

St. Rose of Lima Catholic Church Religious Education (CCD & Youth Group)



Student/Parent Handbook
2025-2026

Our Vision

St. Rose of Lima's Religious Education Program continually strives to create a strong community where parents and children are active in the parish and know that they are God's beloved children. Our goal is Heaven, and Jesus intended us to be part of a community to help us get there.

Mission Statement

St. Rose of Lima's Religious Education Program is designed to provide religious instruction to all the students of the parish. To the best of our ability, we will teach the students what we, as Catholics, believe, how we worship in a personal and liturgical prayer, and how to live a life of service to God. It is our aim that the students understand and experience the importance of Jesus Christ in the Eucharist and in daily life.

How will we accomplish our Vision and our Mission?

There are many strategies that have been implemented to achieve our Vision and our Mission, here are the top few:

- Snack and Dinner. We have implemented this time before class to create community. This allows the children, catechists, leaders and parents to come together and get to know one another.
- Curriculum. Curriculums have been carefully chosen to engage and teach the children at the appropriate age level. They provide many elements of our faith such as Lectio Divina, saint stories, scripture, church teaching, etc., to enable the children to become dynamic Catholics!
- Mass. The celebration of the Mass, the Eucharist, is the center of our Catholic faith.
- The Sacraments. Along with children receiving Confirmation, First Reconciliation and First Communion, we also provide a time for children (of age) to go to Confession.
- Parents. Religious Education is important, but parents teaching and living out their faith is VITAL: attend Mass and Holy Days of Obligation, pray as a family, participate in the sacraments, read scripture, etc.
- "It is vitally important for parents to transmit to their children an understanding of the faith, and a deep appreciation of sacramental life, so that each generation may be aware of Christ's teaching. The success of the Church's mission in this regard....is intimately linked with the family's irreplaceable catechetical activity." –Saint John Paul II

Religious Education at St. Rose of Lima

The Religious Education program currently holds classes on Wednesdays at St. Rose's Parish Religious Education Building. (Children must be 4 years old by September 1, 2025 to register.)

Grades Preschool - 2nd Grade meet from 4:30-5:30 pm
Snacks served 3:50-4:30 pm

Grades 3rd - Confirmation & Youth Group meet from 6:30-7:30 pm
Dinner served 6:00-6:30 pm

Coordination

The Religious Education Program has one director for all grades. Each classroom is taught by a trained catechist and our Youth Group is lead by trained leaders.

Director's Responsibilities: This individual will set the calendar for the year, revise all curriculum materials, recruit and train volunteers, help with sacrament preparation, and oversee any general information regarding the program and policies. The director works under the direct supervision of the pastor of the parish.

Policies

We are constantly striving to provide the best Religious Education Program for our students. The following policies have been set to help us reach our goal.

Student Dress Code and Conduct: All dress is to be appropriate, simple and modest. Courtesy and respect for all people and all property are expected. All 6th-12th Grade students and parents will have to agree to and sign our St. Rose of Lima Youth Code of Conduct the first week of class. *See Page 11 for Dress Code and Conduct Policy. See Page 14 for St. Rose Youth Code of Conduct.*



Student Registration: Students must be registered for CCD and Youth Group before they begin class. Follow the QR code to update your family information on Flocknote and register your students.

Absent Students: Parents are asked to text Megan at 402-750-1035 or email at mgriggs@dcwy.org prior to class time when a student will be absent. Parents of absent students (non-excused) may be contacted to ensure student safety. *See Page 13 for Attendance Policy.*

School Cancellations: If Goshen County Public Schools cancels school due to severe weather, holidays or breaks, Religious Education classes will not be held unless otherwise communicated.

Contact Information: Please inform the director of any changes made to your contact information during the year. You may also update your information on Flocknote.

Discipline: All staff and volunteer members are encouraged to use a positive discipline approach displaying respect for all students. They are encouraged to use a series of “warnings” with increasing consequences. Although some of the consequences will vary by grade and catechist/leader, they may include the loss of privileges, sending to director’s office, staying after class, conference with the director and/or pastor and guardian contact. *See Page 12 for Discipline Policy.*

Dismissal: Please make arrangements for your student to get home after Religious Education classes (walk, ride, carpool, etc.). Students must be picked up promptly.

Parent Communication

The program is designed to keep everyone informed of the many things that are happening in the Religious Education Program and at St. Rose.

