



Know, Love, and Serve the Lord

Faith Formation Parent Handbook

Family Formation (Prek-5th Gr.)
&
EDGE (6th-8th Gr.)

Parish Website: www.stjosephwaconia.org

Faith For Life Coordinator:

Julie Loscheider
952-442-3703 or jloscheider@stjosephwaconia.org



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St. Joseph Faith Formation Contact Information

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Phone: (952) 442-3703
Email: jloscheider@stjosephwaconia.org
Office Days: Mondays, Wednesdays & Thursdays (Make note these days are subject to change if needed)

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Office Days: Tuesdays, Wednesdays & Thursdays (Make note these days are subject to change if needed)

*Individual catechists, by grade can be contacted through the Faith Formation Director by calling the above number. Faith Formation catechists are volunteers from within the parish community, who have stepped forward to teach the fundamentals of the Catholic faith and to encourage a deepening of one's relationship with God.

Faith Formation Mission Statement

It is the mission of the Faith Formation program at St. Joseph Catholic Church to provide programming that brings families in closer relationship to Jesus Christ through the faithful practice of the Roman Catholic Faith.

Our Goals

1. Given that "the whole liturgical life of the Church revolves around the Eucharistic sacrifice and the sacraments" (Catechism of the Catholic Church [CCC] 1113), our program desires to instill a greater love for the Mass and a deeper appreciation of the Sacraments.
2. Since "parents have the first responsibility for the education of their children in the faith, prayer and all the virtues" (CCC 2252), our program seeks to provide tools that support parents in their role as primary educators.
3. In conformity with the Pope, the United States Council of Catholic Bishops, and our local Archbishop, we will provide and facilitate approved age-appropriate curriculum for our youth. To help form the whole person, our program will integrate this curriculum with prayer, service, and community-building. Moreover, adult faith enrichment opportunities will be provided for differing levels of knowledge and experience.
4. It is our intent to foster a sense of stewardship, the sharing of our time, talent and resources, within all program participants. Specifically in our program we will recruit and train catechists so that "every catechist should be able to apply to himself the mysterious words of Jesus: 'My teaching is not mine, but his who sent me'" (CCC 427).

This **PARENT HANDBOOK** is intended to be a source of information for your reference. It is also intended to aid us in creating a safe and effective learning environment for the students and teachers who participate in it. Please read this booklet and keep it for future reference regarding our policies and procedures.

Time and Location of Classes

Prek-5th includes 2nd gr.- Monthly Family Formation (typically 1st Wed of the Month unless noted)

6:00-7:00pm in main part of the Church with 1 adult family member.

2nd Grade Sacramental Year- Bi-Monthly (typically 1st (attend family formation) & 3rd Wed of the Month unless noted)

6:00-7:00pm. 1st Wednesday class in main Church with family and 3rd Wednesday in Church Basement without parent.

6th-8th-Weekly EDGE—6:00-7:15pm in main Church. Bi Monthly 2nd & 4th Wednesdays of each month.

Attendance Policy

Session Attendance: Weekly attendance is required for continuity of learning. If a youth is going to miss, the Faith Formation Coordinator should be notified by leaving a voice mail or email from the parents address **before 5:30pm. Please call: 952- 442-3703 or email: jlo-scheider@stjosephwaconia.org.** For the safety of our youth, **ALL** exterior doors of the building will be locked by 7:15pm. Please be on time! **Attendance will be taken each session.** We encourage youth not to miss a session.

Mass Attendance: We ask families to worship together at Mass each weekend. Parents have the responsibility to see that this obligation is not considered lightly. To purposefully allow your child to miss Mass on any given weekend or Holy Day of Obligation dynamically negates our teaching efforts, but more importantly, your son's or daughter's journey to and with God.

Behavior and Discipline

It is not the role of the Faith Formation catechists to discipline those enrolled in our program. In the event of inappropriate behavior, a judgment call must be made by the catechist. The following process will govern disciplinary action within the classroom:

Verbal Warning: Catechist gives the youth an official verbal warning that his/her conduct is **not** appropriate for our session.

