

2017-18

Faith Formation Registration & Informational Handbook For Grades Pre-K through 8th



St. Michael Catholic Church

1125 St. Michaels Road

Mt. Airy, MD 21771

410-489-7667

www.smpschurch.org



ST. MICHAEL CATHOLIC CHURCH, POPLAR SPRINGS

1125 ST. MICHAEL'S ROAD

MT. AIRY, MD 21771

410-489-7667, 410-442-1717

Spring 2017

Dear Brothers and Sisters in Christ,

“ . . . for your eyes have seen all the great works of the Lord which He did . . . And you shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise.” (Dt 11:7, 19)

With the renewal of baptismal promises at Easter, we have ratified a covenant of mutual trust and collaboration in the awesome work of preparing children, youth and adults for living the Christian life in the 21st century and serving in the one, holy, catholic and apostolic Church.

Indeed, the proper education and religious formation of children is the responsibility of the parents and one of the primary objectives of marriage. This training should include catechesis and practices of piety. (CCC 2221-2223, 2688) And we are here to help.

We appreciate the love and enthusiasm of so many dedicated catechists and aides to the mission area of Christian faith formation of our congregation, pre-K thru adult. We so depend on their *gift of hours* and on a faithful and accountable stewardship by parents and the administrative and pastoral staff!

Let us believe and profess all that the holy Catholic Church believes, teaches, and proclaims to be revealed by God. We want to be there in Word, Sacrament and Charity for you and your children, as needed, at the time of birth, growth, maturity, decline and death, as pastors, deacons, evangelists, administrators, catechists and spiritual mentors.

As disciples in mission, we complete this good work competently by our own continuing re-formation in Scripture, the Catechism of the Catholic Church, Liturgy, the Lives of the Saints and the Spiritual and Corporal Works of Mercy. Such is the motive why I have been sharing daily homilies with staff, parish leaders, and catechists.

Our planning must be intentional, creative, and dynamic by such means as smart goals and objectives, surveys and feedback, performance evaluations, parent-staff-catechist dialogue, electronic communications, the multi-media church library, FORMED.org, solid classroom instruction, small prayer/faith-sharing groups, and offering guidance and consolation in life's little and big questions. We must not be any less committed to lifelong learning in matters of our Christian faith.

In shepherding the people of God at St. Michael Church, Poplar Springs, let us encourage one another to be better missionary disciples and servant-leaders. This is our Father's world. He has sent us the Holy Spirit. In spreading the Good News, we have much more to tell about the life of Christ.

“But there are also many other things which Jesus did; were every one of them to be written, I suppose that the world itself could not contain the books that would be written.” (Jn 21:25)

Regards,

Fr. Mike

Pastor

RELIGIOUS EDUCATION STAFF

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Because our ultimate goal is heaven – for ourselves and for all those we love – we evangelize! St. Michael Faith Formation program is ordered towards helping parents pass on the Faith to their families and to ensure that their children have the tools necessary to freely choose salvation. Guided by this goal:

1. Our parish Faith Formation program is offered at times that support families' attendance at Mass together.
2. We provide parents with "look-ahead" information about what topics are going to be covered each week as well as a synopsis of what was presented/discussed during class.
3. We provide parents with information about additional resources that are available for parent and student enrichment.
4. We prepare catechists to meet the challenging demands of effectively teaching the faith in relevant, engaging, and purposeful ways.

We offer various in-class options for faith formation in addition to a Home Study option (K-8 only) for those who choose to educate their children in their home.

Our programs are designed to follow the scope and sequence for the individual grade-level curriculum guidelines. Each grade level focuses on a specific aspect of our faith. You can find a copy of the scope and sequence for grades K-8 on our website www.smpschurch.org under "Education" if you would like to follow along with your child's class.

