

ST. GENEVIEVE'S FAITH FORMATION

HANDBOOK

Dear Faith Formation Families,

We at the parish of St. Genevieve look upon religious education as a total parish experience involving not just the child, but also parents, families, catechists, lay ministers and clergy that forms our parish community of faith. The St. Genevieve's Faith Formation program is available to assist parents in presenting the Catholic faith to their children.

Our program reflects an integrated learning experience composed of learning, catechesis, prayer, sacramental preparation, traditional Catholic doctrine, biblical studies, liturgy, catholic social teachings, community building and other dimensions of a vibrant Church life.

Parents lay the foundation for this work both by your example in everyday life as well as your participation in the faith lives of your children from birth onward.

Through the light of faith, we hope to develop in those entrusted to our care a deeper understanding and closer relationship with God.

Fr. Greg Esty, Pastor

GENERAL POLICIES AND PROCEDURE

Mass attendance with your child(ren). All students are expected to attend weekly mass. We ask all parents to be good examples of living faith by bringing your child(ren) to Mass at least once a week (Saturday 4:30pm – PCC, Sunday 8:30am- St. John's, 10:30am – PCC).

Our Calendar & Syllabus are available on Parish's website. Please mark all pertinent dates on your calendar at the beginning of the year.

Communication with the Faith Formation Office:

The FF office uses email or texting as the primary form of communication with parents, so be sure we have your correct contact information.

Faith Formation Staff and Contact Information

Ms. ThuyAnh Hoang, Director of Faith Formation

Email: Thoang@stgens.org Office Phone: 651-426-1818

St. Genevieve's Faith Formation Center is located at 1664 Heritage Road in Centerville, MN.

Office Hours:

During the Faith Formation year: Monday Thursday -10 to 6 pm, Sunday 10-2

Routine business is to be conducted by phone, email or in person during regular office hours.

Snacks/Food Allergies:

Due to the number of food allergies and health codes regarding food in the classrooms, snacks of any kind are not permitted in the Centerville Elementary during FF class time. Any food or drink must be eaten in the cafeteria. No peanuts or peanut based products at Centerville Elementary.

Tuition & Fees

- Faith Formation Registration fees are \$70.00 per child with a family maximum of \$250.00.
- The cost of Year I & II Confirmation retreats/events are not included in the registration fees and families will incur an additional fee.
- Payment plans are available for families who wish to make monthly payments.
- Family must be registered in the parish to enroll. We offer discounts for all catechists and assistants.
- Refunds will be granted on a case by case basis.

Faith Formation Sessions (classes)

Sessions are on Wednesdays from September to May. Faith formation program begins with a Family Event – an event of activity, food, games, and fun time for all, and then meet & greet catechists and fellowship with parents.

Wednesday Sessions:

- Pre-Kindergarten – 8th grade will meet at Centerville Elementary from 6:15- 7:15 pm.
- Confirmation 1 & 2 students will meet at Faith Formation Center from 6:00- 7:15pm to assist in the faith formation class.

Family Faith Formation Event

FFF aims to unite families (including our wider Parish family) in discovering together the beauty and richness of our Catholic faith. In addition to age-appropriate formation and education, we will have opportunities throughout the year for social events, service projects, and growing in prayer.

This year, there will be 4 Family Events (Faith Formation Kick-off, Advent Season, Lenten Season and End of the Year celebration) that bring all families together for formation and fellowship.

Children's Liturgy of the Word is also part of Faith Formation program that runs on Sunday during 8:30 am at St. John's Site and 10:30 am at Parish Community Center Masses (October – May). All children age of 3-1st grade are encouraged to join, and registration is not required.

Wednesday Evenings arrival and departure Procedure

- Parents are asked to bring their PreK-8th-grade children to the classroom and pick them up in class. Children in PreK-5th grade will remain in their classroom until a parent or designated person comes to get them. If parents do not arrive to pick up the child from the classroom by 7:20 pm, the catechist will bring them to the cafeteria, where they will wait until a parent or designated person comes to pick them up no later than 7:30 pm.
- For the benefit of your child's Faith Formation as well as common courtesy to your child's class and catechists, please make every effort to be on time and to stay for the entire class time.
 - Children arriving after 6:15 pm must check in with the Hall Monitor
 - If early dismissal is necessary, notify the catechist when bringing your child to class and let the Hall Monitor or office volunteer know.

Attendance

We ask that you make every effort to have your children in class each week and on time. Faith Formation attendance should take precedence over all extracurricular activities.