Open House: An open house is held prior to the beginning of Religious Education classes. All parents and students are required to come and meet the teachers and pick up class information.

Parent and Catechist/Leader Communication: If you have any questions or concerns, please contact the director or catechist/leader. They may contact you during the school year if there are any problems or concerns with your children.

Flocknote: Flocknote is our primary communication tool for changes in schedule, food signup lists, etc. You may reply to these texts/emails. They are private. If you would like an additional parent/guardian added to Flocknote messages, please contact the director or add another proxy contact to your student on Flocknote.

Newsletter: The newsletter is designed to keep families informed and provide on-going education. These may be coming home periodically through the school year. Also, check the weekly parish bulletin for additional news and updates.

Class Specifics

This section will outline our basic policies for class related items.

Class Calendar: A calendar will be sent home at the beginning of each year. Notes and messages will be sent if any changes are made to the calendar. *See Page 15 for the 2025-2026 Calendar.*

Prayer Booklet: Each preschool-8th grade student will have a booklet containing the text of prayers recommended to learn. Catechists will be assessing this throughout the school year. *See Page 10 for the Prayer List.*

Classroom Staffing: Each classroom will have a catechist/leader with a background check and safety training completed, as required by our diocese. All staff members are role models and are aware that their words and actions represent Christ and His Church. Our Religious Education staff consists of volunteers, please thank them for their time and efforts and pray for their needs.

Sacrament Preparation

The following is a general outline of our sacramental program. The parish will need a copy of your child's baptismal certificate if they were not baptized at St. Rose. If you have not yet provided us a copy, please do as soon as possible. Regular attendance is required. *See Page 13 for the Attendance Policy.*

First Reconciliation and First Holy Communion: Second grade students will receive these important sacraments. Most of the preparation will take place during class time. Parents will be provided with important dates and information at the parent meeting and thought the year. Parental involvement in this preparation is essential.

Confirmation: Students in the 8th grade, who have completed two years of class preparation will receive this sacrament. Most of the preparation will take place during class time. However, work will be sent home from time-to-time. Parents are asked to participate with their child. Parents will be provided with important information at the parent meeting. Parental involvement in this preparation is essential.

Older Students needing First Reconciliation, First Holy Communion and/or Confirmation: Please contact the director, each case is handled individually.

St. Rose of Lima's Confirmation Requirements:

- **Sacramental Preparation.** Candidates should participate in two years of confirmation class preparation in addition to the classes prior to Confirmation (these are mandatory).
- **36 hours of Community Service.** Candidates will need to document 36 total community service hours before they are confirmed. There will need to be 12 hours from each category: family, parish, community. Parents will be provided folders with additional information.
- **Saint Report.** These will be done during class time, or sent home at a specific time to complete.
- **Confession before Confirmation.** There will be a special Confession and Adoration time during class October 1. Sponsor and/or parents will be asked to attend.
- **Letter to Bishop.** Letter typed in English or Spanish from each candidate to the bishop requesting the Sacrament of Confirmation. This letter should include:
 - Candidate's age, grade and school.
 - His or her confirmation name and why the name was chosen.
 - Why does the candidate want to be confirmed?
 - How does he or she need God's help with a problem or challenge?
 - How much time each day does the candidate pray and what does she or he do for daily prayer (Scripture reading, devotions, etc.)?
 - How does he or she plan to be a witness of faith and serve others.
- **Confirmation Name.** The candidate may choose a special name for Confirmation, or may use his or her baptismal name if it is a saint.
- **Sponsor.** The candidate must choose a Sponsor for Confirmation and complete the Sponsor Eligibility Certificate. The sponsor may be any fully initiated Catholic who is

in good standing and active in the practice of their faith. Fathers and mothers are prohibited from serving as sponsors. It is desirable for the godparent at Baptism to be the sponsor of Confirmation, which reflects the relationship between Baptism and Confirmation.

Parent Responsibilities

Parents are the primary teachers and best role models for their children. Our Religious Education Program is provided to assist parents in the task of educating their children in our Catholic faith. The following outline will list specific parental behaviors that will provide the students good role model behavior and support the efforts of the program.

Mass and the Sacraments: Attend Mass weekly and on holy days of obligation and receive the sacraments regularly. Stress the importance of the sacraments and show reverence for all things holy.