Enrollment Form 2017-2018
St. Michael Faith Formation
Pre-K to 8th Grade

For Office Use Only

Date: _____
Check No: _____
Amount: _____

FAMILY NAME: _____

MAIN E-MAIL ADDRESS: (St. Michael's main method of communication) _____

Home Phone _____

Address _____

City _____ State _____ Zip _____

FATHER'S NAME _____ Cell # _____ email _____

MOTHER'S NAME _____ Cell # _____ email _____

Emergency Contact Name Other Than Parent: _____

Phone # where they can be reached during the faith formation sessions: _____

COMPLETE FOR EACH STUDENT

1st STUDENT NAME* _____ **DATE OF BIRTH** ___/___/___

School grade in fall 2017 _____ Name of School _____

Grades PRE-3 thru 8th: **Session/Program:** (please check one)

Sunday (pre-K-8th) ___ Tuesday (1st-8th) ___

Family/Home Study Program (K-8th) ___ **Circle One:** Pflaum Weeklies **or** Sadlier Textbook

Please check **ONLY** if this child will **RECEIVE** the below listed sacraments **THIS YEAR**

RECONCILIATION (Penance) _____ ***EUCHARIST (Communion)** _____

Special needs or medical issues:

2nd STUDENT NAME* _____ **DATE OF BIRTH** ___/___/___

School grade in fall 2017 _____ Name of School _____

Grades PRE-3 thru 8th: **Session/Program:** (please check one)

Sunday (pre-K-8th) ___ Tuesday (1st-8th) ___

Family/Home Study Program (K-8th) ___ **Circle One:** Pflaum Weeklies **or** Sadlier Textbook

Please check **ONLY** if this child will **RECEIVE** the below listed sacraments **THIS YEAR**

RECONCILIATION (Penance) _____ ***EUCHARIST (Communion)** _____

Special needs or medical issues:

FIRST- AND SECOND-YEAR CONFIRMATION ARE A SEPARATE REGISTRATION

Payment is due at time of registration. We cannot "hold" a spot without payment.

FAITH FORMATION SESSIONS

October 1, 2017 - April 29, 2018

SUNDAY Sessions 9:00 am – 10:15 am - **Classes begin October 1**

Pre-3 through 8th

TUESDAY Sessions 7:00 pm – 8:15 pm – **Classes begin October 3**

1st through 8th

TUITION FOR IN-CLASS FAITH FORMATION**



<u>PreK – 8</u>	<u>Rcvd by</u> <u>June 17</u>	<u>Rcvd after</u> <u>June 17</u>
1 child	\$100	\$150
2 children	\$150	\$200
3 children	\$200	\$250
4 or more children	\$250	\$300

Sacrament Fee for those receiving First Reconciliation and First Eucharist is \$70.

Payment is due at time of registration. We cannot “hold” a spot without payment.

Please make checks payable to St. Michael Church or you may use [Online payment if you have signed up for online giving.](#)



**** Please note:** If you are in need of **tuition assistance**, we offer a scholarship program and keep this information strictly private. Please contact Stacey Ford, DRE via e-mail SFord@smpschurch.org with an explanation of need for assistance. **You must re-apply each year.**

FAMILY/HOME STUDY

Offered to children who are entering Kindergarten through 8th grade.

The Home Study option is designed to offer flexibility in scheduling time for faith formation. In an effort to meet the needs of each family's schedule constraints, we offer two options. You may choose either the Pflaum Gospel Weeklies, which are date/time sensitive, (you would need to pick up materials as they arrive every 8 weeks) or the William H. Sadlier textbook option. Both are approved texts by the Archdiocese.

If you choose the textbook option, you are still able to connect with the Sunday readings by going to the William H. Sadlier, Inc. website and clicking on "Gather in My Name". The weekly readings are listed and Reflection and Discussion resources are available for your benefit. Just type in this link if you want to see the upcoming weekend's "Gather in My Name" materials:

<http://www.sadlierreligion.com/webelieve/gather.cfm>

Parents are asked to attend the following group sessions with their children. We gather in the fellowship hall at **7:00 p.m.** and spend about an hour on the topic of the night and guarantee you are free to go no later than **8:00 p.m.**

Meetings will be held in the parish fellowship hall on the following dates:

September	20, 2017	- meeting
November	15, 2017	- meeting
January	17, 2018	- meeting
March	14, 2018	- meeting

Please **put these dates on your calendar.** These sessions are integral to our Family Home Study program and they are an opportunity for families to come and interact with others in the parish.

