

**ST. JOHN THE BAPTIST
ST. MARY'S
&
ST. MATHIAS**



Faith Formation Handbook

Dear Parents/Guardians,

Welcome to St. John's, St. Mathias and St. Mary's Faith Formation Program. The parish staff and all those who minister as catechists and classroom aides are looking forward to your participation and are eager to share faith with you and your children. As always, we rely on parents to see to their children's religious education as they vowed to do at the child's baptism. "Parents are partners" in the Faith Formation of their children.

In order to provide the best possible environment for faith to grow, parents/guardians are expected to regularly participate in Sunday Mass with their children. This practice helps your children to develop their faith-life and to live what they learn in their weekly class sessions. We use some of the finest resources available and are fully approved and endorsed by the Archdiocese of St. Paul and Minneapolis.

These family guidelines contain general information, as well as policies, that will positively enhance participation and help your child develop the specific attitudes, knowledge, and practices necessary to grow in relationship with their family, the Catholic Christian community, the world, and with God.

We pray that God will be with you and your family in the months ahead. May God, the source of all life, protect you. May God deepen your faith, build up your hope, and constantly increase the gift of love in you. May God keep your children strong in body, mind and spirit. May the peace of Christ Jesus abide in your hearts and home.

Fr. Cole Kracke, Pastor

Sr. Tresa Margret, Faith Formation Director

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General Information

St. John the Baptist, 106 Main St. Vermillion, MN 55085

Telephone: 651-437-9030 Fax: 651-437-3427

Website: www.stjohn-vermillion.com

St. Mathias, 23315 Northfield BLVD. Hampton, MN 55031

Telephone: 651-437-9030 Fax: 651-437-3427

Website: www.stmathias.com

St. Mary's, 8433 239th St. E, Hampton, MN 55301

Telephone: 651-437-5546 Fax: 651-437-3506

www.stmarysnewtrier.com

Parish Staff

Pastor: Fr. Cole Kracke

Phone: 651-318-1005

E-Mail: fr.cole@kracke.us

St. John and St. Mathias Parish Administrator: Rhonda Rother Phone: 651-437-9030

E-Mail: parish Office@stmathias.om

St. Mary's Parish Administrator: Patti Brown

Phone: 651-437-5546

E-Mail: info@stmarysnewtrier.com

Office Hours: Monday – Friday 9:00 am – 12:30 pm

Faith Formation Director: Sr. Tresa Margret

Office Phone: 651-437-9030

Convent Phone: 651-438-8680

Email: sr.tresa@sjb-school.org

Communication & Correspondence

At the beginning of each school year families will receive a calendar of events for the year. Occasionally some events may need to be changed. Please check the weekly bulletin for updated and upcoming events. Please check our parish website to view the bulletin and Faith Formation activities.

Faith Formation Programs

Children's Liturgy of the Word for ages 3 to 5

Saturday evenings during the 5:00 pm Mass at St. Mathias

Sunday mornings during the 8:00 am Mass at St. Mary's

Sunday mornings during the 10:00 am Mass at St. John's

Faith Formation Classes

Wednesday evenings from 6:30 – 7:30 at St. Mathias (Grades 1-10)

Sunday Mornings from 8:45 – 9:50 at St. John (Grades 1-10)

First Reconciliation/Eucharist Sacramental Preparation (Grade 2)

Confirmation Sacramental Preparation: (Grades 9 & 10)

Family Faith Formation: Home study program is available on a case-to-case basis upon approval from the Pastor. Sacramental preparation should be completed through the Parish Sacramental Faith Formation Program.

FAITH FORMATION CLASSES

Students in Grades 1-10 have the option to attend Faith Formation classes at St. John the Baptist in Vermillion on Sunday mornings from 8:45 to 9:50 am or at St. Mathias in Hampton on Wednesday evenings from 6:30 to 7:30 pm.

Sacramental Programs: Two consecutive years of participation in a Religious Education experience is expected. We believe this procedure creates an environment for the child to celebrate the Sacrament in a meaningful manner.

First Reconciliation/Eucharist Sacramental Preparation (Grade 2)

Confirmation Sacramental Preparation: (Grades 9 & 10)

Parent Meetings are scheduled during the year for parents, candidates, and their sponsors.

Retreats: In addition to regular classroom instruction, students in grades 7-10 are required to participate in day, overnight or weekend retreat. The purpose of a spiritual retreat is to

temporarily leave behind the usual distractions we all face in our daily lives and take time to reflect on our relationship with God.

