

Manual for Parents  
Religious Education Program  
2025-2026



Holy Trinity Catholic Church  
405 Ballard St.  
El Cajon, CA

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2024-2025

## **Mission**

The Lord Jesus told the Apostles:  
"Go out into the whole world and  
proclaim the Gospel to every  
creature; make disciples of all  
nations, baptizing them in the  
name of the Father, of the Son,  
and of the Holy Spirit, and teach  
them to obey everything that I  
have commanded you." (Matthew  
28)



Faithful to the mandate of the Master, the mission of the catechetical program of Holy Trinity Parish is to make disciples of the children and their parents through sacramental preparation and ongoing formation in our Catholic Faith.

## **General Vision of the Program:**

### **Baptized Children:**

The program focuses on the faith formation of children in kindergarten to sixth grade. Following the mandate of Jesus, and current Catholic practice, the program presumes the children have already been baptized.

In the classes of religious education, we help the children to be formed in the knowledge and practice of their Catholic faith, and we offer opportunities for the parents to learn alongside them. One aspect of the program is the preparation to receive the sacraments of Reconciliation and Holy Communion. However, just as important is for the children and parents to continue in the study and knowledge of the faith even when they are not preparing to receive a particular sacrament. Faith

formation is an ongoing process. No one, children or adults, can learn the fullness of the mystery of our faith in just one or two years. Therefore it is important that the children continue attending the religious education classes each year and that the parents and all adults continue their own faith formation, through the programs we will be offering and by other means as well.

### **Children not yet Baptized**

For children who are seven years of age or older and not yet baptized, the Bishops of the United States have mandated that they receive proper instruction and receive all three sacraments of initiation at once (Baptism, Confirmation, and First Communion). In such case it will be all the more expected that even though fully initiated, they will continue with the faith formation program and continue to participate in the liturgical life of the church.

### **Pastoral Staff and Office Hours:**

Pastor: Fr. Rey Manahan

Religious Education Coordinator:

Carol Ballard 619-444-9425

Email: [cballard@holytrinityhawks.com](mailto:cballard@holytrinityhawks.com)

Responsibilities of the coordinator: To Implement the program of Religious Education, under the guidance and direction of the pastor.

Office Hours of the Coordinator:

Wednesdays: 3:30 pm– 6:30pm

Information may also be obtained in the Ministry Center:

619-444-9425

Ministry Center Hours: Monday-Friday 8:30 AM—5:00 PM

### **The Covenant between you and the Parish**

By bringing your children to our Religious Education Program you are entering into a covenant with us. You, the parents, and we, the parish, both benefit and both have our part to play.

**As a parish, this is what we are committing to:**

Provide an environment where both children and parents may grow in their Catholic faith.

Provide the Liturgical services for celebrating our faith: the celebration of Mass each weekend, the Sacrament of Confession, etc.

Provide persons trained as catechists for our children and for ongoing formation of adults.

Preparation for and celebration of the Sacraments of Initiation: Baptism, Confirmation and First Communion.

**As parents you are committing to:**



First, making your home a place of faith, where the children learn by your word and example of God's love for them. Since the family is the domestic church, your home is where the children first learn to pray and where they learn to be disciples of Jesus. The home is where the things learned in religious education and in church are first put into practice.

Bringing your children to religious education each week. They should arrive ten minutes before the classes are to begin. It is also the responsibility of parents to pick up their children after class, or to provide for their way home. It is not the responsibility of the coordinator or catechists to look after the children after class. Children should not be left any longer than 10 minutes after classes end.

Attending Mass in our parish on a regular basis. For children preparing to receive the sacraments of initiation, we expect each family to sign up for and use the contribution envelopes as proof of their attendance at Mass and proof of their financial support of our parish.

Attending the parents' meetings as announced.

**As children, this is what you are committing to:**

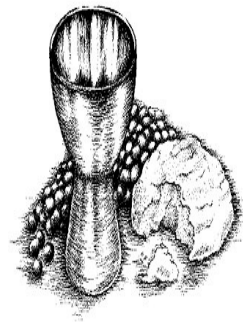
- To behave in a Christian manner during class and whenever on the parish grounds;
- To pay attention to and respect the catechist, coordinator and other representatives of the parish;
- To respect the other students in the class;
- To participate actively in the class;
- To bring the books or other required material with them to class each week;
- To involve their parents in their learning and to do the homework prescribed.



**Policies regarding the Sacraments:**

In order to receive the sacraments of Initiation, it is important that everyone, children, godparents (if applicable) and parents are properly prepared, and that nothing stands in the way of a joyful and reverent celebration. It is also important that all the paperwork necessary for a legitimate celebration is on hand well before the planned celebration. Failure of the parents to produce the proper paperwork as necessary could result in delay of the celebration of the sacrament for your child.

**First Reconciliation and First Communion:**



For the preparation for First Communion, it is required that the children participate in the religious education program for a minimum of two years. It is also expected that they continue in the faith formation program and continue to attend Eucharist each week even after they receive the sacrament for the first time.