TUITION FOR FAMILY/HOME STUDY

<u>PreK – 8</u>	<u>Rcvd by</u> <u>June 17</u>	<u>Rcvd after</u> <u>June 17</u>
1 child	\$85	\$110
2 children	\$120	\$145
3 children	\$155	\$180
4 or more children	\$190	\$215

Sacrament Fee for those receiving First Reconciliation and First Eucharist is \$70.

Payment is due at time of registration.

Please make checks payable to St. Michael Church or you may use [Online payment if you have signed up for online giving.](#)

**** Please note:** If you are in need of tuition assistance, we offer a scholarship program and keep this information strictly private. Please contact Stacey Ford, DRE either via e-mail SFord@smpschurch.org or by phone 240-437-3671.

Also note: For those children who are in a pre-sacrament or a sacrament celebration year, we need to have the Unit Reviews turned in. The Archdiocese requires one year prior faith formation and on-going faith formation during the year a sacrament is being celebrated.

ANSWERING THE CALL
ADULT, PARENT, & HIGH SCHOOL YOUTH VOLUNTEER
OPPORTUNITIES

How to get Involved?

St. Michael Ministry depends upon the support of the community to provide positive ministry to our young people. In the "Renewing the Vision" document, the Bishops of the United States state that ministry to youth is the responsibility of all the parishioners in a parish.

What do you do now?

So, if you are ready to get involved - and we hope you are - all you have to do is contact anyone on the Religious Education Staff to discuss how your interests can complement our program needs.

There are many opportunities in and around the classroom, so please prayerfully consider supporting the children of St. Michael in one of the ministries below:

Name: _____

Email: _____

Sunday Morning/ Monday Evening/ Tuesday Evening (please circle)

- ___ Children's Liturgy of the Word
- ___ Catechist/Aide (Grades PreK - 5)
- ___ Can substitute when needed (PreK - 5)
- ___ Catechist/Aide (Grades 6 - 8)
- ___ Can substitute when needed (6-8)
- ___ Catechist/Aide (Grades 9 - 12)
- ___ Can substitute when needed (9-12)
- ___ Confirmation Preparation - Small group facilitator
- ___ Small Group Facilitator for High School (Grades 9-12)
- ___ HALL MONITORS (2 or 3 needed per session Sunday, Monday, Tuesday)

LEADERSHIP DEVELOPMENT/MISCELLANEOUS:

- ___ Middle School Leadership Advisor
- ___ High School Youth Advisor Council
- ___ Retreat Team
- ___ Chaperoning
- ___ Fundraising
- ___ Vacation Bible School
- ___ Girl Talk (Middle School)
- ___ Middle School Mini-Camp
- ___ Young Adult (twenty/thirty-something age group) Planning Team
- ___ AV Support Team
- ___ Event Set-Up/Breakdown and Logistics
- ___ Family Ministry Development Team
- ___ Video Production Team

SOCIAL OUTREACH:

- ___ Holiday Baskets (Thanksgiving, Christmas, Easter)
- ___ Lunches (3rd Saturday)
- ___ Soup Kitchen service (Baltimore & Frederick)
- ___ High School work camp (14+ year olds)



VOLUNTEER REQUIREMENTS

All adult (18+) volunteers must be SHIELD THE VULNERABLE (STV) trained for the protection of our children and youth. For STV training go to our new website at <http://www.shieldthevulnerable.org/> where you will create your own account and then follow directions. If you have further questions, contact Sally at SAmatucci@smpschurch.org.

