

ST. MARY OUR LADY OF THE SNOWS
FAITH FORMATION HANDBOOK, K-12
2025-2026

1955 E. Commerce St.
Milford, Michigan 48381

(248) 685-2702

Website: www.stmarymilfordmi.org

Email: faithformation@stmarymilfordmi.org

Facebook: St Mary Our Lady of the Snows



St. Mary's Mission Statement

We are called by our Lord Jesus Christ to live out the vision of the Gospel as a Catholic Christian Community. We strive to joyfully share our faith, to humbly serve the needs of others and to strengthen and encourage one another as followers of Christ.

Office Phone Number – 248-685-2702

Denette Plant	Faith Formation Director	ext. 203 ffcoordinator@stmarymilfordmi.org
Jennfier Beard	Youth Ministry Director	ext. 200 youthministry@stmarymilfordmi.org
Jennifer Beard	OCIA Director	ext. 200 youthministry@stmarymilfordmi.org

Office Hours:	September - April	
During Sessions:	Mon	9:30 am – 8:30 pm
	Tues	9:30 am – 6:30 pm
	Wed	9:30 am—8:00 pm
	Thur	9:30 am—3:00 pm
	Fri	9:30 am to Noon

Mon - Thurs - 9:30 am – 3:00 pm
Fri - 9:30 am to Noon

Coordinated with Christian Service

-2-

St. Mary Faith Formation Calendar 2025-2026

	S	M	T	W	TH	F	SA
September		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

October				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

November							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

December		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

January					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

February	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

March	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

April				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

FF	FF	LIFETEEN	Middle School	Youth Mass
K-5	6-8	9th-12th	Youth Night	All Grades
	6:30-8:30pm	6-8 pm	4-6pm	*10:00am*

Special Dates/Holy Days of Obligation
September 21, 2025 - Catechetical Sunday
November 1, 2025 - All Saint's Day
November 27, 2025 - Thanksgiving
December 22, 2025 - Middle School Service Project
December 24, 2025 - Christmas Eve
December 25, 2025 - Christmas
December 31, 2025 - New Year's Eve
January 1, 2026 - The Solemnity of Mary, Mother of God
January 19, 2026 - Middle School MLK Day Service Project
February 18, 2026 - Ash Wednesday
March 8, 2026 - Service Project Kids Against Hunger
March 30 - April 12, 2026 - Easter Break
April 2, 2026 - Holy Thursday
April 3, 2026 - Good Friday
April 4, 2026 - Holy Saturday - Easter Vigil
April 5, 2026 - Easter - Holy Day of Obligation

	Sacraments, Workshops and Retreats	
First Communion Workshop	Jan-24-2026	March-14-2026
First Communion Rehearsal	April-30-2026	5 p.m.
First Communion Mass	May-2-2026	11 a.m.
Confirmation Retreat	TBD	
Confirmation Rehearsal	April-16-2026	6:30 p.m.
Confirmation Mass	April-18-2026	11 a.m.
Anchor Middle School Retreat	TBD	
Rise High School Retreat	TBD	

Youth Masses are Works of Mercy coordinated with our parish Christian Services. Each month one grade will take up the gifts and charitable donations for the month and receive a blessing for a successful faith formation journey

Please Note: We DO NOT follow any school schedule. If classes are cancelled you will receive an email and text.

Check our website for weather, building closures, special events, and more information.

Revised: 7/25/2025 We believe this information to be accurate as of this date. We reserve the right to change/amend policies as deemed necessary, will keep the latest revision posted on the parish website

Our goal is to keep our children engaged in their faith journey long after they have celebrated their Sacraments of Initiation.

FIRST RECONCILIATION

Sacramental Prep: During class from September to December. First Confession in December.

CONFESSION

Grades 3-5 will have an opportunity for the sacrament of confession scheduled during class times in December.

FIRST COMMUNION

Sacramental Prep: During class from January to April.

Rehearsal: April 30, 2026 5pm—7pm **Mass:** May 2, 2026 11:00am

CONFIRMATION

Rehearsal: April 16, 2026 6:30 pm—8:30pm

Mass: April 18, 2026, 11:00 am

CANCELLATION POLICY:

St. Mary may cancel sessions due to weather, building issues, national emergency, etc. *We will make every effort to communicate closings in a timely manner. As we do not follow any particular school system, please...*

Check our website for any closings or cancellations at:

<https://www.stmarymilfordmi.org/> or

call the Faith Formation Office at (248) 685-2702

CELL PHONE/ELECTRONICS POLICY:

Electronic devices, including air pods, are not allowed during classes.. If your child is using them, they will be warned once and then taken away until the end of class.

