

2018-19

Faith Formation Registration & Informational Handbook For Grades Pre-K through High School



St. Michael Catholic Church
1125 St. Michaels Road
Mt. Airy, MD 21771
410-489-7667
www.smpschurch.org



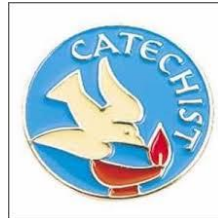
ST. MICHAEL CATHOLIC CHURCH, POPLAR SPRINGS
1125 ST. MICHAEL'S ROAD
MT. AIRY, MD 21771
410-489-7667, 410-442-1717

April 2018

Brothers and Sisters in Christ,

Grace and peace from God our Father and the Lord Jesus Christ be with you! As a family registered at St. Michael of Poplar Springs-Mt. Airy Roman Catholic Congregation, I join our staff and dedicated catechists in welcoming you and your children to the 2018-2019 program. We are here to humbly support you in your primary responsibility to bring children and youth up according to the Law of Christ and his Church.

Therefore, I encourage you to faithfully support your child's spiritual formation in reverence for God and respect for neighbor - a most significant and sacred obligation entrusted to us both, in making and growing younger and older missionary disciples.



On our part, we offer the teaching ministry of loving faith formation personnel and many dedicated volunteer catechists who are equipped for this most sacred duty of welcoming and training children and youth in the practice of the Faith. Together in mission, may we share the joy of the Gospel, with the help of the Holy Spirit and trust in the name of Jesus to the glory of the Father here on earth and in eternal life.

I invite, then, your full, active and conscientious participation in the life of our faith community that includes worship, preparation for the Sacraments of Baptism, Confirmation, Holy Eucharist and Penance; prayer and fellowship within the family; exercise of the Spiritual and Corporal Works of Mercy; and, if needed, to seek reconciliation with Christ and the Church's blessing on your marriage.

As servants of the Lord, our lay leaders, deacons and priests are here, administratively and pastorally, to invite, guide and support you in the life of the one, holy, catholic and apostolic Church.

Please, I encourage you, come and see and stay . . . as responsible parents and helpers, as disciples of Christ, as members of our church family, nurturing an *esprit de corps* and mutually supportive of one another in liturgy, evangelization, faith formation, stewardship and assistance to the poor in spirit and needy, while utilizing our safety-enhanced learning environment and attractive grounds and facilities.



"Let the children come to me, do not hinder them; for to such belongs the kingdom of God." (Mk 10:14)

Regards,

Fr. Mike

Pastor

RELIGIOUS EDUCATION STAFF

Juliana M. Weber - Director of Faith Formation (Grades 6 – 12 and sacramental preparation)~
240-437-3671 and **e-mail address:** JWeber@smpschurch.org

Joann M. Wozniak - Administrator for Religious Education (PreK - 5) ~ 240-437-3673
e-mail address: JWozniak@smpschurch.org

Sally Amatucci - Administrative Assistant for Religious Education/Youth & Young Adult Ministry
and Virtus Administrator ~ 240-437-3670
e-mail address: SAmatucci@smpschurch.org

Because our ultimate goal is heaven – for ourselves and for all those we love – we evangelize! St. Michael’s 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 and 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 meaningful 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 at 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 stmichaelpoplarsprings.org/church under “Faith Formation” if you would like to follow along with your child’s class. We are opening High School classes (which **are not** Confirmation preparation classes) for during and/or after Confirmation preparation.

Enrollment Form 2018-2019

St. Michael Faith Formation

Pre-K to High School classes (Do not use this form for Confirmation prep.)

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 2018 _____ Name of School _____

Grades PREK-3 through 12th: **Session/Program:** (please check one)

Sunday (pre-K-Grade 12) ____

Tuesday (1st-12th) ____

Family/Home Study Program (K-8th) ____

Please check below only if the child will receive the sacrament this year:

1st RECONCILIATION (Penance) _____

1st EUCHARIST (Communion) _____

Special needs or medical issues:

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

School grade in fall 2018 _____ Name of School _____

Grades PREK-3 through 12th: **Session/Program:** (please check one)

Sunday (pre-K-12th) ____

Tuesday (1st-12th) ____

Family/Home Study Program (K-8th) ____

Please check below only if the child will receive the sacrament this year:

1st RECONCILIATION (Penance) _____

1st 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.

3rd STUDENT NAME* _____ DATE OF BIRTH ____/____/____

School grade in fall 2018 _____ Name of School _____

Grades PREK-3 through 12th: **Session/Program:** (please check one)

Sunday (pre-K-12th) ____ Tuesday (1st-12th) ____

Family/Home Study Program (K-8th) _____

Please check below only if the child will receive the sacrament this year:

1st RECONCILIATION (Penance) _____

1st EUCHARIST (Communion) _____

Special needs or medical issues:

4th STUDENT NAME* _____ DATE OF BIRTH ____/____/____

School grade in fall 2018 _____ Name of School _____

Grades PREK-3 through 12th: **Session/Program:** (please check one)

Sunday (pre-K-12th) ____ Tuesday (1st-12th) ____

Family/Home Study Program (K-8th) _____

Please check below only if the child will receive the sacrament this year:

1st RECONCILIATION (Penance) _____

1st EUCHARIST (Communion) _____

Special needs or medical issues:

***If your child was not baptized here at St. Michael, please submit a copy of that child's baptismal certificate with this registration form if you have not done so already.**

I would like to purchase a Catholic Youth Bible - students in the High School and Confirmation programs use their bibles. Bring your own or purchase one here:

Grades 6th - High School - \$28 _____

I would like to purchase a children's Catholic Bible (not required for classes)

Grades PreK - 8 - Bible for Today's Family (New Testament only) - \$10 _____



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

September 2018 – April 2019

SUNDAY Sessions 9:00 am – 10:15 am - **Classes begin September 30** Pre-3 through 12th
Open House on September 23, 9:00am – 10:15am. Come meet the catechists and see the room!