Written Warning: Catechist gives the youth a written warning with an outline of the problem that occurred in the session. The youth will meet with the Coordinator. The youth will not return to the session that day. The Coordinator will call the parents, and file the written warning. Parents will receive a copy of the written warning the night of class.

#2 Written Warning: Catechist gives the youth a 2nd written warning with an account of the problem in the session. The youth will meet with the Coordinator. The youth will not return to the session that day. The Coordinator will call the parents. The warning is to be signed by the appropriate parent and/or guardian, and brought to the catechist with an apology. Before the youth returns to the session, a meeting will be held with the Faith Formation Coordinator, the Catechist, the youth and the Parent. A discussion concerning the youth's behavior and a corrective action plan will occur to ensure a positive learning environment for the youth, the session, and the catechist.

If problem in the session continues, the Coordinator and the parents of the youth will work out an alternate method of family formation for the youth.

The above steps will be specific to the particular youth. Youth, family and/or session circumstances will be considered in each of the above steps.

In the case of inappropriate behavior of a youth receiving sacramental preparation, it may be that the youth involved may need to mature before receiving the sacrament. It will then be recommended that he/she wait until the following year to continue preparation for the sacrament.

These rules are in place to make sure that all youth and catechists feel safe, welcome, and respected. Youth need to remember and practice the Great Commandment: **“You shall love the Lord your God with all your heart, with all your soul, and with all your mind... You shall love your neighbor as yourself.”** (MT 22:37, 39)

Who is Your Youth's Catechist?

Your youth's catechists are people who want to share their faith, who want to serve our parish community, who care about youth, who love Catholicism, who share their talents, who pray, who teach, who answer questions, etc. Your youth's catechists are volunteers, people who freely give their time to help your youth grow in faith. We thank our catechists for all they do and welcome others to join them. If you are interested in joining in this important ministry, please contact the Faith Formation Coordinator. All are welcome to serve!

Facility Rules

Family Formation sessions are held in the Church on Wednesdays. Please see e-mail with procedures and protocols in regards to what doors to use for check ins. For 2nd grader attending the 3rd Wednesday of the month please have them use the main Church doors located off of 1st street. The Church main doors will be locked 15 mins after class starts.

EDGE sessions are held in the main Church on the 2nd & 4th Wednesdays of each month. Youth are to enter and exit through the main doors of the church located on 1st Street. Church doors will be lock at 6:15pm.

Please use the same door for entrance and exits. If we need to make a change in this procedure, parents will be notified.

1. Candy, gum and soft drinks are not acceptable during Faith Formation classes. (Catechists may make exceptions to this in the case of a special class celebration.)
2. Toys, games and electronic devices (cell phones, IPODS, etc.) are not allowed in class. Every youth will turn in their cell phone at the start of class. It will be placed in a special bucket and returned to them at the end of class.
3. The facility needs to be respected at all times. Everything should be left the way they were found before Faith Formation.
4. Any threatening or illegal behavior will be reported to the police immediately.

If a youth is seen not respecting the property, they will be written up and a consequence will be assigned.

Reporting Suspected Child Abuse

Mandated Reporter Law. If an administrator, catechist or any other volunteer who works with our program has reason to believe that a student may have been the victim of abuse or neglect, he or she is legally required to make a direct and immediate confidential report to Carver County Social Services at 952-361-1600. Anyone making such a report is requested to inform the Faith Formation coordinator immediately.

Steps for Reporting Suspected Child Abuse:

IF A MINOR IS IN IMMEDIATE DANGER, DIAL 911

1. Call law enforcement or child protection agency where alleged abuse occurred. (Police: 952-361-1231; Carver County Social Services: 952-361-1600)
2. If your allegation involves a priest, deacon, religious, or lay teacher of a Catholic school or parish, contact the Archdiocese **after** informing local law enforcement. Call the Director of Advocacy Services at 651-291-4497 or the Vicar General at 651-291-4400.
3. Document and keep on file your report, the date and time you made the report, and any other steps that you took to comply with these procedures.
4. Keep in mind that your Faith Formation Coordinator can be a witness to your call, but the responsibility to report the suspected abuse is yours.