DRESS CODE:

We kindly request that all participants wear clothing that is modest and respectful. Specifically, please avoid wearing shorts or skirts that are very short or revealing and keep chests, backs and midriffs covered.

K-5 PARENT MEETING

All parents are asked to stay during your child's first class for a opportunity to review expectations and important upcoming events.

K-5 OPEN HOUSE

All parents are invited to our Open House on October 21/22 during your child's class. Meet with your teacher for twenty minutes and learn more about your child's formation experience.

6-8 Middle School

See the Calendar for events. Jennifer Beard will contact families.

LATE ARRIVALS

All late arrivals (15 min) must report to the Faith Formation office to sign in.

LEAVING EARLY

All children must be signed out in the Faith Formation office. No parent guardian is allowed to get a child from a classroom or be in the hallways during sessions. Parents may assemble in the office or Narthex. **The Faith Formation office staff will determine if lessons need to be made up.**

ABSENCES

Call or email the Faith Formation Office before class on the day of the absence and please see below for missed lesson instructions.

HOW TO MAKE UP MISSED LESSONS

Notify the Faith Formation Office of your child's absence and a packet will be prepared for pickup during office hours. Instructions for submittal are included.

Due Dates:

All lessons are due by the next class session.

****All make up lessons Grades should be emailed to ffmakeuplessons@stmarymilfordmi.org OR dropped off at the office****

EMPOWERING GOD’S CHILDREN

The goal of the *Empowering God’s Children* program is to educate and empower children and young people to actively participate in a safe environment and to seek help from a trusted adult if needed.

We offer this safe environment program during class time. Lesson and program information is on our website if you would like to see it prior to class. More information will be sent before it takes place.

SAFETY

Per the Archdiocese of Detroit all adults working with children must have Protecting God’s Children training and a Criminal Background Check.

BUILDING SECURITY

All access doors are locked when programs are in session and doors are monitored by volunteers.

Fire Drills and Tornado Drills are conducted in the Fall.

Parking Lot Safety/Pick up Procedures are on the parish website.

CODE OF CONDUCT

- Children are expected to show respect for all persons in word and actions. We follow an anti-bullying policy.
- Children must comply with the rules established by catechists.
- Children must refrain from any actions that cause physical harm to themselves or others.
- Children must not destroy, deface, or remove property.

Disregard to the policies will lead to:

- Catechist reprimand and call to parent
- Reprimand by office of Faith Formation and call to parent
- Parent Notification Form/Parent Conference
- Discharge from program for a time as determined by parents and Director of Faith Formation

FOOD POLICY

St. Mary Faith Formation requests that each family and staff member assist us in providing a “NUT FREE ZONE” within the lobbies and classroom areas. Not just peanuts but all nuts. We want to do all we can to eliminate the possibility of such an occurrence in our building.

1. If your child has an allergy of any kind, parents should notify the office and make sure the catechist is aware of allergy/symptoms/treatment protocol.
2. Please do not allow your child to bring any food items (that would constitute a meal) into the building. Consume these foods and wash hands before entering the building.
3. We ask that **no food items** be brought to Faith Formation for children’s consumption under *most circumstances*.
4. Our parish is a very social one and many of the groups outside of Faith Formation partake of meals or home-baked goods, etc. Every effort will be made to clean these areas after use.
5. We will communicate with parents any occasional intent to have a snack/treat during sessions, especially at Christmas and end of year sessions when catechists like to celebrate with their group.
6. We will encourage non-food rewards/incentives. By not making food the focus of our sessions, all children can feel comfortable and safe.



CONTROLLED DANGEROUS SUBSTANCES, ALCOHOL, WEAPONS

Controlled dangerous substances (drugs) and weapons of any kind are prohibited on parish property and in faith formation programs, no matter the location of such programs.

St. Mary maintains a *zero tolerance* in these instances. In the event a child/adolescent/adult is found to be in violation of this policy while in attendance at a parish faith formation program or event, the person and material/paraphernalia are to be turned over to local law enforcement agency and immediately reported to the AOD.

