

# 2016-17

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



*St. Michael Catholic Church*  
*1125 St. Michaels Road*  
*Mt. Airy, MD 21771*  
*410-489-7667*  
*[www.stmichaelspoplarsprings.org](http://www.stmichaelspoplarsprings.org)*



ST. MICHAEL CATHOLIC CHURCH, POPLAR SPRINGS

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1125 ST. MICHAEL'S ROAD

MT. AIRY, MD 21771

410-489-7667, 410-442-1717

Spring 2016

Dear Parents,

Seeds once dormant in winter have come alive; and now emerge, bud and blossom in spring; and will continue to flourish in summer.

As pastoral leaders, administrators and catechists, we thank you for the privilege of serving you and sowing the seed of faith in your child the past eight months.

In addition to privilege, it is also within our pastoral care to gently remind you of the responsibility you accepted on the day of your child's Baptism: "By water and the Holy Spirit your child is to receive the gift of new life from God, who is love. On your part, you must make it your constant care to bring your child up in the practice of the faith. See that the divine life which God gives your child is kept safe from the poison of sin, to grow always stronger in his heart."

Jesus himself is our model. He learned his prayers, attended synagogue and celebrated the great festivals. He grew in age and wisdom and grace before God and man.

The life of grace implanted in your child's soul at Baptism is nourished in the holy Eucharist, strengthened in Confirmation, and restored in Penance.

Children depend on you to drive them to soccer practice, and they depend on you to take them to practice the faith and fulfill the Church's precept on Sunday obligation. Those older children who drive may take themselves to church.

You are doing a wonderful thing already to bring them to Sunday and weekday evening classes. Now bring them into the sacred assembly and worship God together!

Jesus is the Vine, we are the branches. Please, let Jesus nurture the seed of faith implanted, so that your child can grow, bud and blossom, and bear much fruit.

God bless you in your family life and time together on this earth.

Easter peace and joy to you.

Fr. Mike

## ***RELIGIOUS EDUCATION STAFF***

**Stacey T. Ford** - Director of Religious Education/Adult Ministry ~ 240-437-3671

e-mail address: [SFord@stmichaelpoplarsprings.org](mailto:SFord@stmichaelpoplarsprings.org)

**Joann M. Wozniak** - Administrator for Religious Education (Elementary Level) ~ 240-437-3673

e-mail address: [JWozniak@stmichaelpoplarsprings.org](mailto:JWozniak@stmichaelpoplarsprings.org)

**Theodore P. Burkhardt** - Coordinator of Youth & Young Adult Ministry/  
Middle School, High School & Confirmation ~ 240-437-3672

e-mail address: [TBurkhardt@stmichaelpoplarsprings.org](mailto:TBurkhardt@stmichaelpoplarsprings.org)

**Sally Amatucci** - Administrative Assistant for Religious Education/Youth & Young Adult Ministry  
and STAND Administrator ~ 240-437-3670

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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.stmichaelpoplarsprings.org](http://www.stmichaelpoplarsprings.org) under "Education" if you would like to follow along with your child's class.

**Enrollment Form 2016-2017**  
**St. Michael Faith Formation**  
**Pre-K to High School**

**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**

**1<sup>st</sup> STUDENT NAME\*** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_

School grade in fall 2016 \_\_\_\_\_ Name of School \_\_\_\_\_

**Grades PRE-3 thru High School: Session/Program:** (please check one)

Sunday (pre-K-High School) \_\_\_\_ Monday (1<sup>st</sup>-High School) \_\_\_\_ Tuesday (1<sup>st</sup>-High School) \_\_\_\_

Family/Home Study Program (K-8<sup>th</sup>) \_\_\_\_ **Circle One:** Pflaum Weeklies **or** Sadlier Textbook

**Created to Love (Middle School)** Three Saturday options will be made available to choose from in the coming year: summer, fall, or winter from 9:30 AM – 2:00 PM with a parent (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade – must go one time within these three years) Due to the capacity of these workshops, preference given to 8<sup>th</sup> grade.

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

**RECONCILIATION (Penance)** \_\_\_\_\_ **\*EUCHARIST (Communion)** \_\_\_\_\_

**Special needs or medical issues:**

\_\_\_\_\_  
**2<sup>nd</sup> STUDENT NAME\*** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_

School grade in fall 2016 \_\_\_\_\_ Name of School \_\_\_\_\_

**Grades PRE-3 thru High School: Session/Program:** (please check one)

Sunday (pre-K-High School) \_\_\_\_ Monday (1<sup>st</sup>-High School) \_\_\_\_ Tuesday (1<sup>st</sup>-High School) \_\_\_\_

Family/Home Study Program (K-8<sup>th</sup>) \_\_\_\_ **Circle One:** Pflaum Weeklies **or** Sadlier Textbook

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**RECONCILIATION (Penance)** \_\_\_\_\_ **\*EUCHARIST (Communion)** \_\_\_\_\_

**Special needs or medical issues:**

3<sup>rd</sup> STUDENT NAME\* \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_\_\_

School grade in fall 2016 \_\_\_\_\_ Name of School \_\_\_\_\_

**Grades PRE-3 thru High School: Session/Program:** (please check one)

Sunday (pre-K-High School) \_\_\_ Monday (1<sup>st</sup>-High School) \_\_\_ Tuesday (1<sup>st</sup>-High School) \_\_\_

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Please check **ONLY** if this child will **RECEIVE** the below listed sacraments **THIS YEAR**  
**RECONCILIATION (Penance)** \_\_\_\_\_ \***EUCCHARIST (Communion)** \_\_\_\_\_

