



## **St. Mary's of the Lake Faith Formation Handbook**

**Father William Meininger, Pastor**

“The role of the parent in (religious) education is of such importance that it is almost impossible to provide an adequate substitute

Catechism of the Catholic Church, #222

### **Parent Responsibilities**

(Please read, check and sign)

- I understand that Faith Formation class does not substitute for our Sunday Mass obligation and plan to attend with my child(ren) so to form our family/household in the habitual practice of the Faith.
- I will be responsible for my child(ren's) prayer life by assisting them to memorize formal Prayers of the Church: Our Father, Hail Mary, Glory Be, Sign of the Cross, Apostles' Creed, Guardian Angel Prayer, Act of Contrition and the meal blessing (attached).
- I will actively participate in their sacramental preparation and help my children complete assignments.
- I will bring my child(ren) to class according to the schedule and assist them in completing assignments, both regular assignments and those to make up for an absence.
- I am open to growing in and living the Catholic lifestyle along with my children, and understand that changes may be necessary in our family/household to best facilitate this growth.
- I fully understand that it is expected that I attend Family Faith Formation with my child(ren) each month.
- I have read this handbook and I am familiar with its contents.

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Parent/Guardian signature/Date

Printed Name \_\_\_\_\_

(Revised (July 17, 2020)

## **Safe Environment**

All of our catechists have gone through safe environment training as required by the Diocese of Fort Wayne-South Bend. In addition, the children in the Faith Formation program will participate in age appropriate Good Boundaries presentations approved by the Diocese of Fort Wayne-South Bend.

We are required by law to report suspected or actual child abuse or neglect to the proper authorities.

## **Schedule**

**Class time will be held on Sunday mornings from 9:45 AM- 10:45 AM.**

**Family Faith Formation will take place on the last Sunday of the month (unless otherwise indicated) from 12:00 PM- 1:30 PM.**

**\*Adjustments to the schedule format of courses and meeting protocols may be made as developments regarding COVID-19 arise\***

## **Admission**

All Catholic students living within the boundaries of St Mary's of the Lake Parish as well as students who live outside the boundaries and are registered at St. Mary's of the Lake parish are eligible for entry into the parish religious education program. All students entering the parish religious education program for the first time need to submit a copy of their baptismal certificate.

## **Fees**

Fees shall be paid by all parents/guardians including any additional Sacramental fee. If unable to pay please contact the parish office for assistance and/or arrangements.

Registration Fee (Parishioner)- \$25/child

Registration Fee (Non-Parishioner)- \$50/child

Late Fee- \$10/child

Sacramental years (First Holy Communion (2<sup>nd</sup> Grade) and Confirmation 7<sup>th</sup> & 8<sup>th</sup> Grade) will have an additional fee to defray the cost of extra materials and retreats.

2<sup>nd</sup> Grade (1<sup>st</sup> Communion) - \$20.00

7<sup>th</sup> Grade (Confirmation) - \$10.00

8<sup>th</sup> Grade (Confirmation) - \$20.00

## **The Sunday (or Saturday Anticipatory) Mass and Mass on Holy Days of Obligation:** “The

Eucharist is the Source and Summit of the Christian Life.” (Catechism of the Catholic Church #1324) *Please participate in the Mass with your children.* **No amount of Faith Formation training can replace the example of regular (weekly) family participation in the Mass. Also, participation in Mass and Faith Formation are *not* interchangeable.**

**Faith Formation class ends at 10:45 AM- this should be plenty of time to prepare for Mass.**

## **Sacraments**

**Reconciliation (Confession):** Confession at least once a year is a precept of the Catholic Church. Penance Services are provided for St Mary’s of the Lake during Advent and Lent (held at Academy Memorial Chapel). Reconciliation is also available on Wednesdays 5:00PM-5:20PM and Saturdays 11:00AM – 12:00PM or by appointment.

**First Communion:** St Mary’s of the Lake celebrates First Communion in the second grade. **A child must have completed St Mary’s of the Lake’s Religious Education Program or another parish’s Religious Education Program, in good standing for at least two consecutive years prior to the reception of First Communion.**

**Confirmation:** The Diocese of Fort Wayne-South Bend celebrates the Sacrament of Confirmation in eighth grade. Children making their Confirmation are required to attend classes, a Retreat with the Parish and complete community service hours. Additional information will be provided at the start of class. **Any child desiring to receive the Sacrament of Confirmation must have completed St. Mary’s of the Lake’s Religious Education program (7<sup>th</sup> & 8<sup>th</sup> grade), or another parish’s Religious Education Program, in good standing for at least two consecutive years prior to the conferral of the Sacrament of Confirmation.**

## **Other Liturgical Celebrations**

We will have opportunities during the year to celebrate feast days, solemnities, liturgical seasons and other occasions to celebrate our Catholic Faith. Please make an effort to join in these joyful events. They will be announced in class, in the weekly bulletin, emails and notices sent home with the children.