Attendance: Students should attend classes regularly. Parents should attend the open house, sacramental meetings, and the special events (Mass, Stations of the Cross, Rosary, Penance services, etc.).

Prayers: Pray with your children. The easiest way to learn prayers is to pray them daily. A couple minutes spent each day in prayer with your child will help him or her learn the assigned prayers quickly. This is as simple as praying a bedtime prayer or two together.

Families are asked to pray for the success of the program and for our volunteers. Spiritual support is needed for the continued success of the program.

Read Materials Sent Home: Read the newsletter and all notes sent home. Respond to information and action requested in the notes. Talk to your children on the way home about what they learned that day.

Homework: There may be times students are asked to complete a lesson plan at home. Parents/guardians are strongly encouraged to do this with their children.

Volunteer: Volunteers are needed in the class, either teaching, a classroom aide, or substitute. Other ways to help include volunteering for snacks/dinners. If you are unavailable to help each week, consider volunteering to help when in need or donate food or money for food purchases.

Knowledge: Be a life-long learner of our faith. Attend a parish retreat, lectures or workshops offered in our parish or diocese. Read the Bible, the Catechism of the Catholic Church or other religious books and documents. *Learn along with your child.* Many of the topics the children are studying will be a good review or provide a new outlook for you! There is always more to learn about God and our relationship with Him.

Participating in any or all of the above ways will help you to be a good Christian role model for your child. It is important to remember that no one is perfect, and that by trying your best to communicate the importance of God in your life to your children and

others around you, you will be fulfilling your duty to teach the practice of our faith and to share the Good News with others.

Donations

St. Rose of Lima's Religious Education Program relies on parishioner donations. We have been so grateful to receive such generous donations in the previous years.

Food Donations

The parish provides some funds for snacks and meals throughout the year. However, our program relies heavily on parents and parishioners to provide snacks and meals.



Snacks: If you would like to provide after school snacks and drinks for 35 children, use the signup QR code to select a date. All paper products are provided by the parish.



Meals: If you would like to provide a meal and dessert for 100 people during the school year, use the QR code to select a date. All paper products are provided by the parish.



Donate Money: If providing snacks or meals is not an option for you, but you would like to contribute financially, use the QR code to donate to our "Religious Ed. Food Fund".

Main Street Market Receipts

Please save all your Main Street Market grocery receipts for our Religious Education Program. For every \$100,000 in receipts we save, Main Street Market will give our program \$1,000 back! There are boxes for collecting receipts in the back of church, the parish office and the religious education building.

Required Documents

A parent/guardian must sign all required documents before a child can attend classes: *Student/Parent Handbook Acknowledgement Form, St. Rose Photo Release, Permission to Attend, Attendance Policy, St. Rose of Lima Youth Code of Conduct and Diocese of Cheyenne Photo Release.*

Student Visitors

Evangelizing is an important part of our Christian responsibility. We encourage all students to invite friends to our program! For safety reasons, we do ask all visitors to sign into the office before eating dinner and/or attending class. If possible, please

inform the DRE of the visitor beforehand. This will allow catechists and leaders to prepare as needed.

Thank You

We are so blessed to have your family at our St. Rose of Lima Religious Education Program! We hope you feel at home and know you belong here.

Prayers for PreK-Confirmation

The following list of prayers was compiled in response to a request for guidance regarding the form of prayers to be taught, and the age level at which the students could be expected to commit the prayers to memory by the end of the school year. This list and schedule is meant to serve as a guide.

Preschool/Kindergarten/First Grade

- The Sign of the Cross
- Our Father
- Hail Mary
- Glory Be
- Grace Before Meals
- Guardian Angel Prayer

Second Grade

- Act of Contrition
- Prayer Before Communion
- Prayer After Communion

Third Grade

- How to Pray the Rosary
- The Mysteries of the Rosary
- The Fatima Prayer

Fourth Grade

- Apostles Creed
- Hail, Holy Queen

Fifth Grade

- Morning Offering

Confirmation

- Prayer to the Holy Spirit
- Gifts of the Holy Spirit
- Fruits of the Holy Spirit

Dress Code and Conduct

The manner in which children dress reflects on them, their family, the Catholic Church and the community. The Catechism of the Catholic Church states, “Modesty protects the mystery of persons and their love. Modesty is decency. It inspires one’s choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.” (CCC 2522)

All dress is to be appropriate, simple and modest. We realize our students are coming from either a recreational activity, organized sport, or possibly work. Therefore, we try to adjust. We have arrived at some guidelines we hope will be easy to understand and enforce. The student’s dress should reflect Catholic teaching and should be simple and modest.