Protection of Children and Youth Initiative

The Protection of Children and Youth Initiative (PCYI) of the Archdiocese of Saint Paul and Minneapolis has one goal: shielding our children from abuse. The initiative has two components: one is training for clergy, teachers, volunteers and others who work with children. The other is age-appropriate, church-approved safe environment lessons for children in our Catholic schools and religious education programs. It is our goal at St. Joseph to partner with families in creating safe and sacred places for children and young people.

We train our teachers, catechists, and volunteers, with a program called VIRTUS. VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are having regular or unsupervised contact with children under the age of 18. Youth who are volunteers, must receive PCYI training through the parish or their Catholic High School, or, with parent permission, those age 16-18 may attend a VIRTUS session. St. Joseph Parish has been providing this training since the spring of 2005.

As another measure of the initiative, all paid employees, all catechists and other volunteers who work with children or vulnerable adults, and who might act in an authoritative capacity with children, or who might be alone with a child in the course of their volunteer activity, are required to undergo background checks, as mandated by the Archdiocese of St. Paul and Minneapolis. Those under the age of 18 are required to provide two written references instead of having background checks.

The second parts of PCYI are programs that teach our children about personal safety. Each program is age-appropriate and respects the parents' role as the youth's primary educators. You can review all of these materials at any time in the Director's office.

Resource & Supplements Potentially used to teach Personal Safety:

NCMEC, NetSmartz: Real World and Internet Safety

For more information on this topic, visit www.NetSmartz.org

Homeward Bound Theatre Company

Presents a drama production in a continuing effort to teach children about personal safety.

- Contact: Bruce Kirkpatrick-homewardboundtheatre.org/safe-and-sacred-places

Creative Spirit

Interactive presentation designed to empower kids and give them tools to keep them safe by following safety rules.

- Contact: Rachael Kroog-creativespiritmn.org/give-to-the-max-day-a-very-touchy-subject

4 Ace Christian

Be Aware, Be Alert, BE SAFE! A program that addresses personal safety and that uses magic, humor and tons of audience interaction to bring home the message in a powerful way that students remember.

- Contact: Brian Richards-www.4acechristian.com

Creating Safe and Sacred Places

Manual: (3) 60-minute sessions for grades 5 & 6 and (3) 60-minute sessions for grades 7 & 8

- Contact: St Mary's Press-www.smp.org/series/52/Creating-Safe-and-Sacred-Places

Letter from Father Stan to all Families:

Dear Families,

The St. Joseph Catholic Community staff and I take the responsibility to create and maintain safe environments very seriously. All our employees are carefully screened and trained as well as all volunteers, parents, and catechist volunteers and all who have regular interaction with our youth in our programs. The responsibility to create and maintain a safe environment is an ongoing commitment that must evolve to ensure the safety of children, youth and vulnerable adults.

*We need your help to continue to maintain a safe environment for all. To further that aim, we request that **one adult family member** from each of our families attend a VIRTUS training. The more people that have the knowledge of keeping our community safe the better. The safety of the community members is all of our responsibility!*

If you have volunteered in the school or parish and have attended this live VIRTUS training, thank you for your cooperation in helping to create a safe environment. If you have not attended a live training, you can sign up on link below or visit our website.

Trainings are online:

If a FIRST-TIME volunteer/adult or have not been through the safety requirements visit the website www.virtusonline.org and under the LOGIN there is a green FIRST-TIME REGISTRANT please click on that green button and follow their instructions.

As of July 1, 2020, all credentialing requirements can be completed online and include the following:

1. Background Check
2. Signed Code of Conduct

NEW: Protecting God's Children Awareness 3.0 w/Reporting Suspected Child Abuse ONLINE module

Together we must do all we can to protect God's children. I am grateful for your service to our Catholic Community and your partnership in these efforts.

