly on time and to pick them up on time.

Reinforce what is taught in class through discussion and follow-up with any assignments.

Support the parish through stewardship by using your parish envelopes.

Be actively involved in parish life.

Take opportunities to continue your own faith formation.

VOLUNTEER OPPORTUNITIES

Students in grades 6-8 will be given the opportunity to serve at Mass. Training will be offered in September. Parents are needed to volunteer for a variety of activities. Parents working with children in the classroom are required to fulfill the diocesan program for volunteers with a Safe Environment. Help is needed to prepare materials, plan and organize the Christmas Nativity, assist with end of year Catechism Olympics, dismissal duties, hall monitor/attendance assistant and a variety of other needs. Please complete volunteer form or contact the DRE.

FIELD TRIPS

Field trips may be scheduled in accordance with the curriculum of a particular grade level. The Director of Religious Education must approve all field trips prior to seeking parent permission. Students are permitted to leave school grounds during Religious Education hours only with written permission of the parent or guardian through the Diocesan Field Trip Permission Release and Medical Authorization Form provided by the Office of Catechesis.

****NEW** WEATHER RELATED CLOSINGS**

Emergency closings may be necessary in the interest of student welfare and safety. If severe weather develops during the day, a decision to cancel class will be made as early as possible. Notification will be sent to your email. Notices will also be placed on INC and WANE TV as "St Jude Elementary Religious Education." Please call the Parish Office at 484-6609 before 5 p.m. to inquire about weather related changes. Since families drive from various locations please remember that the safety of you and your young people comes first. If parents feel the conditions are too severe to bring children to class because of the weather, that decision will be respected.

EMERGENCY PROCEDURES

Emergency Procedures for evacuating the premises in case of fire and for taking cover in the event of a tornado warning are clearly written and posted in each classroom. Appropriate safety drills will be conducted twice during the year.

YOUNG PEOPLE WITH SPECIAL NEEDS

Young people with special needs are accepted if their need can be reasonably accommodated. In the event the needs of the child cannot be reasonably met by Saint Jude Religious Education Program, the DRE, through consultation with the parent or guardian, will make every effort to find an alternate plan for faith formation.

PRE-SCHOOL SUNDAY PROGRAM

Classes for children born by Sept 1, 2007 through kindergarten are held in the preschool classroom in Parish Hall on Sundays during the 11:00 Mass. Students should be escorted to the classroom between 10:50 and 11:00. Parents must report to classroom immediately after Mass to pick up child.

This is a hands-on program with much interaction and adult guidance.

Students will learn numerous songs and create meaningful crafts as well as participating in faith-based activity centers. They will discuss Bible readings, learn about customs and symbols of our faith, and develop a prayerful and reverent attitude toward church.

TOPICS and DATES:

Session 1	Mass:	October 9, 16, 23, 30, November 6, 13, 20
Session 2	Christmas:	December 4, 11, 18
Session 3	Bible stories:	January 8, 15, 22, February 5, 12
Session 4	Easter:	Feb 26, March 4, 11, 18, 25, April 1

Registration is required. The cost is \$10 for the year.

ADULT SPECIAL NEEDS

Annually a program will be scheduled for adults with disabilities. Usually this program is after the 9AM Mass on Sundays. Contact the DRE for further information.

ANNUAL REVIEW

All policies in this handbook will be reviewed annually by the DRE and the Religious Education Committee.

DIOCESAN DIRECTIVES

All existing diocesan policies are in effect for all matters not contained within this handbook. These may be found in "Administrative and Safety Procedures for Parish Religious Education Programs" for the Diocese of Fort Wayne-South Bend, (Revised October, 2009) and in "Directives for Parish Catechetical Programs", (January 2009). These documents are on file in the office of the Director of Religious Education and also at the Office of Catechesis for the Diocese of Fort Wayne-South Bend.

RELIGIOUS EDUCATION CATECHISTS

Elementary Program

Kindergarten	Ms. Linda Derheimer Aide: Miss Katie MacDonald	Room 101	483-2471
Grade One:	Sister Mary Damian Assistant: Sister M. Gertrude Ann	Room 114	484-4985
Grade Two:	Mrs. Emilie Robertson jrobertson19@gmail.com Aide: Miss Sophie Sedlmyer	Room 113	471-1452
Grade Three:	Sister Mary Jesse Aide: Miss Gretchen Wetzel	Room 208	484-4985
Grade Four:	Mr. James Ewing Aide: Miss Hannah Ewing	Room 204	
Grade Five:	Mrs. Sue Zschernitz suezschnitz@frontier.com	Room 205	486-6878
Grades 6 & 7:	Mrs. Ellen Becker Clara756@yahoo.com	Room 210	447-6851
Grade Eight:	Deacon Jim Tighe Tighe2@gmail.com	library	