The experience of retreats is meant to enhance the faith formation journey. Jesus, himself, set an example and called the disciples to retreat: *“In those days he departed to the mountain to pray, and he spent the night in prayer to God. (Luke 6:12) “The apostles gathered together with Jesus and reported all they had done and taught. He said to them, ‘Come away by your selves to a deserted place and rest a while.’” (Mark 6: 30-31)*

Service Experiences: We are called to serve each other to maintain and improve our living Church Community. Students in each grade are encouraged to participate in service projects throughout the year as a way of putting our “faith in action”. **Confirmation students are required to do 30 hours of Service projects during the 2 year preparation.**

Class Liturgies: Students are required to attend the scheduled class liturgies during the year. They are asked to perform the liturgical ministries at their class liturgies.

Altar Server: Grade 4 and older children/youth who have received First Eucharist are welcome to be trained to assist regularly at Liturgy and are expected to fulfill their schedule assignments at weekend liturgies. Parental support is essential.

Prayer: The experience of different forms of prayer is a regular expectation in the Faith Formation process.

PROTECTION OF CHILDREN AND YOUTH INITIATIVE

The United States Conference of Catholic Bishops (USCCB) established a comprehensive set of procedures *“The Charter for the Protection of Children and Young People”* in order to protect all children and young people in all environments, so that parents will be confident in the participation of their children in parish and school activities. (USCCB/OCYP)

We are taking many steps to follow the directives established by the Archdiocese of St. Paul and Minneapolis. In order to ensure the safety of all children and young people in our program, all volunteers who have regular, ongoing contact with minors are required to attend an adult safe environment training session (Virtus), submit to a background check and sign a Code of Conduct form.

In addition, as part of our “Christian morality” unit, we will present a personal safety curriculum for children and young people that incorporate age-appropriate materials from Archdiocese.

REGISTRATION AND TUITION FEES

Registration is required for all Faith Formation programs. Registration forms are sent home in spring to be **returned by August 1st**. Please check the bulletin for up to date information. No student will be denied religious education for financial reasons. If assistance is needed, please contact the Faith Formation Coordinator or the pastor. Your request will be handled in the strictest confidence.

Tuition Fees: \$50 for one student, \$85 for two students, or \$100 for per family.

No tuition for Children's Liturgy of the Word.

Faith Formation teachers are not required to pay the registration fee for their children to attend the Faith Formation classes.

CURRICULUM

Children's Liturgy of the Word for ages 3- 5

Seeds: Lectionary-based program <http://www.pflaum.com/>

Faith and Life Series (Grades 1, 3-8)

Faith and Life Series is a comprehensive religious program which provides a solid foundation of scripture, doctrine, and tradition. www.faithandlifeseries.com

Encounter With Christ: (Grade 2)

Sacramental **Preparation** for the first reception of the sacraments of Reconciliation and Eucharist, with the law of God and salvation history as background, invites children and their families to deepen their relationship with Christ and enter into the mystery of God's love in the Sacraments. <http://www.sacraments.osv.com>

Chosen: Confirmation Preparation - Grades 9

Video series designed to offer teens a life-changing experience as they journey through their Catholic faith in all its richness and vitality. The goal is nothing short of winning over the hearts of teens and making them lifelong Disciples of Christ.

<http://confirmationstudy.com/>

Confirmation: Faith and Life Series (Grade 10)

Faith and Life Series is a comprehensive religious education program which provides a solid foundation of scripture, doctrine, and tradition. www.faithandlifeseries.com

The curriculum also includes learning about sacraments, commandments, beatitudes, theology of the body, discussion of Sunday gospel and current issues that might play a role in students' everyday life.

Personal Safety Curriculum:

Virtus: Protecting God’s Children, grades 1-5

Virtus: Protecting God’s Children grades 6-10

ROLE OF THE PARENT

The Second Vatican Council states that “Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God.” *Catechism of the Catholic Church #2226*

Parents are called to “accompany” and “enrich” other forms of instructions in the faith. Therefore, parents are asked to share in the Faith Formation process by:

- Being role models in practicing their Catholic faith
- Attending Mass as a family (Saturday vigil or Sunday)
- Praying with their child(ren) and teaching them the memorized prayers
- Ensuring students attend class and other activities—Provide necessary transportation to and from events
- Attending scheduled Family events throughout the year
- Following through on various home assignments
- Assist Catechist as needed
- Support the efforts of the Catechists and Faith Formation Coordinator to provide a safe, secure and non-threatening environment.

GENERAL POLICIES

Attendance: Our schedule is made to correspond with vacation times of our local school (Hastings School District). While we all agree that sports activities are an important part of your child’s growth, special care must be given to their spiritual development. Weekly attendance is expected and necessary to assure reasonable participation and learning. Please schedule your child’s activities for a time that does not conflict with his or her Faith Formation.

The child’s catechist and the Faith Formation Director track attendance. If a child misses two consecutive sessions and the catechist has not been contacted, parents will receive a follow-up call from the catechist or the Faith Formation Director.