Girls—No spaghetti straps, low cut blouses, crop tops, short shorts or pajama bottoms.

Boys—No pants or shorts worn below the waist, muscle or mesh shirts or pajama bottoms.

Girls and Boys—No clothing that has inappropriate messages or advertisements on them. No hats in the building.

Enforcement—Students will report to the office and parents will be contacted to bring appropriate attire before returning to class. If necessary, work will need to be made up.

*No outside food or drink, besides water bottles, is to enter the building. We have snacks and drinks provided here. If your child prefers a different snack/meal, please have them eat before they come.

*Only water bottles are to be in the classroom, no sodas, gatorades, etc. Cell phones are not to be used in the classroom. We ask parents to contact the director in case of an emergency.

*All students must stay inside the building unless accompanied by a safety-trained adult. If students ever find themselves alone, they should come to the office immediately.

*No students are allowed in the Youth Group room(s)/basement without a safety-trained adult/leader.

*We only have one hour each week in which to teach the children and we want to do the best job we can. Helping them to focus on learning their Catholic Faith is important. Together we can accomplish having children who know and love their faith.

Discipline Policy

We wish to provide the best Catholic education we can for the children. All of our catechists/leaders are volunteers and need our support. If we are to maintain integrity in the program, all of us must help in providing an atmosphere in which the children can learn. At times this may be memorizing prayers, concepts or doctrine of our Catholic faith. This demands that students remain focused on learning. There are therefore expectations that will enhance this education.

Student Expectations

- Respect: Priest, Deacon, catechists, leaders, parents, volunteers and fellow students
- Respect: Property of St. Rose, catechists, leaders, volunteers and fellow students
- Responsible: For work, supplies and behavior
- Reverence: Speak courteously and honestly, behavior in church

Infractions

All infractions of the discipline policy will initiate disciplinary procedures.

- The catechist/leader will initially deal with disruptions within the classroom. The catechist/leader is the authority in his/her own classroom.
- The catechist/leader may find it necessary to remove a student from the classroom and send them to the office with a note, where the student will remain and make up missed work. The second removal from the classroom will require a meeting with the parent, catechist/leader and director (and pastor if needed) in order to resolve the difficulty. The third removal from the classroom will indicate the parent must attend class with the student.
- Running and/or making excessive noise in the hall or building
- Participating in unacceptable physical contact (fighting, intimate contact, etc.)
- Leaving St. Rose of Lima property without permission
- Destruction or vandalizing any St. Rose of Lima property
- Stealing, or borrowing without permission, the property of another student, catechist, leader, volunteer or the Religious Education Program
- The use of foul, dishonest, disrespectful, sexist, racist or prejudice language
- Endangering the safety of oneself or others
- Using anything in a threatening manner (weapon, words, etc.)
- The use of tobacco or drugs
- Medication to be taken during class time must be made known to the director
- Being in any part of St. Rose of Lima property without supervision
- No cell phones are to be on in the classrooms as the office will handle any calls

Attendance Policy

Students must be registered to attend classes. Please contact Megan Griggs via call or text at 402-750-1035 if you have any questions.

All classes will be held on Wednesdays.

- Preschool - 2nd Grade meet from 4:30-5:30 pm. Snacks served 3:50-4:30 pm.
- 3rd Grade - Confirmation meet from 6:30-7:30 pm. Dinner served 6:00-6:30 pm.
- Youth Group meets from 6:30-7:30 pm. Dinner served 6:00-6:30 pm.

Sacramental classes: Attendance Required

First Communion class candidates may not miss more than four classes. Parents will be informed after three absences. To complete the preparation necessary for making First Communion and Reconciliation, the student will need to attend additional classes or complete missed work. These will be determined by the catechist/coordinator and parents.

Confirmation is a two-year preparation time during the sixth and seventh grades and these students may not miss more than four classes each school year. Parents will be informed after three absences each school year. If there are absences, to complete the preparation necessary to receive this sacrament, the student will need to attend additional classes or complete missed work. These will be determined by the catechist/coordinator and parents.