Absences: Students who are ill should not attend class. Students who cannot participate in class must have a parent or guardian email or call the FF office the evening before or the morning of Wednesday to excuse the student, stating the reason for the absence. This check on attendance lets the office know that an absent child is safe at home and avoids the need for a note upon the child's return to class. Children cannot have more than three unexcused absences during the year. If a child has excessive absences, the parent will be contacted. Please note that we will review attendance records at the end of April, and in cases of excessive absences, we will discuss with a parent whether or not the child is prepared to move on to the next grade level. If there are extenuating circumstances that make regular attendance difficult, please get in touch with the Director/Coordinator.

In the case of an absence, parents/guardians should do the following:

- Contact the office: 651-426-1818 or email at thoang@stgens.org and we will inform your child's catechist of the absence.
- Make-up work-Lesson syllabus are posted on our website www.stgens.org. The schedule will indicate which chapters are covered on which dates. Review the missed chapter with your child and have your child complete the chapter review in the text. This must be completed by the next class. Completing make-up work does not constitute an excused absence; it is however a necessary means of ensuring each child is prepared for the next class.

Emergency Faith Formation Closing

If sessions need to be canceled due to inclement weather, please check our website and your emails. If activities are closed in the Centennial School District, there will be NO faith Formation sessions.

Our Curriculum

- Students in PreK and Kindergarten will be using the SEEDs series by Pflaum Publisher. Learning material package will be issued for the student and the parent to use in class and at home.
- Students in grades 1-5 will be using the DISCOVER series by St. Mary Press. Books will be issued for students and parents to use in class and at home.
- Students in 6th-8th grade will be using the CONNECT program by the St. Mary Press.
- Confirmation Year I & II will be using ANOINTED by the Holy Spirit by the St. Mary Press.

Books & Supplies

Students will be given books, which should be brought to class each week. The current price of the book will be charged to replace the lost book. All other supplies will be provided.

Sacramental Preparation

A preparation program for First Reconciliation and Eucharist is offered to help parents and children (usually 2nd grade, but open to all others) integrate their understanding of the Sacraments of Reconciliation and Eucharist. Students are required to attend the Wednesday sessions from October to Apr., retreats, rehearsals, and celebrate the Sacraments.

Parents are required to attend parent meetings and prepare their child(ren) for the Sacraments of Reconciliation and Eucharist. Parents and children have several opportunities (outside of the Wednesday sessions) to gather for learning, praying, and celebrating the Sacraments.

Confirmation is the celebration of God's Spirit, during which our candidates affirm their Baptismal promises. This sacrament is celebrated during the spring of 2nd year of formation (this date is scheduled for us by the diocesan office). A Parent/Candidate meeting is scheduled early in the year to begin immediate preparation.

STUDENTS WHO ARE PREPARING FOR SACRAMENTS ARE REQUIRED TO ATTEND 75% OF THE SCHEDULED CLASSES TO BE CONSIDERED FOR THE RECEPTION OF THE SACRAMENT.

Learning Environment

Students will be expected to follow rules/regulations.

- Courtesy, cooperation, and respect are expected from students towards each other and our catechists.
- Students are invited to participate in class discussions actively; all comments should be appropriate to class topics.
- Violence, bullying, harassment, or foul language of any kind will not be tolerated.
- Cell phone/Entertainment Devices are not allowed during class. St. Genevieve Faith Formation is not responsible for lost or stolen electronic devices.
- The space we are using is shared with the students of Centerville Elementary School. The items in the classroom and in or on desks are not to be touched in any way by the students of the Faith Formation Program.

Disruptive Behavior

- First step: The Catechist will speak to the child in class.
- Second step: The catechist will call parents and notify them of the situation and ask that they speak to the child.
- Third step: A parent and child will meet with the Director of Faith Formation in order to resolve the situation

Background Checks

All paid staff and volunteers (catechists, their aids, hall monitors, office helpers, etc.,) must complete a background check done through the Archdiocese of St.

Paul/Minneapolis and attend a VIRTUS workshop, which addresses the topic of child protection. These sessions are conducted at various parishes throughout the Archdiocese.

Safety

- Permission will be obtained from parents/ guardians for all youth activities away from the parish or school premises. Child/youth will not able to participate without parish permission slip.
- "Minnesota child abuse and neglect reporting laws require that any staff member or volunteer who has reason to suspect child abuse or neglect must report suspicions to the local authorities-County social services (This will vary depending on where the family lives), county sheriff or local police(Call 911) within 24 hours. St. Genevieve 's policy is that it must also be reported to ThuyAnh Hoang, Director of Faith Formation immediately, in person or by phone."