BAPTISMAL PROMISE TO EDUCATE YOUR CHILD

Faith Formation of children necessitates a partnership between the family and the parish. Church documents are very clear that the first and most important catechists of children are their parents. Without a lived faith in the home and family attendance at Sunday Eucharist, Faith Formation of children will be very difficult. A covenant between parents and parish is essential in order to help the entire family grow in faith and relationship with Christ.

Please support the importance of:

- **Attending/Participating in weekly Sunday Liturgy with your child**
- Being a partner with the parish in the Faith Formation of your child, to pray with your child and assist your child in understanding our faith by reviewing/discussing their take-home lessons.
- Checking your child's folder for updates and current information.
- Understanding/Supporting the policies of your Faith Formation program
- Knowing your parish clergy, Faith Formation staff, and your child's catechist, review all communications from them and request clarification if necessary
- Attending parent meetings, family gatherings, retreats/conferences and making arrangements to get the information from those gatherings if you must miss.
- Being actively involved in your child's Faith Formation and volunteering assistance when possible.



It's our 13th year!

We have a collection coin spinner in the Faith Formation office year-round because every penny counts! Let's keep up the good work and continue to our goal of \$3500! We have scheduled a pack for March 8, 2026 at 6:00 pm.

So far, St. Mary Families have saved coins and dollars and packed over 110,000 meals that have benefitted Community Sharing, Hospitality House, disaster areas of the US and several countries in the Caribbean and Africa.

Our goal is \$3500 which will make 10,000 meals!

Kids Coalition Against Hunger mobilizes civic, religious, educational, foundations, along with community and humanitarian organizations to help fund-raise, package food, and deliver meals. We accomplish this by delivering a highly nutritious meal, that was developed by food scientists to provide a rich source of easily digestible protein, carbohydrates, and vitamins needed by an undernourished child's body and mind. The food is also acceptable to the broad diversity of ethnic tastes and religious differences around the world.

The food offers all nine of the essential amino acids required for complete nutrition, something that can't be said about other typical food relief sources such as rice or beans alone. It is also very simple to prepare, requiring only six cups of boiling water to make a complete meal.



Info: <https://www.kidscoalitionagainsthunger.org>

Donate online or scan QR code:

<https://osvhub.com/stmarymilfordmi/giving/funds/kids-against-hunger>

Faith Formation Volunteer Position

Descriptions

K-5 Catechist: A willingness to share your faith with children. We use a lectionary based curriculum that is prepared for you. Minimal advance preparation is necessary and training is available for those who need additional support. Class sizes between 10-12 children. Childcare is available. **\$100 tuition discount**

Catechist: Group leaders of pre-teens (grades 6-8).
\$100 tuition discount

Hall Monitor/Office Help: Monitor halls to ensure there are no unauthorized adults in the classroom area or children wandering. Need flexible individual to assist in the front office when the staff is pulled for an extended time. This would entail answering phones, taking messages, and monitoring the sign in and out sheets. **\$100 tuition discount**

Childcare: Childcare is needed for catechists that have small children. Responsible for overseeing the safety of the children under five in the nursery. **\$50 tuition discount**

Substitute Catechist: We need flexible volunteers to take a class for an absent catechist. This often happens on short notice. You will be provided with the materials and staff is available to answer questions. Childcare is available.

Altar Server: This is a wonderful way to serve our Lord, our parish and our community. Open for all 4th graders and above that have received their first communion.

Children's Liturgy of the Word Presenter: Presenters read the first reading and Gospel in a child friendly way to children ages 3-7 during our Sunday 10 am Mass. We provide all training materials and the typical service is once every 4-6 weeks. Contact Denette Plant



Volunteer position interest form

If you are interested in a volunteer positions, please fill out this form and email it to faithformation@stmarymilfordmi.org or drop it off in the faith formation office

Name: _____

Child's Name: _____

Email: _____

Phone: _____



Opportunities during K-5/EDGE nights:

K-5 Catechist _____

Catechist Middle School 6-8 _____

Hall Monitor / Office Help _____

Opportunities Parish-Wide:

Altar Server _____

Children's Liturgy of the Word Presenter _____



Thank you parents for entrusting us with your children and leading them to Christ by making it a priority to develop a relationship with Him. We appreciate your efforts in bringing your children to Faith Formation and thank you for giving us the opportunity to share our Catholic Faith with them as they grow.

**“NOT ALL OF US CAN DO
GREAT THINGS. BUT WE
CAN DO SMALL THINGS
WITH GREAT LOVE.” —
MOTHER TERESA**