**Special needs or medical issues:**

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4<sup>th</sup> STUDENT NAME\* \_\_\_\_\_ DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_\_\_

School grade in fall 2016 \_\_\_\_\_ Name of School \_\_\_\_\_

**Grades PRE-3 thru High School: Session/Program:** (please check one)

Sunday (pre-K-High School) \_\_\_ Monday (1<sup>st</sup>-High School) \_\_\_ Tuesday (1<sup>st</sup>-High School) \_\_\_

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Please check **ONLY** if this child will **RECEIVE** the below listed sacraments **THIS YEAR**  
**RECONCILIATION (Penance)** \_\_\_\_\_ \***EUCCHARIST (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.**

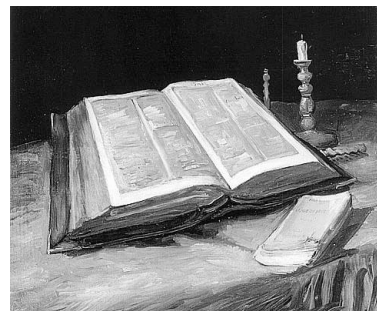
**I would like to purchase a Catholic Youth Bible – students in the High School and Confirmation programs use their bibles. Bring your own or purchase one here:**

Grades 5<sup>th</sup> – High School - \$28 \_\_\_\_\_

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

Grades 2<sup>nd</sup> – 4<sup>th</sup> – A Catholic Child's First Bible - \$9 \_\_\_\_\_

Grades 3<sup>rd</sup> – 6<sup>th</sup> – My Big Book of Catholic Bible Stories - \$16 \_\_\_\_\_



# ***FAITH FORMATION SESSIONS*** ***October 2, 2016 - April 30, 2017***

## **SUNDAY Sessions 9:00 am – 10:15 am - Classes begin October 2**

Pre-3 through High School (Confirmation follows one year of High School preparation)

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

1<sup>st</sup> through High School (Confirmation follows one year of High School preparation)

## **TUESDAY Sessions 7:00 pm – 8:15 pm – Classes begin October 4**

1<sup>st</sup> through High School (Confirmation follows one year of High School preparation)

## ***HIGH SCHOOL***

**Unconfirmed 9th grade students and older:** We offer Sunday morning **or** Monday **or** Tuesday evening sessions beginning in October through April as well as service at Our Daily Bread.

**Parent and Youth Orientation Sessions for those participating in first year High School faith formation will be held**

**Tuesday, September 20, 2016, from 7:00 – 8:30 in the Fellowship Hall,**

**OR Monday, September 26, 2016, from 7:00- 8:30 pm in the Gym/Multi-Purpose Room**

**This will include information on our Created to Love curriculum**

**(this is not orientation for Confirmation 2017)**

**OR: IF YOUR SON OR DAUGHTER ATTENDED A CATHOLIC HIGH SCHOOL AND HAS COMPLETED THE 9TH GRADE OR HIGHER,** you may register in the Confirmation program this fall after submitting a grade report verifying religious education classes for the 2015-16 school year. PLEASE CONTACT THE RELIGIOUS EDUCATION OFFICE TO REQUEST A CONFIRMATION REGISTRATION HANDBOOK.

## ***TUITION FOR FAITH FORMATION***



PreK – 8

Rcvd by

Rcvd after

Aug 15

Aug 15

1 child

\$100

\$150

2 children

\$150

\$200

3 children

\$200

\$250

4 or more children

\$250

\$300

High School

\$60 per student by August 15

**\$85 per student after August 15**

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.](#)

**\*\* 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@stmichaelpopularsprings.org](mailto:SFord@stmichaelpopularsprings.org) or by phone 240-437-3671.

# ***FAMILY/HOME STUDY***

Offered to children who are entering Kindergarten through 8<sup>th</sup> 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	21, 2016	- meeting
November	16, 2016	- meeting
January	18, 2017	- meeting
March	15, 2017	- meeting/Parish Penance Service opportunity
Sunday, May	21, 2017	- Living Rosary

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.

## ***FAMILY/HOME STUDY TUITION***

<u>PreK – 8</u>	Rcvd by <u>Aug 15</u>	Rcvd after <u>Aug 15</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.

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@stmichaelpoplarsprings.org](mailto:SFord@stmichaelpoplarsprings.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)
- \_\_\_ 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 Board Advisor
- \_\_\_ 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 (3<sup>rd</sup> Saturday)
- \_\_\_ Soup Kitchen service (Baltimore & Frederick)
- \_\_\_ High School work camp (14+ year olds)
- \_\_\_ Pastoral visiting to nursing homes





## ***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@stmichaelpoplarsprings.org](mailto:SAmatucci@stmichaelpoplarsprings.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.

# ***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**

Confirmation is celebrated as early as 10<sup>th</sup> grade here at St. Michael Church. Remember: A year of High School faith formation is required prior to the reception of the Sacrament of Confirmation. THE CONFIRMATION PROGRAM IS SEPARATE FROM THE HIGH SCHOOL 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@stmichaelpolarsprings.org](mailto:SFord@stmichaelpolarsprings.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 5<sup>TH</sup> GRADE DISMISSAL POLICY**

For the safety of all Pre-3 through 5<sup>th</sup> 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](http://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 5<sup>th</sup> and 6<sup>th</sup> 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 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade. Due to the capacity of these workshops, preference is given to 8<sup>th</sup> 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.