Children's Catechumenate:

Catechists: Gervaise Bastian & Marilyn Drummer Room 203

Pre-School Program: Mrs. Kathleen Kemme Church Hall 424-3333

Adults Special Needs: Ms. Barbara Norris Church

High School Program: Mr. John Zollinger 484-6609
A Part of Youth Ministry -- for listing of activities please check bulletin or
parish website www.stjudefw.org/youth

Director of Religious Education(DRE)

Sue Sherburne 484-6609
ssherburne@stjudefw.org

MAP-classroom

Dismissal Map

2011-2012 SACRAMENTAL PREPARATION MEETINGS

October 6	First Reconciliation Parent Meeting #1 7:00 - 8:30 PM	Parish Hall
November 10	First Reconciliation Parent Meeting #2 7:00 - 8:30 PM	Parish Hall
December 1	6:30 PM FIRST RECONCILIATION Reception following	Church Parish Hall
January 19	Confirmation meeting for parents and sponsors #1 7:00 - 8:30 PM	Parish Hall
February 9	First Eucharist Parent Meeting #1 7:00 - 8:30 PM	Parish Hall
February 11/12	Enrollment for First Eucharist 5:00 pm or 9:00 am or 11 am Mass	Church
February 23	Confirmation meeting for parents #2 7:00 - 8:30 PM	Parish Hall
March 10	ENROLLMENT FOR CONFIRMATION 5:00 Mass (candidates, parents, and sponsors are present) EVENING OF REFLECTION 6:00 -9:00 PM Candidates with Sponsors	Parish Hall and Church
March 29	CONFIRMATION 7:00pm with Bishop Rhoades Reception following in Church Hall	
April 26	First Eucharist Parent/Child Meeting 6:30 -8:00 PM	Parents-Parish Hall Children-School
May 4	Gathering Day for Children for First Eucharist 7:50 AM - 2:45PM	Children meet in School
May 6	FIRST EUCHARIST 2:00 pm	Church

Please mark your calendars with these dates.

**Saint Jude Religious Education
2011- 2012 Class Meeting Schedule**

**6:15 Doors open
6:30 Classes begin
7:45 Classes end**

Sept 6	Class	
Sept 13	Class	
Sept 20	Class	
Sept 27	Class	
Oct. 4	Mass for families @ 6:30 followed by classroom visits	
Oct. 11	Class	
Oct 18	Class	RosaryService
Oct 25	Class	
Nov 1	All attending 6:30 All Saints' Day Mass with students participating	
Nov 8	Class	Parent conferences grades K-3 & CC
Nov 15	Class	Parent conferences grades 4-8
Nov 22	Class	
Nov 29	Class	Reconciliation Service for 3 rd thru 8 th
Dec 1 (Thurs)	First Reconciliation 6:30 for 2 nd grade	
Dec 6	Class	
Dec 13	Class	
Dec 20	NO CLASS	
Dec 27	NO CLASS	<i>Wishing you a Blessed Christmas</i>
Jan 3	NO CLASS	
Jan 10	Class	
Jan 17	Class	
Jan 24	Class	
Jan 31	Class	
Feb 7	Class	Communications sent home
Feb 14	Class	
Feb 21	Class	
Feb 28	Class	Reconciliation for Grades 2-8 & CC
Mar 6	Class	
Mar 13	Class	Stations of the Cross Service
Mar 20	Class	
Mar 27	Class	
April 3	NO CLASS	SPRING BREAK
April 10	Class	
April 17	Class	
April 24	Class	
May 1	Class	
May 8	Class	Closing Celebration; Communications sent home

SAINT JUDE PARISH RELIGIOUS EDUCATION PROGRAMS
Handbook Receipt Form 2011 - 2012

This handbook is provided for informational purposes only, is not a contract, and may be amended at any time as determined necessary by the parish. Please review this handbook and keep handy so you can refer to it as needed throughout the year.

All parents and students should show their intent to abide by the principles and policies of the St. Jude Religious Education Program by signing and returning this form to the Director of Religious Education by **September 20, 2011**. Failure to sign and return the this form will have no effect on the application or enforcement of the handbook provisions.

We have received the 2011-2012 Parent/Student Handbook for the St. Jude Religious Education Programs. We will abide by its principles and policies and all principles and policies set forth by the Diocese of Fort Wayne- South Bend.

Parents' and/or Guardian's Signature(s)

Student's signature grade

Student's signature grade

Student's signature grade

Student's signature grade

Date

Printed Last Name