Young people between the ages of 14 and 17 who do ministry with the children must complete “Worthy of the Call” training. “Worthy of the Call” training is done onsite by appointment.

CATECHIST & YOUTH MINISTRY REQUIREMENTS

Completion of the STV training is the first step for catechists and youth ministry volunteers. Because ministry to our parishioners is such a vital component, preparation and training is the next step in our faith formation efforts. All faith formation ministers must attend an orientation and subsequent training opportunities.

Best Practices for Catechists and Aides at St. Michael

Religious Education teachers are called catechists. A catechist, from the Greek word “to echo,” is someone commissioned by the parish to hand down its faith tradition.

Qualities of an effective catechist

A desire to grow in and share the Catholic faith.

Answering their baptismal call to discipleship and sharing their faith with others.

A commitment to a life of prayer.

Openness to greet children, engage them in prayer, share the joy of the gospel, read the word of God in class, encourage faith sharing, be familiar with Catholic teaching and traditions.

A commitment to entering into a partnership with parents, guardians, and staff.

Requirements

A practicing Catholic, baptized and confirmed in the Catholic Faith.

Use the Pflaum Weekly booklets given to you by staff and utilize the Pflaum website at www.Pflaum.com.

Prepare lessons in advance, giving careful consideration to the developmental level of the grade being taught.

Work as a team with catechists, aides, substitutes, staff, and other volunteers.

Arrive at least 10 minutes early to set up classroom to greet children and parents.

A basic understanding of Catholic teaching, scripture, Catholic tradition and a willingness to learn.

Attend Mass regularly.

Communication

Provide good communication to families by sending a bi-weekly email to your parents with a brief synopsis of what happened in class and future plans.

Staff will send out a weekly email to parents and catechists with a link to the weekly readings in Pflaum as well as other happenings at church.

Safe Environment

Every volunteer will need to go through Shield the Vulnerable to complete STAND training and have a background check.

A responsible adult will need to be in the room at least ten minutes ahead of class time with a minimum of 2 adults in each class during class time.

For grades PreK through 5 – Do not let children leave on their own. Wait for a parent, guardian, or older sibling to pick them up.

There will be a folder in the classroom with attendance sheets and information for students in your class.

There is an emergency backpack in each classroom with contact numbers for staff members and faith formation catechists and aides who are scheduled to be in the building in case of an emergency.

Our Emergency Response Plan will be incorporated into our training for evacuation and shelter in place at the beginning of each school year. There will be a scheduled evacuation drill.

**Our first evacuation drill for the 2017-18 school year
will be on October 15 and 17, 2017.**

SACRAMENTS



Baptism

If you have a child who has not been baptized, we would like to invite you to contact Stacey Ford who is willing to prepare your child and have that taken care of promptly. Once the preparation is finished, you can schedule the celebration with Fr. Mike, Deacon Harbey, or Deacon Cliff. Baptisms are typically held in the small church on Sunday afternoons at 1:15 but may also be held in the large church.

First Reconciliation (Penance/Confession)

This sacrament must be celebrated prior to First Eucharist. Parents attend a parent meeting in the fall (see Schedule) and receive materials to prepare their child at home in addition to what is taught in their regular class or home study text book. Children may register for this sacrament if they were in faith formation last year and are at least going into second grade. The sacrament preparation is free standing for the purpose of allowing parents the option of waiting until they feel their child is mature enough to handle the meaning and significance of these grace-filled sacraments. Once they have received this sacrament, they are then permitted to prepare and receive their first Holy Eucharist (Communion). Submit a copy of your child's baptismal certificate if not baptized at St. Michael.

First Holy Eucharist (Communion)

This sacrament is the MOST holy of the seven. Again, parents are asked to attend a parent meeting in order to have an overview of the process (also on the Schedule) and receive the materials necessary to prepare your child at home. This sacrament cannot be celebrated without the sacrament of Reconciliation being completed first. Our First Communion Services are held the first two Saturdays in May or at a regularly scheduled Sunday mass. Submit a copy of your child's baptismal certificate if not baptized at St. Michael.