- Please call the office and leave a message if your child will be absent due to illness or family emergency. If we do not receive notice it will be recorded as an unexcused absent.
- Please help your child manage their time; missing class due to homework or extracurricular activity is considered an unexcused absent.
- If your child must miss a session due to illness or other circumstances, parents/students are responsible for contacting their teacher for make-up assignments.
- Students arriving tardy to class must check in the office before going to their classroom.
- If a student needs to be excused early from class—a written excuse signed by a parent must be presented to the teacher or office by the beginning of class. Parents/students must sign out in the office.

Perfect Attendance awards will be given to students who do not miss any classes. We encourage them to attend all classes and participate in all the activities.

Mass /Homily Reports: Students 6- 8 are required to make Eight (8) **Mass Reports** and **Grades 9 and 10 are required to make Twelve (12) Mass/homily reports.**

Class Arrival and Dismissal: Students can be dropped off on the parking lot. As sessions are only 1 hour in length, **BEING ON TIME IS ESSENTIAL.** Please do your utmost to cooperate. If someone other than a parent is picking up, please give the catechist a written notification. This is purely for safety reasons which we hope you understand.

DISCIPLINE

The parish assumes that good behavior is the norm and responsibility of each child and their parents. Class time is brief and since various objectives and tasks must be met in order for quality learning to take place, there is little time for correcting problem behavior. If your child is on a special behavior program at home or school, please let the Faith Formation Director know this, as well as the child’s catechist. In this case, we mirror the methods used at home or at school and usually provide a one-on-one aide for the child with special needs. Our regular procedure for helping a child adjust his/her behavior.

Personal Belongings:

- Students will be provided with a book and basic materials.
- Students should not bring anything else to class unless instructed by the teacher.
- **No cell phones, ipods, personal electronic items should be brought into the classroom.**
- The office telephone is available for students and parents if they need to contact each other.
- Students who drive and need a cell phone for emergencies are instructed to leave the phones in their car.
- Items not allowed in Faith Formation Classes will be confiscated and kept in the office until a parent picks them up.

Classroom Environment:

- Catechists will provide a positive and non-threatening classroom environment in which spiritual growth can flourish.
- Students are expected to treat the Catechist, adults and fellow students with respect.
- Students are expected to respect the property given for their use, and the property of other students.
- Students are expected to come to class appropriately and modestly dressed. No hats are to be worn in the building
- Students are not allowed anywhere in the building without supervision or permission.
- Running, shoving, pushing, fighting, snowball fights, etc. are prohibited at all times.
- Students are not allowed in the classrooms if the Catechists are not present.
- Catechist will define appropriate and acceptable behavior and handle the direction of discipline.
- Students are expected to follow the classroom rules set forth by their teacher.

Classroom Management:

We recognize that learning cannot take place unless the environment is one with order and purpose, where every person and all property are respected. Furthermore faith formation classes are short in length. In order for catechists to have enough time to teach the necessary concepts, they are not expected to spend a lot of time on discipline.

The following actions will take place when students engage in disrupting and disrespecting behavior. If disrupting behavior becomes a habit, then parents will be asked to attend a meeting with the Pastor and Faith Formation Director to address appropriate action.

1st Notice—Student is given a verbal warning

2nd Notice—Student is removed from the classroom to meet with FF Director

3rd Notice—Student is removed from the classroom to call their parent to take them home.

CATECHETICAL VOLUNTEERS

In order to serve the faith formation needs of our parish, it is essential for a number of people to answer the call. Each year we need catechists and Liturgy of the Word for Children leaders to share the faith with our parish children and youth. Training is provided. We also have an In Service prior to the start of classes. **All volunteers are required to complete the 3 Essentials: Background Check, Signed Code of Conduct, and VIRTUS Training. God does not call those who are qualified; He qualifies those He calls. Please pray and consider this ministry.**

Catechists and Classroom Aides: Catechists are all volunteers from the parish. The parish Director of Faith Formation oversees the training process.

Volunteer classroom aide works closely with the catechists and may even be asked to teach a class occasionally. Catechists are encouraged to develop a close working relationship with their assistants and to motivate them to take an active part in the weekly session. We encourage parents to volunteer their time and talent as a catechist or a classroom aide.

Time and Talent: Family involvement is critical to the survival and growth of our program, therefore we ask each family consider sharing their time and/or talent. See registration form for options.