*Peace,
Father Stan Mader*

Faith For Life Program Registration

Registration for the next school year will start sometime in Spring Prior.

Please contact the Faith For Life Office for more information or to get registered.

Faith For Life Office: faithforlife@stjosephwaconia.org

Julie Loscheider (Prek-8th Gr) 952-442-3703/jloscheider@stjosephwaconia.org

Virginia Gelhar (Confirmation 9-10th Gr) 952-442-3705/vgelhar@stjosephwaconia.org

Curriculum

Prek-5th Grade Monthly Class

-**Our Sunday Visitor-Alive In Christ** (<http://aliveinchrist.osv.com/>)

2nd Grade Monthly Sacramental preparation Class

-**Our Sunday Visitor-Encounter with Christ** (<https://sacraments.osv.com/>)

6th-8th Grade Bi-Weekly Class-**EDGE** (<http://lifeteen.com/edge-ministry/>)

Class Cancellation/Closing

If St. Joseph Catholic School/School District 110 closes school early or closes on a Faith Formation day FAITH FORMATION CLASS WILL BE CANCELLED.

Prayers at Home:

Please see the list below and practice your student's prayers at home.
 When praying remember PAL-
Praise God, **A**sk God, and **L**isten to what he might be telling you.

Pre K	Sign of the Cross	Prayer before Meals
Kindergarten	Sign of the Cross	Prayer before Meals
	Our Father	
1st Grade	Sign of the Cross	Prayer before Meals
	Our Father	Hail Mary
	Angel of God	
2nd Grade	Sign of the Cross	Hail Mary
	Our Father	Act of Contrition
	Angel of God	10 Commandments
		Prayer before Meals
3rd Grade	Sign of the Cross	Prayer before Meals
	Our Father	Hail Mary
	Angel of God	Act of Contrition
	Glory Be	10 Commandments
	Apostle's Creed	

4th Grade	Sign of the Cross	Prayer before Meals
	Our Father	Hail Mary
	Angel of God	Act of Contrition
	Glory Be	10 Commandments
	Apostle's Creed	Seven Sacraments
5 Grade	Sign of the Cross	Prayer before Meals
	Our Father	Hail Mary
	Angel of God	Act of Contrition
	Glory Be	10 Commandments
	Apostle's Creed	Seven Sacraments

Prayers can be found in your student's workbook or handouts. Please let Julie Loscheider know if you need these prayers.

Family Formation Checklist:

(Prek-5th Grade not including 2nd grade)

Contact: Faith For Life Coordinator-

Julie Loscheider (jloscheider@stjosephwaconia.org/952-442-3703)

Attend the Online VIRTUS safety training Father Stan requested (if needed).

Visit www.virtusonline.org to attend training. See Father's letter in this handbook for more details.

Watch parent meeting video.

Each time before class make sure no one in your family have any symptoms and make sure every family member attending has a mask.

Have 1 parent attend the 1st Wednesday of the month Mass/Class each month.

Look/practice prayers in student workbook

Have a Schedule of Lessons (located in students workbook or website)

Access the Alive in Christ Website: (<http://aliveinchrist.osv.com/parish>)

Make sure you are receiving emails from Julie. They will be weekly once class starts.

Enjoy growing in faith together as a family!!

EDGE Checklist:

(6th-8th Grade)

Contact: Faith For Life Coordinator-

Julie Loscheider (jloscheider@stjosephwaconia.org/952-442-3703)

Attend the Online VIRTUS safety training Father Stan requested (if needed).

Visit www.virtusonline.org to attend training. See Father's letter in this handbook for more details.

Watch parent meeting video

Each time before class make sure no one in your family have any symptoms and make sure every family member attending has a mask.

Have a Schedule of Lessons (located on website www.stjosephwaconia.org)

Make sure you are receiving emails from Julie. They will be weekly once class starts.

Enjoy growing in faith together as a family!!