Confirmation Requirement: In addition to a two-year class preparation, students must attend Confirmation classes the fall of their eighth grade year until Confirmation. Every class is mandatory, and if missed, will require make-up time/work.

St. Rose of Lima Youth Code of Conduct

Above all, I represent the Catholic Church in the Diocese of Cheyenne and the State of Wyoming. As such, I will act as a Christian.

- I will reflect the Lord's command to Love neighbor as self and calls for deep sensitivity and respect for others.
- I will uphold the teachings and beliefs of the Catholic faith, in my words, deeds and actions.
- I will always let the adult that is responsible for me know my whereabouts.
- I will immediately let an adult in charge know when I observe or know of something taking place that should not be.
- I will pay attention to whomever is talking. I will not backtalk nor hold side conversations.
- I will abide by all rules in the classroom, in the hall and at mass.
- I will participate in all activities and discussions.
- I will not take another person's property without their consent.
- If I break something, I am responsible for its value or to replace it.
- I will not insult or bully anyone. I will treat them with the dignity of a child of God.
- This is a Catholic gathering and so I will dress appropriately.
- As a witness to my faith, I will not wear clothing that has inappropriate messages or advertisements on them.
- All clothing that I wear will be modest in appearance and abides to the St. Rose Dress Code Policy. This includes in church and any field trips we may take.
- **I will not have my cell phone in class.**
- I will only bring a water bottle to class. I will not bring any snacks or other drinks unless arranged with the catechist/leader.

I have read, understand, and agree to this Code of Conduct. I understand that breaking any of the above mentioned obligations could lead to dismissal from the classroom/ event, notification of my parent/guardian, and/or a parent/guardian meeting with director and catechist/leader (and pastor if needed).

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

DRE Signature: _____ Date: _____

Catechist Signature: _____ Date: _____

Religious Education & Youth Group 2025-26

PreK-2nd Grade: 4:30-5:30 PM | 3rd-7th Grade: 6:30-7:30 PM | Confirmation Class 2024: 6:30-7:30 PM | Youth Group: 6:30-7:30 PM
Snack served 3:50-4:30 PM ~ Dinner served 6:00-6:30 PM

SEPTEMBER	17	Open House: Dinner at 6 PM, Meeting at 6:30 PM	JANUARY	1	Solemnity of Mary, Mother of God
	24	First Class		7	Class
OCTOBER	1	Class, Confession & Adoration for Candidates	FEBRUARY	14	Class, First Reconciliation for 2nd Grade at 4:30 PM
	8	Class, Rehearsal for Confirmation 2025		21	Class, Circle of Grace
	11	Confirmation at 4 PM, Reception to follow		28	Class, First Communion Parent Meeting at 5:15 PM
	15	Class, First Reconciliation Parent Meeting at 5:15 PM		4	Class
	22	Class		11	Class, Rosary at 5 PM & 7 PM
NOVEMBER	29	Class	MARCH	18	Ash Wednesday [No Class]
	1	All Saints Day, Party in Parish Hall		25	Class
	5	Class, Mass at 5 PM & 7 PM		4	Class, Penance & Adoration Grades 3-4 at 6:30 PM
	12	Class		11	Class, Stations of the Cross 5 PM & 7 PM
	19	Class		18	Class, Penance & Adoration Grades 5-7 at 6:30 PM
DECEMBER	26	NO CCD [Thanksgiving Break]	APRIL	25	Class
	30	First Day of Advent		1	Class, Penance & Adoration Youth Group at 6:30 PM
	3	Class		5	Easter Sunday
	8	Immaculate Conception		8	Class, Penance & Adoration for 2nd Grade at 4:30 PM
	10	Class TBD, Mission Dec 7-11			Confirmation 7th Grade Parent Meeting at 6:30 PM
	12	Our Lady of Guadalupe Mass (5:30PM) & Fiesta		15	Class, First Communion Rehearsal
	17	Class, Christmas Eve Practice			Music Rehearsal at 4:30, Parent Rehearsal at 5 PM
	23	Christmas Eve Practice for those attending Children's Mass		19	First Communion at 9am, Reception to follow
	24	Christmas Eve Children's Mass at 4pm [No Class]		22	Class
	25	Christmas Day		29	Last Class, End of Year Celebration
	31	NO CCD [Christmas break]	MAY	17	Senior Mass at 9 AM (TBD)

Holy Day of Obligation

Mass & Prayer

Sacrament Days

Important Dates