TUESDAY Sessions 7:00 pm – 8:15 pm - **Classes begin October 2** 1st through 12th
Open House on September 25, 7:00pm – 8:15pm. Come meet the catechists and see the room!



TUITION FOR IN-CLASS FAITH FORMATION**

	Rcvd by July 31	Rcvd Aug 1 and later
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 Juliana Weber, DFF via e-mail JWeber@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. We use the Pflaum Gospel Weeklies, which are date/time sensitive. You need to pick up materials as they arrive every 8 weeks. Pflaum Gospel Weeklies are approved by the Archdiocese of Baltimore and by the United States Conference of Catholic Bishops. Like the Church's lectionary, PGWs follow a 3-year cycle of Sunday Gospel readings, so that each program covers several grade levels without repeating Gospel readings or curriculum material (e.g. PGW's Venture issues serve Grades 4 - 6).

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 19, 2018 - meeting

November 21, 2018 - meeting

January 16, 2019 - meeting

March 20, 2019 - 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

Kindergarten – Grade 8	Rcvd by July 31	Rcvd Aug 1 and later
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 Juliana Weber, DFF either via e-mail JWeber@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 completed issues turned in. The Archdiocese requires one year prior faith formation and on-going faith formation during the year a sacrament is being celebrated.

Photos of your child in class or other church programs might be used for the parish bulletin, church website, or other publication. We will never use your child's name when publishing a photo. You must contact our office if you do not allow your child's photo to be used in this way.

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 can 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 / Tuesday Evening (please circle)

- ___ Children's Liturgy of the Word
- ___ Catechist/Aide (Grades PreK - 5)
- ___ Substitute catechist when needed (PreK - 5)
- ___ Catechist/Aide (Grades 6 - 8)
- ___ Substitute catechist when needed (6 - 8)
- ___ Catechist/Aide (Grades 9 - 12)
- ___ Substitute catechist when needed (9 -12)
- ___ Confirmation Preparation - Retreat chaperone
- ___ Small Group Facilitator for Middle School or High School
- ___ Hall Monitors (2-3 needed per session Sunday and Tuesday)

LEADERSHIP DEVELOPMENT/MISCELLANEOUS:

- ___ High School Youth Group Leaders
- ___ Middle School Youth Group Leaders
- ___ Retreat Team / Chaperoning
- ___ Vacation Bible School
- ___ Middle School Mini-Camp
- ___ Event Set-Up / Breakdown and Logistics

SOCIAL OUTREACH:

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



VOLUNTEER REQUIREMENTS

All adult (18+) volunteers must be Virtus trained for the protection of our children and youth. For Virtus training go to our new website at www.virtus.org where you will create your own account and follow the on-screen prompts. 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. Contact Sally (above).

CATECHIST & YOUTH MINISTRY REQUIREMENTS

Completion of the Virtus 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 a baptismal call to discipleship and sharing the faith with others.

A commitment to a life of prayer.

Openness to greet children, to engage them in prayer, to share the joy of the gospel, to read the word of God in class, to encourage faith-sharing, and to enculture children in 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. Notify appropriate staff as far in advance as possible when sick or otherwise unable to attend class.

Possess basic understanding of Catholic teaching, scripture, Catholic tradition; be willing to learn more.

Attend Mass weekly and on Holy Days of Obligation.

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.

Notify staff of behavior problems, classroom disruptions, and other incidents immediately. If you plan to take the class on a trip outside of the classroom, notify staff in advance; you'll need your emergency backpack, attendance folder, and possibly (depending on the destination) a walkie talkie.

Safe Environment

Volunteers go through AOB Child Protection training, fill out an application with references, and complete a background check (Virtus).

A responsible adult will need to be in the room at least ten minutes ahead of class time.

For grades PreK through 5: Do not let children leave on their own or with siblings under the age of 13. Wait for a parent, guardian, or adult siblings to pick them up.

There will be a folder in the classroom with an attendance sheet and information for students in your class. Please disseminate this information and take attendance accurately.

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 2018-19 school year
will be on October 21 and 23, 2018.**

SACRAMENTS



Baptism

If you have a child who has not been baptized, we would like to invite you to contact Deacon Cliff Britton who will 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 and receive materials to prepare their children at home. This preparation must be completed in addition to the regular Religious Education class or home study curriculum. Children may register for this sacrament if they were in faith formation last year and are at least rising second graders. The sacrament fee is separate from tuition, 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, children 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 the winter to receive the materials and overview necessary to prepare their children at home. This sacrament cannot be celebrated without the sacrament of Reconciliation being completed first. Our First Communion Masses 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. This is separate from tuition for in-class or home study Religious Education.

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 in the Archdiocese of Baltimore. High School RE classes listed in this handbook are not related to Confirmation. To register for Confirmation, please pick up a Confirmation Year 1 or Year 2 Handbook. The program structure and registration form are different and are not included here.

(There is an adult Confirmation process for those who were not confirmed in their youth. Contact Dcn. Cliff Britton for help with completing the Sacraments of Initiation. CBritton@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 childhood development. 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 archdiocesan 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 sibling 13+ years old 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. Always use your best judgment.

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 through 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 sensitively time when and how to discuss your children's God-given bodies and how they function and develop.

Some updated curriculum pieces include personal body safety in regards to bullying, respecting others, 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 visit our office 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 program should be attended once during middle school (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 Archdiocesan policy 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.