**Program Fees:**

Number of children in the program:	Parishioner Fee	Non Parishioner Fee
1	\$80.00	\$120.00
2	\$120.00	\$160.00
3	\$160.00	\$200.00
4 or more	\$200.00	\$240.00

Registration fees must be paid at the time of registration. There will be a late registration fee of \$20.00 per family (regardless of number of children) if the children are not registered by **September 30th**.

**Class time:**

Wednesdays 5:00-6:30 PM



### **Calendar for 2024-2025**

- **Registration:** Sundays of July and August in Ministry Center
- **Catechetical Sunday**—Commissioning of Catechists:  
September 21st at the 10:00 AM Mass
- **First Day of Classes:** October 1st, 2025
- **Mandatory Sacramental Parent Meetings:**
  - Mandatory 1st Reconciliation Parent Meeting  
November 12, 2025
  - Mandatory 1st Eucharist Parent Meeting  
March 11, 2026
- **No Classes in November:**
  - Wednesday, November 19th, Wednesday, November 26th, (Thanksgiving)
- **Christmas Break:**
  - December 24th to January 5th
- **Wednesday, December 24, Christmas Eve**—children's Mass at 5:00pm; also Mass at 10:00pm
- **Thursday, December 25, Christmas Day**  
Masses at 8:00 AM, 10:00AM, 12pm (Spanish)
- **Wednesday, February 18, 2026**—  
Ash Wednesday, beginning of Lent:
- **Easter Break**— April 1st– April 12th
- **Sunday, March 29th**—Palm Sunday
- **Sunday, April 5th**—Easter Sunday
- **Saturday, May 16, 2026**—Initiation of Children in CIC program (Baptism, Confirmation and First Communion)  
Mass at 10:00 AM
- **Celebration of First Reconciliation:**  
January 17, 2026 @ 10:00 am
- **Celebration of First Communion:** May 2, 2026 at 10:00am and May 10, 2025 at 10:00am
- **Last Day of Classes:** Wednesday, May 6, 2026

### **Course Materials:**

The program and books and other materials we will be using conform to the Catechism of the Catholic Church and are approved for use by the Diocese of San Diego.

Grades one through six use the “We Believe” Series by Sadlier.

### **Disciplinary Procedures:**

The students must respect all others in the program and listen/engage attentively in the lessons. If a student is disrespectful or disruptive during the classes, the catechist will contact the religious education office. If necessary, the parents will be contacted and asked to remove the student from the campus. If the problem persists, the child will be dropped from the program. Any advancement they may have made in the preparation for any sacraments may be in jeopardy.

### **Other policies:**

- ♦ **Mandatory Parent Education Meeting**-There will be 2 meetings on sacraments of Reconciliation & First Eucharist for parent education on your role as primary educators and role models for your child.
- ♦ **Absence:** If your child will not be able to attend the class on a given day, it is important that you contact the office to let us know. Recall that each child is only allowed 5 absences per school year, after which he/she will have to repeat the program next year.
- ♦ **Tardiness:** children must arrive on time. Excessive tardiness may result in termination of the child from the program.
- ♦ **Leaving early:** If you child must leave the class early for urgent reasons, please have him/her bring a note with him/her from a parent.
- ♦ Children will only be sent home with parents or other **designated persons.**



- ♦ **Medical Information:** If your child has particular medical needs, please let us know so that we will be able to assist as needed.
- ♦ **For the protection of children from abuse:** Each staff member, catechist, and others who work with children have gone through a background check and are made aware of our policy regarding sexual abuse of children. We also provide age-appropriate instruction to the children on how to protect themselves from abuse. If you feel your child has been treated in an inappropriate manner, please come immediately to speak with the coordinator or the pastor. You may also contact the Diocese of San Diego directly:  
Rodrigo Valdivia, Diocese of San Diego  
P.O. Box 85728 San Diego CA 92186-5728.  
Telephone: 858-490-8301.



Hopefully, none of these procedures will be necessary, but it is good to have them in place in case of necessity. Prevention is the best cure. We hope that your children will enjoy the classes we offer to learn more about their faith and to grow as the children of God.. Your awareness, cooperation and active participation will help assure this. May God bless you.

**Right to change policies:**

The parish reserves the right to change these policies during the year as needed for the smooth operation of the program and for the good of all. We will advise you of any changes in the best way possible.



## Family Commitment Prayer

God, our Father, through the holy Sacrament of Marriage you have blessed us and bestowed on us the gift of families in different shapes and sizes. You created the family to be the image of the love and unity revealed to us in the Blessed Trinity. We commit ourselves to model that love and unity in our daily lives and in all our relationships.

Guide us on our journey as we read and reflect on your holy Word. By your Word we are transformed so that, by our witness, we may become leaven for the transformation of the world.

May the Holy Spirit, who dwells within us through our Baptism, shine through our interactions within our family and through our encounters with others.

May all families within our parish become hearers and followers of the Word, so that our parish family might mirror the love and unity of you, Father, Son, and Holy Spirit, one God, forever and