2nd Grade Family Formation Checklist:

Contact: Faith For Life Coordinator-

Julie Loscheider (jloscheider@stjosephwaconia.org/952-442-3703)

_____ Turn in your child's baptismal certificate to St. Joseph Parish Office if your child was not Baptized at St. Joseph (Waconia).

_____ Attend the Online VIRTUS safety training Father Stan requested (if needed).

_____ Visit www.virtusonline.org to attend training. See Father's letter in this handbook for more details.

_____ Attend Parent Meeting/Events on:

- Watch the Family Formation Parent Meeting Video sent out via e-mail.
- 10/25 Parent ONLY Reconciliation Meeting 6:30-7:30pm in main Church
- 1/23 1st Reconciliation & Retreat (Child and Parent) 8:30-11:00am
- 2/3 1st Holy Communion Parent Meeting 6:30-7:30 Church
- 4/17 Student/Parent 1st Holy Communion Retreat 8:30-11:00am
- 4/23 Dress Rehearsal at Church
- 4/24 & 4/25 1st Holy Communion Mass

_____ Have the list of Prayers for the family to learn (see student's workbook)

_____ Have a Schedule of Lessons (located in students workbook or website)

_____ Access the Alive in Christ Website: (<http://aliveinchrist.osv.com/parish>)

_____ Sacramental Prep- <http://sacraments.osv.com/reconciliation>

_____ Make sure you are receiving emails from Julie. They will be weekly once class starts.

_____ Each time before class make sure no one in your family have any symptoms and make sure every family member attending has a mask.

_____ Enjoy growing in faith together as a family!!

Thank you for following the Jesus's teachings of being the primary teacher of the faith to your family. We seek to provide tools that support you in your role of primary educators. God Bless!!

COVID-19 Protocols and Procedures

Entrance Policies:

- Health screenings at Home: Health screenings at home are required by all families. Please screen your child for symptoms of COVID-19 before they go to faith formation class. See attached decision tree for assistance.
- Health Screening at Faith Formation: A health screening will take place upon entry to the Church. Students' temperatures will be taken via no-touch forehead thermometer. Once screened and has shown they do not have temperature, they will sanitize their hands, and only then will go to attend class. If a student has a temperature over 100.4 degrees, they will wait in a designated room (downstairs room by elevator) as their parent are notified via phone. They will need to be picked up as soon as possible along with any siblings they may have in the program.

Drop off/Pick up Instructions:

- **Family Formation Student Prek-5th** will be accompanied by an adult family member. We will have 2 entrances. One will be the side ramp door and the other will be the Church main doors. You will be entering and exiting in the same door. An email will be sent out for which door you will enter and exit from.
- **2nd Graders on the 3rd Wednesday of the month** please drop off your student and have them enter the Church main doors by themselves. Pick-Up we ask 1 parent to come inside the Church and wait for their student to be brought to them up in the Narthex. Pick up parent will enter in the Church main doors, let volunteer know at stairs who you are picking up, wait in the Narthex and exit out the back side door of the Narthex into the Church's back courtyard.
- **EDGE 6th-8th** students only will enter in the main doors of Church and exit through the ramp and main doors. After class we will let the students know which door they should exit from.

Face Covering Policy:

- Masks or face coverings will be mandatory for all students, parents, staff, and volunteers to wear during the time together this applies to all students age 5 and older. Everyone must provide their own.

Protocols and Set up:

- The seating arrangements if in the Church or Church Basement will be six feet apart and designated for each particular family/student with their name on it.
- Any time the school or Church is used the Electrostatic Sprayer will be used to sanitize.
- There will only be 1 faith formation program in the Church each Wednesday night. With only having 1 program each Wednesday it is our hope this will decrease contamination.

COVID-19 Point of Contact Information:

- Family Formation & EDGE contact for responding to COVID-19 concerns is Julie Loscheider and contact info is 952-442-3703 or jloscheider@stjosephwaconia.org.

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in it various forms.”- 1 Peter 4:10