### **Absences**

**There shall be no more than three (3) unexcused absences within the school year. St. Mary's of the Lake Parish reserves the right to give additional assignments (such as the student attending Adoration, Rosary, or helping with a parish function) if a student misses more than three (3) days for the make-up in addition to work missed in the classroom.**

**\*Students in Sacramental Prep years who show poor attendance at classes will be subject to a possible delay in their reception of sacraments at the discretion of the Pastor\***

Teachers will give students makeup work for an absence. Students are responsible for all missed work. Parents/Guardians should make necessary arrangements with their child's teacher.

### **Homework**

A teacher may assign homework to help children in their living of the Catholic Faith and reinforcing what they learned in class. Parents/Guardians should encourage their children in completing these assignments.

### **Class Cancellation**

In any case that Faith Formation classes need to be cancelled parents will be notified by preferred phone either text or call by 8:30 AM and also on our Parish App. Cancellations may also be found on your local channels along the bottom of your screen.

### **Emergency and Safety Information**

A current medical/emergency information form will be kept on file. These forms will be updated yearly.

Every teacher will have a fire evacuation and tornado plan in place, and will conduct a drill so that all are prepared.

In case of a minor illness or injury, the student will be treated and the parent/guardian will be notified when they come for their child. If there is a severe illness or injury, an ambulance will be called for the child and the parent/guardian or persons designated by the parent/guardian will be notified immediately.

## **Code of Conduct**

Students are asked to be respectful to themselves, to others, and to their own property and property of others. Any student who interferes with a teacher or interferes with other students will be addressed by the catechist of their inappropriate behavior...this constitutes a warning. Any student who continually interferes with a teacher or student will be removed from the situation...constitutes a second warning. If there are continued behavioral problems, the parents/guardians will be contacted and may be called to pick up the child. If, after this, the behavior is repeated, the parents/guardians will be asked to sit in the class with their child until the behavior is corrected.

A student may be expelled from the religious education program for the following non-inclusive reasons:

1. When a student's behavior is of a serious nature, or constantly disruptive.
2. When the student resists all attempts at correction by the teacher, Director and the parent/guardian.
3. When the student has a negative impact on the learning environment of the classroom so as to diminish the other student's opportunity to learn.

When the problem that caused the expelled student's unacceptable behavior has been resolved and there is an assurance of cooperative behaviors, the student will be welcomed back into the classroom. The time for re-admission will be determined by the Pastor and Director of Catechesis.

## **Complaint Procedure**

**If a parent/guardian has a complaint, the time-honored, scriptural (Matthew 18) procedure outlined below is the most helpful and beneficial to all involved:**

1. Communicate first with the person with whom there is a problem.
2. Communicate next the Director of Catechesis.
3. Communicate with the Pastor.

## Prayers of the Church

### Our Lord's Prayer

**Our Father who art in heaven, hallowed by thy name. Thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.**

### Hail Mary

**Hail Mary, full of grace; the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.**

### Glory Be

**Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.**

### Sign of the Cross

**In the name of the Father and of the Son and of the Holy Spirit. Amen.**

### Apostles Creed

**I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.**

### Guardian Angel Prayer

**Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.**

### Act of Contrition

**My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good. I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.**

## Additional Prayers

### Prayer to St. Michael

**Saint Michael, the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O Prince of the heavenly host, by the power of God, cast into Hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.**

### The Memorare

**Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee O Virgin of virgins my Mother. To thee do I come; before thee I stand sinful and sorrowful. O Mother of the Word Incarnate! Despise not my petitions, but in thy mercy hear and answer me. Amen**

### Hail, Holy Queen

**Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O clement, O loving, O sweet Virgin Mary! Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ. Amen.**

### Grace Before Meals

**Bless us O Lord, and these thy gifts which we are about to receive from thy bounty through Christ our Lord. Amen**

### Grace After Meals

**We give You thanks, Almighty God, for all these gifts which we have received from thy bounty, through Christ our Lord. Amen.**

### Morning Prayer

**Blessed are You, Lord, God of all creation; you take the sleep from my eyes and the slumber from my eyelids. Amen.**

### Evening Prayer

**Protect us Lord, as we stay awake, watch over us as we sleep, that awake, we may keep watch with Christ, and with sleep, rest in his peace. Amen.**