Sacrament Fee for those receiving First Reconciliation and First Eucharist is \$70.

Please make checks payable to St. Michael Church or you may use [Online payment if you have signed up for online giving.](#)

Confirmation

Continued religious education is important throughout our lives and especially the year prior to receiving the sacrament of Confirmation, which is celebrated as early as 10th grade here at St. Michael Church. THE CONFIRMATION PROGRAM IS A TWO-YEAR PROGRAM AND WILL BE SENT OUT TO ELIGIBLE HIGH SCHOOL STUDENTS AT A LATER DATE.

(Please note: There is an adult Confirmation process for those who were not confirmed in their youth. Contact Stacey Ford for help with completing the Sacraments of Initiation.)

SFord@smpschurch.org

GENERAL INFORMATION & POLICIES

ATTENDANCE

Our programs are designed to follow the national scope and sequence for the individual grade level curriculum guidelines. Each grade level focuses on a specific aspect of our faith; therefore, it is important to maintain strong attendance throughout their class time with us. If a class is missed due to illness or family obligations, it can be made up for class credit in accordance with Archdiocesan policy.

****Please be aware that Diocesan policy regulates that a child must have attended a minimum of one full year of Religious Education sessions or have been enrolled in a Catholic School religious education class prior to the year in which they prepare for First Reconciliation, First Eucharist, and Confirmation.**

PRE-3 THROUGH 5TH GRADE DISMISSAL POLICY

For the safety of all Pre-3 through 5th grade students, a parent or a teen sibling 13 years or older must pick up the student at the classroom. The teen sibling needs to be introduced to the catechist by the parent.

CANCELLATIONS

St. Michael follows the **Howard County Public Schools inclement weather school closing policy** on schooldays. If weekend activities and sessions are canceled because of inclement weather, a notice will be posted on the parish website www.stmichaelpoplarsprings.org. No decision will be made until 3:00 p.m. unless Howard County has closed their schools early. We will post our Sunday class cancellations by 7:15 a.m. Your safety is paramount.

CATHOLIC TEACHING ON FAMILY LIFE AND MORALITY COMPONENT

The Archdiocese has required that all Christian Formation programs for youth contain the element of personal body safety and morality. The intent of the Archdiocese is to have parish programs **ASSIST** the parents/guardians in their efforts to present this subject from a Catholic Christian perspective.

Kindergarten thru 5th ~ We use the RCL/Benziger Family Life Program which is taught both here in our religious education classes and in partnership with parents in the home. The home piece is called the Parent Connection. Knowing that each child develops at their own pace, the publishers have separated the biology segments in the 5th and 6th grades in order for you to have a well thought out schematic when having the conversation about their God given bodies and how they function and develop.

Some updated curriculum pieces include personal body safety in regards to bullying, respecting others as fellow Christians, and raising awareness as to what is a healthy relationship and what is potentially not. The idea is to strengthen the dignity of the human person as one of God's creation. You are welcome to come in and review the materials.

Middle School ~ We use the Middle School Created to Love program for our family life curriculum. The program will take place on three Saturday options in the summer, fall, or winter. The program and activities require a parent to be present during the sessions. The format will be in a large-group setting from 9:30 AM – 2:00 PM. This is a one-time offering in 6th, 7th, or 8th grade. Due to the capacity of these workshops, preference is given to 8th grade students.

High School ~ We use the Created to Love Senior High program for our family life curriculum. Sessions will take place within the scheduled classes during the year. An optional parent session will be held at the beginning of the year.

Archdiocese of Baltimore

Student Harassment Policy

I. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity, (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

II. Scope

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

III. Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability or handicap, or protected activity, that:

Has the purpose or effect of creating an intimidating, hostile or offensive environment;

Has the purpose or effect of unreasonably interfering with an individual's performance; or otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.