Safety and Security:

- First grade Parents are asked to drop off and pick up their students in their classroom unless they make arrangements with the teacher for an older sibling to pick up the student.
- Visitors—we ask and encourage parents to sustain involvement in the classrooms. In compliance with the Office of Protection of Children and Youth through the Archdiocese; all adults who have regular or ongoing contact with students are required to attend a **VIRTUS** training session, **do background checks, and Signe the code of conduct paper.** All parent or visitors must check in the office.
- **Bad Weather Policy:** If the Hastings Public School District cancels school or afterschool activities on any scheduled Faith Formation class day due to weather; Faith Formation classes will also be cancelled. Please call the office or check our parish website for class cancelations. Parent should use their own discretion when it comes to traveling to and from classes.
- **Emergency Contact:** If at any time during the program year your family contact information has changed please notify the office. It is crucial to have up-to-date information.

Prayers

With the limited classroom time the children spend in religious education, it is not possible to help the children learn all of these prayers by heart. This is why we ask the parents to become our partners in this mission. Using the schedule below and the prayers provided we ask that you please help your children learn them in your home. (See back pages of handbook for prayers)

- K-1** Sign of the Cross, Glory Be, Prayer to Guardian Angel, Our Father & Hail Mary
- 2** (K-1 knowledge), Act of Contrition, Glory Be, be familiar with the Mass responses, Seven Sacraments and genuflection
- 3-4** (K-2 knowledge), Apostles Creed, Prayer before and after meals, Ten Commandments The Angelus, and how to pray the Rosary
- 4-6** (Grade K-4 knowledge) Act of Faith, Hope and Love, Memorare
- 7-8** (Grade K-6 knowledge) Precepts of the Church, Prayer for the Poor Souls, theological Virtues, Cardinal Virtues, Beatitudes and Holy Days of Obligation
- 9-10** (all of the above) Gifts and Fruits of the Holy Spirit

Resources and Helpful Links:

Our Sunday Visitor: <http://www.osv.com/>

Call to Faith: <http://www.osvcurriculum.com/ctf/nsmedia/menu.html>

(Parent resources and games for children can be found on this site)

Catholic Mom.Com: <http://catholicmom.com/>

NET Ministries: <http://www.netusa.org/>

Archdiocese of St. Paul/Minneapolis: <http://www.archspm.org/>

United States Conference of Catholic Bishops: <http://www.usccb.org/>

Vatican: <http://www.vatican.va/>

How to Pray the Rosary: <http://loyolapress.com>

Finding God: <http://loyolapress.com>

Catholicmom.com This is a great resource for parents or catechists

Catholic Prayers

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Angel of God

Angel of God, my Guardian dear,
To whom God's love commits me here.
Ever this day be at my side
To light and guard, to rule and guide. Amen

Our Father

Our Father, Who art in heaven,
Hallowed be Thy Name.
Thy Kingdom come Thy Will be done,
On earth as it is in Heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil. Amen.

Hail Mary

Hail Mary, Full of Grace,
The Lord is with thee;
Blessed art thou among women,
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners,
Now, and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son,
and to the Holy Spirit.
As it was in the beginning, is now,
and ever shall be world without end. Amen.

Prayer Before Meals

Bless us, O Lord, and these Thy

gifts which we are about to receive from
Thy bounty, through Christ our Lord. Amen

Act of Contrition

(Option #1)

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

(Option #2)

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of your just punishment, but most of all because they offend you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more and to avoid the near occasions of sin. Amen.

Seven Sacraments

Baptism	Confirmation
Eucharist	Reconciliation
Marriage	Holy Orders
Anointing of the Sick	

Apostles Creed

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son Our Lord, Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hell; the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God, the Father almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

Prayer after Meals

We give thee thanks, almighty God, for these and all Thy gifts which we have received through Christ our Lord. Amen

Ten Commandments

1. I am the LORD your God. You shall worship the Lord your God and Him only shall you serve.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and your mother.

5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

Act of Faith

O MY GOD, I firmly believe that you are one God in Three Divine Persons: Father, Son and Holy Spirit. I believe that Your Divine Son became Man, and died for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived.
Amen

Act of Hope

O MY GOD, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen

Act of Love

O MY GOD, I love you above all things, with my whole heart and soul, because you are all good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me, and ask pardon of all whom I have injured. Amen

Three Theological Virtues

Faith, Hope and Charity

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence, I fly unto you O Virgin of virgins, my mother; to you do I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

Holy Days of Obligation

Catholics are required to attend Mass on Sundays and these Holy Days:

- Mary, the Mother of God (January 1)
- The Ascension of the Lord (date varies)
- The Assumption of Mary (August 15)
- All Saint's Day (November 1)
- Immaculate Conception of Mary (Dec. 8)
- Christmas (January 25)

Seven Gifts of the Holy Spirit

Wisdom	Understanding
Counsel	Fortitude
Knowledge	Piety
Fear of the Lord	

Fruits of the Holy Spirit

Charity	Joy
Peace	Patience
Benignity	Goodness
Mildness	Long-Suffering
Faith	Modesty
Continence	Chastity

Four Cardinal Virtues

Prudence, Justice, Fortitude, and Temperance